

Hampstead Norreys Parish Council

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<http://www.hampsteadnorreysparishcouncil.org/>

PARISH COUNCIL MEETING

To: All Members of Hampstead Norreys Parish Council

All Councillors are hereby summoned to attend the following meeting.

NOTICE OF MEETING

MEETING: Full Council - Continuation of the Annual Meeting from 5th May 2021
DATE & TIME: Thursday 27th May 2021 at 7.30pm
PLACE: Online via Zoom - Meeting ID: 835 6304 7799, Passcode: 243192, [Meeting Link](#)

S. Marshman

Dr. S. Marshman, CiLCA, Clerk to the Council

21st May 2021

AGENDA

1. To receive apologies for absence from Members of the Council
2. To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation
3. To receive questions or comments from members of the public or representations from any member who has declared a pecuniary interest
4. To approve the [minutes of the Parish Council Meeting held on 29th April 2021](#)
5. To approve the [minutes of the Parish Council Meeting held on 5th May 2021](#)
6. Matters arising from the minutes of the previous Parish Council Meetings
7. To receive a report from the District Councillor
8. Planning Applications
 - a) To consider the following new applications:
 - [21/01014/HOUSE Gate Cottage, Haw Farm, Road Known As Haw Lane, Hampstead Norreys, RG18 0TP](#) - The construction of a two storey and single storey rear extension, conversion of existing front porch to stairwell and small single storey extension, a new relocated entrance porch and partial infill of an existing car port, together with ancillary works
 - [21/01049/HOUSE White Rose House, Water Street, Hampstead Norreys, RG18 0SG](#) - Domestic Solar PV installation which would normally fit under our companies permitted development rights but this property has these rights removed
 - b) To receive a report on West Berkshire Council's recent planning decisions

9. Finance:
 - a) To consider approving payments made/due as listed on the [Finance Report](#)
 - b) To receive the most recent bank reconciliation
 - c) To receive the most recent quarterly budget summary where applicable
10. To appoint any new committees in accordance with standing order 4
11. To review [delegation arrangements for staff and other local authorities](#)
12. To review the [inventory of land and assets](#) including buildings and office equipment
13. To review the arrangements for insurance cover in respect of all insured risks
14. Policies:

To review the following policies:

 - a) [Standing Orders](#)
 - b) [Financial Regulations](#)
 - c) [Complaints Procedure](#)
 - d) The procedures for [handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998](#)
 - e) [Dealing with the press/media](#)
 - f) [Grants Policy](#)
15. To review the [council's and/or staff subscriptions to other bodies](#)
16. To determine the [time and place of ordinary meetings of the full council](#) up to and including the next annual meeting of full council
17. To consider Parish Council [areas of representation and representation on outside bodies](#)
18. To consider the [Risk Register for 2021/22](#)
19. To consider adopting a [Parish Council logo](#)
20. To consider updating the bank mandate
21. To consider a request from Hampstead Norreys Amenities Trust for a funding contribution towards the replacement of lighting with LED
22. To receive an update from the Traffic and Speeding Working Group
23. Matters for future consideration and information

Date and time of next scheduled meeting:

Parish Council Meeting: Thursday 29th July 7:30pm

Supporting Documents

Agenda item 9a: To consider approving payments made/due

Finance Report

Status at last bank reconciliation 30th April 2021

Unity Trust	£10,037.80
HSBC Current	£659.69
HSBC Business Money Manager	£21,687.14
Total	£32,384.63

Income received 18th March - 19th May 2021

Donation from Cricket Club	£600.00
VAT refund	£1,729.91
Precept 1st instalment	£9,413.00
Total	£11,742.91

Payments to be approved

Payment Date	Method	Payee	Payment Detail	Amount
15-Apr	DD	Southern Electric	Electricity	£92.52
21-Apr	DD	The Good Exchange	Fee for grant received	£90.00
23-Apr	BACS	Vision ICT	Website fees 21/22	£150.00
23-Apr	BACS	Triangle Management	Refuse disposal Mar	£105.60
23-Apr	BACS	West Berkshire Council	Refuse disposal 20/21	£137.06
27-May	BACS	Staff Costs	Includes staff salaries, PAYE and pension contributions May	£292.84
27-May	BACS	BALC	Subscription 21/22	£187.59
27-May	BACS	Sunshine Commercial Services Ltd	Grounds maintenance	£234.76
27-May	BACS	Triangle Management	Refuse disposal Apr	£105.60
27-May	BACS	Came & Company	Insurance renewal (awaiting cost – 3 rd year of a three year agreement)	
Total				£1,395.97

Agenda item 9b: To receive the most recent bank reconciliation

Bank Reconciliation at 30/04/2021

Cash in Hand 01/04/2021	31,581.00
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ADD

Receipts 01/04/2021 - 30/04/2021	1,729.91
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Subtotal	33,310.91
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SUBTRACT

Payments 01/04/2021 - 30/04/2021	926.28
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A Cash in Hand 30/04/2021 (per cash book)	32,384.63
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Cash in hand per Bank Statements

Petty Cash	30/04/2021	0.00
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3 HSBC BMM	30/04/2021	21,687.14
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2 HSBC Current	30/04/2021	659.69
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1 Unity Current	30/04/2021	10,086.80
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Subtotal	32,433.63
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Less unrepresented payments	49.00
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Subtotal	32,384.63
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Plus unrepresented receipts	0.00
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B Adjusted Bank Balance	32,384.63
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A = B Checks out OK

Agenda item 9c: To receive the most recent quarterly budget summary where applicable

Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- under/ overspend	Percentage under/ overspend
1	Precept	15,100.00	15,100.00	0	0	0	0	0	(0%)
2	Interest	50.00	11.76	-38	0	0	0	-38	(-76%)
3	Allotment Rent	143.00	158.00	15	0	0	0	15	(10%)
4	Grants & Donations	500.00	3,700.00	3,200	0	0	0	3,200	(640%)
5	VAT Refund	0	0	0	0	0	0	0	(N/A)
6	Other Income	0	600.00	600	0	0	0	600	(N/A)
	SUB TOTAL	15,793.00	19,569.76	3,777	0	0	0	3,777	(23%)

Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- under/ overspend	Percentage under/ overspend
7	Insurance	0	0	0	650.00	640.97	9	9	(1%)
8	Audit	0	0	0	0	200.00	-200	-200	(N/A)
9	Bank Charges	0	0	0	72.00	72.00	0	0	(0%)
10	ICO Registration	0	0	0	35.00	35.00	0	0	(0%)
11	Hall Rent	0	0	0	200.00	0	200	200	(100%)
12	Elections	0	0	0	0	75.00	-75	-75	(N/A)
13	Chairman's Allowance	0	0	0	20.00	0	20	20	(100%)
14	Stationery/Supplies	0	0	0	30.00	14.13	16	16	(52%)
15	Training	0	0	0	200.00	60.00	140	140	(70%)
16	Website	0	0	0	125.00	125.00	0	0	(0%)
17	Software	0	0	0	0	288.00	-288	-288	(N/A)
18	Staff Expenses	0	0	0	360.00	380.25	-20	-20	(-5%)
	SUB TOTAL	0	0	0	1,692.00	1,890.35	-198	-198	(-11%)

Staff Costs

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- under/ overspend	Percentage under/ overspend
19	Staff Costs	0	0	0	3,890.00	3,832.67	57	57	(1%)
	SUB TOTAL	0	0	0	3,890.00	3,832.67	57	57	(1%)

Lighting

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- under/ overspend	Percentage under/ overspend
20	Electricity	0	0	0	200.00	348.86	-149	-149	(-74%)
21	Lighting Maintenance	0	0	0	300.00	0	300	300	(100%)
22	Steps Lights	0	0	0	3,000.00	2,247.12	753	753	(25%)
	SUB TOTAL	0	0	0	3,500.00	2,595.98	904	904	(25%)

Grounds Maintenance

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- under/ overspend	Percentage under/ overspend
23	Grounds Maintenance	0	0	0	3,500.00	2,672.48	828	828	(23%)
	SUB TOTAL	0	0	0	3,500.00	2,672.48	828	828	(23%)

Other Maintenance

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- under/ overspend	Percentage under/ overspend
24	Maintenance/Landscaping	0	0	0	200.00	0	200	200	(100%)
25	Well House/Bus Shelter Repairs	0	0	0	200.00	0	200	200	(100%)
26	Play Area Maintenance	0	0	0	600.00	149.00	451	451	(75%)
27	Telephone	0	0	0	385.00	385.00	0	0	(0%)
28	Dog Waste Bins	0	0	0	120.00	0	120	120	(100%)
29	Refuse Disposal	0	0	0	450.00	1,243.00	-793	-793	(-176%)
30	Defibrillator	0	0	0	110.00	265.00	-155	-155	(-140%)

31	Other Maintenance	0	0	0	0	450.00	-450	-450	(N/A)
32	New Bins	0	0	0	900.00	382.80	517	517	(57%)
33	Salt Bins	0	0	0	0	33.00	-33	-33	(N/A)
	SUB TOTAL	0	0	0	2,965.00	2,907.80	57	57	(1%)

Allotments

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- under/ overspend	Percentage under/ overspend
34	Allotments Water	0	0	0	90.00	98.98	-9	-9	(-9%)
35	Allotments Maintenance	0	0	0	80.00	75.00	5	5	(6%)
	SUB TOTAL	0	0	0	170.00	173.98	-4	-4	(-2%)

Subscriptions

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- under/ overspend	Percentage under/ overspend
36	BALC Subscription	0	0	0	200.00	189.95	10	10	(5%)
37	SLCC Subscription	0	0	0	50.00	38.52	11	11	(22%)
38	CCB Subscription	0	0	0	35.00	0	35	35	(100%)
39	CPRE Subscription	0	0	0	40.00	0	40	40	(100%)
	SUB TOTAL	0	0	0	325.00	228.47	97	97	(29%)

Donations

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- under/ overspend	Percentage under/ overspend
40	Church Grass Cutting Donation	0	0	0	1,200.00	1,200.00	0	0	(0%)
41	West Berkshire Countryside Society Donation	0	0	0	100.00	100.00	0	0	(0%)
42	Downland Volunteer Group Donation	0	0	0	100.00	0	100	100	(100%)
43	Pang Valley Flood Forum Donation	0	0	0	100.00	100.00	0	0	(0%)
44	Royal British Legion	0	0	0	50.00	50.00	0	0	(0%)
45	West Berkshire Library Service Donation	0	0	0	70.00	0	70	70	(100%)
46	GreenFest Donation	0	0	0	100.00	0	100	100	(100%)

47	Other Donations	0	0	0	200.00	0	200	200	(100%)
	SUB TOTAL	0	0	0	1,920.00	1,450.00	470	470	(24%)

Contingencies

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- under/ overspend	Percentage under/ overspend
48	Contingencies	0	0	0	200.00	110.00	90	90	(45%)
	SUB TOTAL	0	0	0	200.00	110.00	90	90	(45%)

Reserves

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- under/ overspend	Percentage under/ overspend
49	Reserves	0	0	0	0	373.32	-373	-373	(N/A)
	SUB TOTAL	0	0	0	0	373.32	-373	-373	(N/A)

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- under/ overspend	Percentage under/ overspend
NET TOTAL	15,793.00	19,569.76	3,777	18,162.00	16,235.05	1,927	5,704	(16%)
V.A.T.	0	1,273.85	0	0	1,729.91	0	(N/A)	(N/A)
GROSS TOTAL	(N/A)	20,843.61	(N/A)	(N/A)	17,964.96	(N/A)	(N/A)	(N/A)

Agenda item 11: To review delegation arrangements for staff and other local authorities

The first document shows the general delegated powers document the Council usually operates under. The second document shows the Temporary Scheme of Delegation that is currently in place.

DELEGATED POWERS

For the Committees and the Clerk

THE CLERK

To have **delegated powers** to:

- i. Authorise any immediate temporary work necessary on Health and Safety or security grounds that might expose the Council to litigation or claims if delayed up to a limit of £500. If the expenditure is over £500, the Clerk must have the approval of two members of the council, one of which must be either the Chairman or Vice-Chairman.
- ii. Spend up to £100 on essential office equipment to maintain communications and supplies for office use, in consultation with the Chairman or Vice Chairman. Such expenditure must be included in subsequent invoices submitted to the Council for approval.

Temporary Scheme of Delegation

Version number	1.0	Minute reference	20/21-143
Adopted by	Full Council	Review due	November 2021
Date adopted	29 th April 2021		

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
4. In an emergency the Proper Officer is empowered to carry out any function of the Council

5. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

Delegation to The Proper Officer

6. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any and all decisions recommend to them by the relevant Committee or Full Council
7. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
8. The Proper Officer may not take additional decisions that would normally be taken by a Committee or Full Council unless that Committee or Full Council has met in a meeting suitably convened under the requirements of the Local Government Act 1972 and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.

Full Council Matters

9. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
 - To appoint the Chairman and Vice-Chairman in May each year
 - To sign off the Governance Statement by 30th June each year
 - To set the Precept
 - To appoint the Head of Paid Service (Parish Clerk)
 - To make byelaws
 - To borrow money
 - To consider any matter required by law to be considered by Council

Agenda item 12: To review the inventory of land and assets including buildings and office equipment

Asset Register 2020/2021

Asset Description	Date Acquired	Purchase Price	Current Value	Location /Responsibility
Car Park, The Close		1.00	N/A	The Close
Car Park, Unnamed Road		1.00	N/A	Unnamed Road
Allotments Site		2,150.00	N/A	Five Ways
Well Garden		15,000.00	N/A	Church Street
Playground Equipment		69,308.90	N/A	Dean Meadow
Defibrillator		1,950.00	N/A	Church Street
Salt Bin (1)	October 2017	255.48	N/A	The Close
Street Light (1)		1,500.00	N/A	Corner of Water Street and The Close
Street Light (2)		1,500.00	N/A	Opposite 6 Beechcroft
Dog Waste Bin (1)	June 2020	149.90	N/A	Eling Way
Dog Waste Bin (2)	June 2020	149.90	N/A	Eling Way
Dog Waste Bin (3)	June 2020	134.95	N/A	Eling Way
Laptop	August 2020	373.32	N/A	Clerk
Salt Bin (2)	September 2020	62.95	N/A	At the top of the steps
Step Lights and Bollard Lights	January 2021	2,247.12	N/A	The steps and adjacent car park
Total		94,784.52		

Agenda item 15: To review the council’s and/or staff subscriptions to other bodies

Organisation	Last Renewal Date	Cost at Last Renewal
Berkshire Association of Local Councils (BALC) / Hampshire Association of Local Councils (HALC)	May 2021	£187.59
Society of Local Council Clerks (SLCC)	March 2021	£38.52

Agenda item 16: To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Meeting Date	Meeting Type
Thursday 29 th July 2021	Full Council
Thursday 30 th September 2021	Full Council
Thursday 25 th November 2021	Full Council
Thursday 27 th January 2022	Full Council
Thursday 31 st March 2022	Full Council
Thursday 28 th April 2022	Annual Parish Meeting
Thursday 26 th March 2022	Annual Meeting of the Parish Council

Meetings will be held online until it is safe to meet again in person. At this point onwards, meetings shall take place in the Memorial Room at the Village Hall.

Agenda item 17: To consider Parish Council areas of representation and representation on outside bodies

Role	Role Holder in 2019/20
Allotments	Colin Layton
Defibrillator	Colin Layton
Downlands Practice Patient Rep Group Representative	Gwenan Paul
Downland Volunteer Group Representative	Gwenan Paul
Internal Controller	Harriet McCalmont
Planning	David Barlow
Playground Inspections	Caroline Herman
Traffic and Speeding Working Group	Fiona Bennet and Ros Maskell
Waste Removal Management	Caroline Herman
West Berkshire Countryside Society Representative	Colin Layton

Agenda item 18: To consider the Risk Register for 2021/22

Risk Assessment and Management 2021/22

Version number	1	Minute reference	
Adopted by	Full Council	Review due	APCM May 2022
Date adopted			

Introduction to Risk Assessment and Management

The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. It is important therefore that Councils have in place a system to help them assess and manage risks. Ultimately risk management is the responsibility of Members because risks threaten a council's ability to achieve its objectives.

Assessment and Management of risk is one of the mandatory areas addressed on Internal Audits. The Risk Assessment system and associated Risk Register will be used by Internal Auditors to assess whether the Council takes seriously its possible exposure to risk and has put in place actions to limit the consequences of potential risks.

For smaller parishes, this system will be relatively simple. It can essentially be broken down into the following 3 main steps:

- Identifying the key risks facing the council
- Evaluating the potential of one of these risks occurring
- Managing the risk: agreeing measures to avoid, reduce or control the risk or its consequence.

Risk Identification

Risks can be divided into a number of categories and the following have been used here:

- Physical assets – buildings, equipment, IT hardware etc.
- Finance – banking, loss of income, petty cash etc.
- Injury to the public and/or staff – in halls, playgrounds and recreation grounds, etc
- Complying with legal requirements – agendas and minutes, records, etc
- Councillor propriety – declarations of interest, gifts and hospitality etc

Risk Evaluation

Risk Evaluation is essentially a 2-part exercise, answering the questions:

- What is the chance of the risk occurring?
- What is the likely impact if it does occur?

In smaller Parish Councils it is only necessary to classify the answers to each of these questions as Low, Medium or High

Risk Management

There are three main ways of managing risks:

- Manage the risk yourself
- Take out insurance to cover the risk
- Agree with another party that they will manage the risk on your behalf; this may include rewarding them for so doing

Risk Register

Identified risks are documented in a Risk Register.

It should be noted that Risk Assessment and Management is not a one-off exercise; risks should be constantly kept under review, especially as the business of the Council changes and new projects are undertaken.

Risk Assessment Matrix

Identified risks are assessed using the following matrix.

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Risk Assessment

Assets

Risk	Chance	Impact	Risk	Management Control
Damage to – or loss of – fixtures and fittings	M/2	M/2	M/4	The Parish Council insurance policy covers office contents, street furniture and playground equipment.
Loss of data – physical	L/1	L/1	L/1	All important files are held within lockable filing cabinets.
Loss of data – electronic	M/2	M/2	M/4	Continual back up to cloud storage is made of the Parish Council files.
Asset Register is out of date	M/2	M/2	M/4	An inventory of all Council assets is maintained by the Clerk, who arranges appropriate insurance cover. The Asset Register is reviewed regularly by Councillors.

Injury to Public, Members and/or Staff

Risk	Chance	Impact	Risk	Management Control
Injury to third parties, members and staff on Council premises	L/1	H/3	M/3	Insurance has been taken out to cover Public Liability (£10M), Employers Liability (£10M) and Personal Accident.
Injury to third parties using equipment in play areas in Dean Meadow	L/1	L/1	L/1	The Parish Council has an annual inspection carried out on all play equipment. Also, an identified Parish Councillor carries out regular checks and reports monthly at the Parish Council meetings.
Injury to third parties and members because of ice, snow etc. on parish council maintained land	M/2	M/2	M/4	Insurance has been taken out to cover Public Liability (£10M).

Finance

Risk	Chance	Impact	Risk	Management Control
Precept is not adequate	L/1	M/2	L/2	The Council reviews the draft budget, including the amount of Precept, each November, with a final draft being reviewed in January prior to the submission deadline for the Precept amount.
Council funds are not properly managed	L/1	M/2	L/2	Income is invested in appropriate accounts by a competent Clerk. This is reviewed regularly by members at the Council meeting.
Loss of cash through theft or dishonesty	L/1	M/2	L/2	No petty cash is maintained by the Council / Clerk. Any necessary expenditure on small items such as stamps is paid for unapproved on a pre-paid debit card which has an appropriate limit set. Insurance cover has been taken out to cover a) loss of non-negotiable money and robbery b) misappropriation of funds by staff or Councillors (Fidelity Guarantee sum insured = £150,000)
Council Financial Regulations are inadequate	L/1	M/2	L/2	Council financial procedures are well tried and tested. A set of Financial Regulations under which the Council operates was formally adopted by members at the Meeting held on 29 th January 2018, minute 16.
Council financial controls and accounting records are inadequate to prevent financial irregularity	L/1	M/2	L/2	The Clerk maintains Council accounting records using Excel spreadsheets. Members are provided with regular reports covering bank balances, explanatory notes and management accounts. All cheques are presented to Full Council for approval and invoices and cheque stubs are signed by two Councillors. All electronic payments are submitted by the Clerk and authorised by two Councillors. A full list of payments for approval is submitted at each Full Council meeting.
Audit documentation is not submitted within the required timeframe to the internal and external auditors	L/1	M/2	L/2	The Clerk must ensure the documentation from the External Auditors has been received and follow the given timeframes within the documentation.

Insurance

Risk	Chance	Impact	Risk	Management Control
Insurance must renewed each year	L/1	L/1	L/1	The insurance renewal must be considered at the May meeting each year in time for the 1 st June renewal date.
Insurance must cover Public Liability (£10M), Employers Liability (£10M), Personal Accident and Fidelity	L/1	L/1	L/1	The Clerk reviews the insurance policy before presenting to the Council. The Council reviews the insurance policy at the Annual Parish Council Meeting.

Councillor Propriety

Risk	Chance	Impact	Risk	Management Control
Members do not declare their interests, gifts or hospitality	L/1	L/1	L/1	The Clerk maintains a Register of Interest, which all Councillors are required to keep up to date. An agenda item at each meeting gives members the opportunity to declare personal and/or prejudicial interests.

Business Continuity

Risk	Chance	Impact	Risk	Management Control
Loss of Clerk	L/1	M/2	L/2	All electronic files are backed up to the Cloud. The Chairman possesses a sealed envelope containing the relevant passwords in order to be able to access the files should this be required.

Legal Compliance

Risk	Chance	Impact	Risk	Management Control
Motions adopted by the Council are not legal	L/1	M/2	L/2	The Clerk advises members if he considers a motion may be illegal. A new set of Standing Orders, based on the NALC standard, were adopted on 21 st May 2018, minute 18/19-014. These are reviewed and updated where appropriate. The latest version of 'Local Council Administration' by Charles Arnold-Baker is used as a reference.
Committees and officers exceed their terms of reference	L/1	M/2	L/2	Committee Terms of Reference and Delegated Powers are reviewed annually at the APCM. The Clerk has a detailed Job Description.
Minutes and agendas are not produced in a timely manner or made available to the public	L/1	L/1	L/1	Signed agendas for all meetings are produced by the Clerk and are available to members at least 3 clear days before each meeting and are posted on the Council notice board in the Parish on the Tuesday before each Monday meeting. Minutes are produced within 4 weeks of the meeting and are posted on the website and the notice board.
Council documents are not controlled properly	L/1	L/1	L/1	All documentation is produced using version control mechanisms. All important documents received are filed in a Correspondence File available to all members. Documents are filed in a lockable filing cabinet via a classification index at the home of the Clerk. Some historical documents are filed in a lockable cabinet in the Village Hall. Electronic documents are filed using a folder structure.
Effectiveness of internal audit is not considered.	L/1	M/2	L/2	An annual review of the effectiveness of internal audit must be undertaken and recorded in the minutes at the next meeting after the report has been received. Appropriate steps should be taken to deal with matters raised in reports from the internal auditor through agenda items.
Formal advice is not sought when required.	L/1	M/2	L/2	Continue with memberships of BALC and SLCC.

Failure to comply with data protection registration				The Council is registered with the Information Commissioner's Office and the registration fee is paid annually by direct debit.
Failure to comply with Freedom of Information request	L/1	M/2	L/2	The Council has a Model Publication scheme in place. The Parish Council and the Clerk are aware that if a substantial request came in it could create a number of additional hours' work. The Clerk is able to claim overtime should this be required.
Failure to comply with the General Data Protection Regulations	L/1	M/2	L/2	The Council does not hold much personal data. The Clerk has attended GDPR training. The Councillors complete a GDPR checklist to advise them of the requirements they must meet.

Agenda item 19: To consider adopting a Parish Council logo

The following logo designs have been suggested:

