

<b>Bursledon Parish Council</b>	
<b>Minutes of the Full Council Meeting</b>	
Minutes of the meeting of Bursledon Parish Council held on Wednesday 26 February 2020 at 7.00 pm in Lowford Community Library, The Lowford Centre, Portsmouth Road, Bursledon.	
Members: Cllr S Holes (Chair)+ Cllr M Garrett (Vice Chair) + Cllr T Craig * Cllr K House *	Cllr J O'Sullivan + Cllr B Simon-Hart # Cllr M Penn + Cllr J Rich +
Note: + = Attended, * = Apologies, #= Absent and no apology received.	
Also, Attended Officers of the Council R Potter (Parish Clerk) J Lennon (Administrator) Members of the Public: 12	
FC/20/113	<b>Apologies for Absence</b> Apologies for absence were received and accepted from Cllr House and Cllr Craig
FC/20/114	<b>Declarations of Interest</b> Cllr M Garrett declared a pecuniary interest in agenda item 9.
FC/20/115	<b>Minutes of Previous Meeting.</b> The minutes of the Full Council Meeting held on Wednesday 29 January 2020 were agreed and signed as a correct record.
FC/20/116	<b>Questions from the Public</b> There were no question from the public other than on items on the Council Agenda.
FC/20/117	<b>Chair's Communications</b> There was no Chairs communication.
FC/20/118	<b>Consultation on the proposed Changes to Hampshire Library Services</b> The Council considered the consultation document from Hampshire Library Services.

The following comments were made by my members of the public

Members of the Friends of Lowford Library addressed the Council regarding the Hampshire County Council Library Service Consultation. Janet Haynes Chair of the Friends of Lowford Library Volunteers in addressing Council said that Lowford Community Library is well supported by the whole community and with access to the RFID machine and internet can provide a full library service and that is how they wish to continue. Hazel Thwaites a library volunteer highlighted that the library is well used by residents with English as a second language who bring their children into the library to read and choose books to read at home. Diane Andrewes who was involved in the setting up the library originally said that it has always been the case that Lowford wanted to be a proper library which requires HCC support i.e. the RFID machine and it would be a dreadful loss to the community if this service was withdrawn. 100 members of the public had shown their support by joining library volunteers in a "gathering" outside Lowford library against the possible withdrawal of the HCC library service.

The Council considered the details of the consultation and the comments received from the Public.

Cllr O'Sullivan said that Bradford City Council have transferred monies from their Wellbeing Fund to their library service to combat loneliness.

Cllr Rich commented that Hampshire County Council are trying to take services away from young children.

Cllr Penn commented that the library with its current services is very important to the local community and suggested that a proposal be put forward to HCC outlining options to reduce costs without reducing the service.

The Parish Clerk urged residents to complete the consultation document highlighting that the consultation states that if services are withdrawn, we would get a community library - this is not the case as the core services of a library would be withdrawn.

The Chair thanked the library volunteers for the amazing job they have done since the library opened and assured them of the Parish Councils commitment to the volunteers and Lowford Library.

Signed.....Date.....

	<p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That the Clerk would respond to the library consultation stating that Lowford Library wished to maintain its library service with HCC providing: - <ul style="list-style-type: none"> <li>- The RFID machine,</li> <li>- Go on-line terminal and Wi-Fi,</li> <li>- Support for the Summer Reading Challenge,</li> <li>- Book circulation services,</li> </ul> </li> <li>• That the Council would suggest that the running costs of Lowford Library the following proposal should be put forward to HCC library service for consideration: - <ul style="list-style-type: none"> <li>- Withdrawal of the once a week visit from Hedge End Library staff to Lowford Library.</li> <li>- Withdrawal of weekly book delivery from HCC directly to Lowford Library, Lowford Library would put in place a system for the books to be collected from Hedge End Library.</li> </ul> </li> </ul>
FC/20/119	Cllr Holes passed the Chair of the meeting to Cllr O'Sullivan Chair of the Planning and Highways Committee for the planning section of the agenda.
FC/20/120	<p><b>Planning Applications</b></p> <p><b>Application No:</b> <a href="#">H/20/87292</a></p> <p><b>Site Address:</b> SHEARWATER, SALTERNS LANE, BURSLEDON, SOUTHAMPTON, SO31 8DH</p> <p><b>Description:</b> Alterations and additions comprising single storey rear extension, front porch, extended eaves, rooflights, flue, raised terraces, and alterations to fenestration.</p> <p><b>RESOLVED: DO NOT OBJECT</b></p>
FC/20/121	<p><b>Application No:</b> <a href="#">C/20/87290</a></p> <p><b>Site Address:</b> MOLE COTTAGE, HIGH STREET, BURSLEDON, SOUTHAMPTON, SO31 8DL</p> <p><b>Description:</b> Demolition of the existing dwelling and construction of a new family home.</p> <p>The following comments were made by the public: Mr Mosley of Yewtree cottage and Mr Coleman of Rosewood Cottage outlined their concerns to Council regarding the negative impact on their properties, the street scene and the Old Bursledon Conservation and</p>

	<p>Special Policy Area if this application were to be approved. Mr Coleman said that it would be a tragedy to demolish Mole Cottage for it then to be replaced by a standard executive home.</p> <p>Mr Dunn a resident since 1983 said that over the years the mix of properties along the High Street had been eroded with a detrimental impact on the street scene.</p> <p><b>RESOLVED: TO OBJECT</b> on the following grounds.</p> <ul style="list-style-type: none"> <li>• The proposed development is contrary to EBC saved policy 8CO in terms of visual and physical impact on the character of its immediate surroundings.</li> <li>• Detrimental impact on neighbouring properties</li> <li>• Size, Mass and Scale, it is demonstratively larger than the 25% policy limit for the old Bursledon Policy area.</li> <li>• Design</li> </ul> <p>Council would also question the reasoning for the demolition of the existing dwelling and would ask that if Officers are minded to approve this application that it be referred to the LAC.</p>
FC/20/122	<p><b>Application No:</b> <a href="#">F/20/87321</a></p> <p><b>Site Address:</b> WESSEX RADIATORS, PORTSMOUTH ROAD, BURSLEDON, SOUTHAMPTON, SO31 8EP</p> <p><b>Description:</b> Construction of single storey building in conjunction with existing tyre repair and replacement business. Replacement roof to existing building.</p> <p><b>RESOLVED: TO OBJECT</b> on the following grounds.</p> <ul style="list-style-type: none"> <li>• Proposed development is contrary to saved policy 120 E (smaller employment areas)</li> <li>• Detrimental impact on neighbours</li> <li>• Increase in traffic on an already difficult junction of the Portsmouth road and the A27.</li> <li>• Increase in noise and pollution</li> <li>• The Business has outgrown its current location.</li> <li>• Insufficient parking for proposed development for customers and staff leading to an increase in on road parking on and around Portsmouth Road, Lowford.</li> </ul>

	<ul style="list-style-type: none"> <li>• Insufficient information regarding safe storage and fire protection arrangements.</li> <li>• Insufficient information regarding the disposal of commercial/industrial waste.</li> <li>• Insufficient information regarding the storage of materials on site.</li> </ul> <p>Council would ask that if Officers are minded to approve this application that it be referred to the LAC.</p>
FC/20/123	<p><b>Review of membership of Outside bodies</b></p> <p>The Council received and considered a report on Outside bodies to which the Council appoints a representative.</p> <p>The Council reviewed which Outside bodies the Council will appoint representatives to in 2102/21</p> <p><b>RESOLVED: That this item be deferred to the Full Council meeting on 25 March 2020</b></p>
FC/20/124	<p><b>Financial Risk Assessment</b></p> <p>The Council received and considered the Councils Financial Risk Assessment prepared by the Parish Clerk.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• To note and approve the recommended actions of the of the Councils Financial Risk Assessment. (Attached)</li> </ul>
FC/20/125	<p><b>Review of Fees</b></p> <p>Council received and considered a report on proposed fees and charges for Council services from 01 April 2020.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That the new charges be adopted from 1 April 2020</li> <li>• That the allotment charges be amended and increased from 35p per sqm to 36p per sqm</li> </ul>
FC/20/126	<p><b>Finance Reports</b></p> <p>The Council received and noted the following Finance reports:</p> <ul style="list-style-type: none"> <li>• To note and approve the schedule of payments 21 January 2020 to 20 February 2020 totalling £9,988.13.</li> <li>• To note the cash book summary at 31 January 2020.</li> </ul>

	<p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That the reports were noted.</li> <li>• That the schedule of payments totalling £9,988.13 be approved.</li> </ul>
FC/20/127	<p><b>Staff Appraisals</b></p> <p>The Council received and considered a report on the introduction of core competency appraisal system for Council staff.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That the appraisal system be adopted.</li> </ul>
FC/20/128	<b><u>The Meeting closed : 20.56</u></b>

<p><b>Bursledon Parish Council</b></p> <p><b>Financial Risk Assessment</b></p>	<p><b>Date Agreed</b></p> <p><b>Minute Number</b></p> <p><b>Prepared By: R Potter (Parish Clerk)</b></p> <p><b>Version</b></p>
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<b>RISK AREA</b>	<b>RISK IDENTIFIED</b>	<b>Risk H/M/L</b>	<b>MITIGATION</b>	<b>NOTES &amp; ACTION REQUIRED</b>
To provide and maintain standards for Parish Council services to the residents of Bursledon	The risk of legislative change which will have an impact on the Parish Councils powers, duties and funding	L	Parish Clerk and staff keep apprised of developments.  Members to receive regular updates as needed.	Changes in legislation to be reported to Council & Staff (Parish Clerk (ongoing))  Reported through Council Reports.
	The protection of physical assets owned by the Parish Council including buildings and equipment (loss or damage)	M	All physical assets insured.  All assets checked regularly, and training arranged to facilitate this. Management Systems being put in place	Asset Register Reviewed in September 2020 with insurers.  Asset register has been generated but not loaded onto the Pear system. Parish Clerk (to be transferred on to Pear Mapping System completed in 2020/21
	The risk of damage to third party property or individuals because of the Parish Council providing services (public liability)	L	Public liability Insurance renewed annually	Included in the renewal notice
	Insufficient staff or other resources to deliver the service needs	L	Staff have general awareness of other team members essential tasks and can provide cover when required.	Arrange monthly team meetings .

			<p>Parish Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council</p> <p>Additional full-time member of ground staff recruited in Dec 19</p>	<p>All IT systems are on the cloud and Council services can be operated remotely.</p> <p>Additional part -time member of office staff to be recruited in 2020/21</p> <p>Parish Clerk to formalise business continuity plan in 20/21</p>
To provide a safe and fulfilling working environment for staff	Employees contravene H & S Regs	L	H & S and First Aid training, insurance, Risk Assessments regularly checked, work practices observed and updated	<p>Legionella inspection to be completed and remedial action taken to reduce risk.</p> <p>Parish Clerk (To arrange training in 2020/21) First Aid training for one member of office staff and one grounds person</p>
	Potential legal proceedings up to corporate manslaughter	L	Employers Liability insurance. Employee and Members training and awareness	None
	Staff retention issues	L	Staff training where appropriate	To be reviewed as part of the Councils appraisal procedure.
To maintain financial records that are correct and comply with all	Adverse audit reports, legal action and loss of confidence in Parish Council	L	Parish Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	None



recommended accounting practice				
	Loss of income through error or fraud	L	Fidelity Guarantee Insurance Parish Clerk continually review controls and current procedures	None
To ensure that all actions taken by the Parish Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	L	Parish Clerk to keep up to date with changes in legislation, seek advice from SLCC, HALC, NALC and others as necessary	Parish Clerk (to attend annual update training)
Cemetery	Inadequate space to meet demand	L	Identify additional land for allocation if needed and flag up with EBC Local Plan.	Not a current priority at the current rate the estimated life of the cemetery is in excess of 20 Years, however, should be reviewed every five years
	Potential Risk of Rising water resulting in loss of income and damage to the reputation of the Council.	M	This situation is gradually getting worse each year. Review strategic planting of bushes and trees which will reduce water,  Review the cemetery regulations to increase the size of cremation plots to allow 1.5 spaces to allow to interments next to each other if the depth is not achievable. To use normal burial plots for family cremation plots at a single depth.	To develop a planting scheme of trees and bushes that will absorb water  To increase the cremation plots to 1.5 the size to allow side by side cremations where a double depth interment cannot be achieved.  To allow the use of a full- size plot as a family cremation plot.

Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	L	<p>Contract of employment in place</p> <p>Matters relating to staff discussed in confidential session and discussed by working party</p> <p>Parish Clerk to keep up to date with employment law and seek HR advice where appropriate</p> <p>Other policies in place and costed</p>	<p>Parish Clerk (Contracts of employment to be reviewed and standardised 2019/20) in line with new employment legislation.</p> <p>Parish Clerk to attend annual South East Employer training</p>
	Compensation claim from employee for contractual employment defects (including statutory failure)	L	Legal insurance in place	Limit of cover
	Staff Salaries	M	Staff salaries are reviewed as part of the Councils Appraisal system.	<p>A new appraisal system based on core competencies will be considered for adoption in 2020/21.</p> <p>The Council are advised by the Staffing Working Group to obtain an independent Job Evaluation for staff in 20/21.</p>

	HR Policies - Changes in legislation		The Council has policies & practices in place for Staffing and Employment and should be reviewed when there are changes to legislation	<p>All the Councils policies on statutory leave should be reviewed as a result of the introduction of Bereavement Leave from 01 April 2020</p> <p>The right to written Statement of particulars is extended to all workers from 06/04/20 and this is a right on the first day of employment.</p> <p>Recording of time sheets will become compulsory from 01/04/20 – The Council already has software to manage this issue.</p>
Staff	Loss of services of employee	M	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	Parish Clerk (To review distribution of responsibilities once a new member of staff is in post 2020/21)
	Loss of key staff trained in financial systems, process or rules	M	<p>Staffing arranged so that knowledge is distributed between Parish Clerk/RFO and at least two other staff.</p> <p>Need for succession planning and staff training</p>	<p>Not possible given the size of the staff – but improved training/dual working in office. All new admin staff to be given the opportunity to obtain level one training with the SLCC.</p> <p>Parish Clerk to obtain CILCA</p> <p>Clerk to prepare a long-term staffing plan including plans for retirement in 2020/21.</p>

Financial Control	Inappropriate expenditure made	L	Payments reported to Parish Council for review and corrective action if necessary.	None
		L	All Bank payments scrutinised and authorised by two councillors.  <ol style="list-style-type: none"> <li>1. financial software allows for invoices to be scanned and included on the software</li> <li>2. Bank signatories have online read only access to finance system to view invoices.</li> <li>3. Monthly schedule of payments is provided to Council for retrospective approval.</li> </ol>	Schedule of BACS payments to be emailed to councillor signatories to allow remote approval of payments.  Schedule of approved payments to be presented to each Council meeting to comply with external auditor
	Financial Regulations become out of date with change in technology, regulation or business	L	Council to review financial regulations every <b>three years or on change of circumstances or staff.</b>  The Parish Clerk can react to any changes in legislation or other areas to ensure the regulations are fully compliant and provide a strong framework compatible with Council`s practices.	Financial Regulations reviewed in May 2019 with new Council.
	Lack of budgetary overview/overspend against budget	L	Quarterly review of normal ledger Monthly review of income and expenditure	Quarterly accounts to be prepared for Council for quarters ended June, September and December.

				Monthly budget comparison reports to be presented to Council.
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	L	Contingency included in budget  Reserves equivalent to at least three months spend available as required by the external auditor.	None  None
Financial Systems & Records	Accounts The Edge accounts online system is used which is an accepted accounts package	L	A back up is also made to the main server at the end of each day.  Hard copies linked to Council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued  All cheques issued from the main account are authorised by the Parish Council Documents are retained for 6 years	The Edge accounts online system is used which is an accepted accounts package
	VAT The Edge system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full	L	Vat is applied to all mileage payments at the rate applicable at the time as advise by HMRC  Vat returns are lodged on a quarterly basis in line with accepted procedures	The Edge system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts

	report relating back to the original item within the accounts			Parish Clerk to ensure that VAT returns are submitted every quarter.
	Payroll The Sage online payroll system is used which is an accepted payroll package	L	<p>The Parish Clerk authorises any overtime, mileage, monthly</p> <p>Payroll Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund provider</p> <p>BACs payments and cheques to the pension fund are authorised by Council Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Documents are retained for 6 years</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information &amp; highlight any discrepancies</p>	<p>The Sage online payroll system is used which is an accepted payroll package</p> <p>Payroll summary to be scanned and attached to finance package linked to relevant payment</p>
Banking Arrangements & Procedures	Unity Trust Bank is used Accounts	L	Bank account information used daily with Parish Clerk/RFO and Administrative Assistant	<p>Currently arranging for deposit account with Unity Trust Bank</p> <p>Parish Clerk (to look at other investment opportunities 2020/21)</p>

Banking Security/Access to Finances			Reviewing how much is placed into a higher rate deposit account	
	Cheques	L	Each cheque from the main account must be signed by 2 Councillors as detailed on the mandates (which are amended when required to ensure that enough signatories are available always)	None
	Transfers	L	Monies may be transferred between the Councils accounts authorised by the Parish Clerk. Consideration of Deposit accounts.	Currently arranging for deposit account with Unity Trust Bank
	Bank Reconciliation	L	All accounts are reconciled using the Edge system Any discrepancies are immediately reported to the bank for investigation  The Imprest account does not have statements but reconciled on a monthly basis by the Administrative Assistant against the cash held and any discrepancies are immediately reported to the Parish Clerk.	None None None
	Separation of Duties	L	The office has established separation of duties over the last few years to ensure that no one person has access to the bank balances or cash wherever possible	None

Access to the main bank accounts	L	As detailed under Banking arrangements and Procedures above, no one person has access to monies held in the main accounts	None
Cheques		All invoices are checked by the Administrative Assistant in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)	None
Access to petty cash accounts	L	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money	Review Financial Regulations in May 2020 to adjust for any legislation changes
Cheques	L	All payments must be authorised by the Parish Clerk before any cheque or bank authorisation is issued. The Parish Clerk is to sign the invoice to confirm and record that the cheques have been authorised. All payments accepted and are reported to the Parish Council	None
Petty Cash – Cash Payments	L	All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Parish Clerk	None



		All payments are reported to the Parish Council with a full reconciliation report for sign-off	
Hire Charges	L	Council set the charges subject too periodic review  The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval	Charges to be approved by Council as a result of budget report.  None
Hire charges received within the office	L	All post is logged, and any payments received are itemised and processed by the Administrative Assistant	None
Processing and banking	M	When the money is received it is balanced against any receipts/invoices and any discrepancies are followed up When the monies have been balanced, it is input onto the Edge system and all entry references are printed out and retained The cash element is usually below £500 and held in the safe?	Parish Clerk to ensure that banking is completed at least monthly.
Financial Administration	L	Internal auditor reviews record keeping annually Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	None

Expenditure/income coded incorrectly	L	Parish Clerk checks nominal ledger every quarter Items are coded	None
Standing Orders & Financial Regulations Standing Orders & Financial Regulations are reviewed and approved by Parish Council on an annual basis at the AGM	L	Parish Clerk reacts to any changes in legislation, requests from Parish Council or other areas to ensure the regulations are fully compliant and provide a strong framework compatible with Council practices	Standing Orders and Financial Regulations are reviewed annually to consider any legal changes
Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	L	Programme of meetings to meet statutory deadlines	None
Invoice payment without authority	L	All payments reviewed once receipt of an invoice against the budget.  Parish Clerk authorises two councillors to sign cheques or BACS	None  None
Incoming cash and cheque misappropriation	L	Individual receipts to be issued for all cash payments and for cheque payments on request	Financial software has been updated to allow the emailing of receipts
Theft of funds	L	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons	None

			Cash and cheques stored securely and banked within 21 working days of receipt	
	Incorrect entries by bank	L	Bank statements reconciled monthly	None
Ordering Procedure	To avoid fraud and ensure authority of expenditure	L	This system incorporates the Edge system codes so that any order can be traced from origin to finish across a variety of systems All orders are authorised by Parish Clerk prior to emailing to supplier.	None
Annual Budget & Precept Calculations	The annual budget and precept calculations	L	<p>The annual budget and precept calculations are initially calculated in November/December based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members.</p> <p>The Parish Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance to</p>	<p>Annual Budget &amp; Precept Calculations</p> <p>None</p> <p>None</p>

			<p>calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by Eastleigh BC discuss and amend any highlighted budget levels to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved in January and Eastleigh BC is immediately advised of the precept</p>	<p>None</p> <p>None</p> <p>None</p>
Monitoring of Budgets	Comprehensive budgets	L	Comprehensive budgets are set for each committee and these are loaded onto Edge accounts system at the start of the new financial year	None
	Monitoring	L	On-going daily expenditures have already been incorporated within the budget and the Parish Clerk/RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits	None

		All invoices checked against the accounts system to verify expenditure within the account code to date and the remaining budget	None
		Any over expenditure is highlighted and brought to the attention of the Parish Clerk/RFO	None
Reporting	L	A full report of expenditures against budget is lodged with council at each Council meeting.	None
		This incorporates a print-out of the income and expenditure against each annual budget and the cashbook extract	None
		Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure	None
Comprehensive budgets	L	Comprehensive budgets are set for each committee and these are loaded onto Edge accounts system at the start of the new financial year	None
Insurable Risks	Public Liability	L Insurance cover In addition, weekly, annual checks of play equipment	Limit of cover £10,000,000

Employers Liability	L	Insurance cover	Limit cover £10,000,000
Theft of money by third party	L	Insurance cover	Cover varies depending on situation Reviewed annually
Theft of money by employee or member	L	Fidelity Guarantee cover	Limit of cover £150,000
Property	L	Cover for buildings & contents All risks cover for selected items	
Officials Indemnity	L	Continue with existing cover (£250k)	
Libel and Slander	L	Continued existing cover (£250k)	Limit of cover £250,000
Personal Accident	L	Continue with existing cover (scale benefits)	
Legal disputes	L	Cover for specified legal disputes	Limit of cover £10,000,000
Long term sickness of employee	L	Not covered Liability limited by contract	
Business interruption	L	Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc Cover in place for excess costs	Limit of cover £50,000
Loss/destruction of financial records	L	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite	Residual risk considered acceptable

	Officials Indemnity	L	Continue with existing cover (£250k)	
	Libel and Slander	L	Continued existing cover (£250k)	Limit of cover £250,000
	Personal Accident	L	Continue with existing cover (scale benefits)	
Loss of Records	Loss of documentation	L	Deeds and other legal documents relating to real estate stored in the office, historic stored at the pavilion.	All land registry documents have been scanned and loaded on to Council IT system.
Asset List & management	Purchased	L	An asset list is maintained by the Parish Council Office on an Edge Accounting system This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., The asset list is circulated to staff on an annual basis to ensure that all items are correct	Parish Clerk to review Asset register in finance package as part of the year end close.  Council adopted the criteria that items with a value over £1,000 or with an expected life cycle of over 5 years and where it has a residual value.  All other I assets under £1,000 to be maintained on the Councils Asset Management software for insurance purposes.
	Transfer of New Assets	L	Enquiries made with EBC regarding the quantity and timing of future transfer of assets	Parish Clerk to monitor and follow up.
Internal Audit	Internal Audit	L	The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year	The Internal Auditor has online read only and real time access to the Council financial package. BPC to load bank statement with each bank reconciliation.

			The report is presented to Council for acceptance	From 01/04/19 Reports will be available on the Council Web Site.
Annual Audit	Annual Audit	L	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Parish Clerk and Administrative Assistant completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Parish Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	None



Insurance	Fidelity Insurance	L	Fidelity insurance levels have been set after considering the possibility of fraudulent activities gaining access to the bank accounts Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, cross referenced receipts of income and the decision not to currently use e-banking These provisions have ensured that no individual is able to gain access to withdraw funds without due process	None
	Insurance	L	Came & Co been used as a recognised Parish Council provider  Annual reviews are carried out to ensure enough cover is in place	None  None
Web Site	To ensure that the web site is compliant with current legislation	L	The web site is managed by the Parish Clerk and Vision ICT	Vision ICT have undertaken a compliance audit on the web site and amended statement in line with new legislation from Sept 2020 – re Website Accessibility Regulation Statement.
Transparency	To ensure that the web site complies with the legal requirements of the Transparency Act.	L	The web site is managed by the Parish Clerk and Vision ICT	March 2019. A new finance page is being developed and all finance information and transparency details will be available for the public.

Other Risks	Trees and Drainage	H	The Council has noted the potential liability for managing over 3000 trees and provision has been made in the five-year financial plan to manage this liability.	None
		M	Tree applications have been made for removal of boundary trees which are at risk of damaging neighbouring properties. EBC refused partial planning permission.	The Council has appealed the decision and the Council insurers have been advised of the EBC Decision.
		M	Increasing water logging of all Recreation areas which may have an impact on Income	Council to review strategic planting to manage surplus water
		M	The Pitch on Long Lane was installed a number of years ago with sand slits, but these have never been maintained.	Clerk to obtain cost of football renovation on Long Lane Football Ground. This will be an annual cost which has not been budgeted for.
		M	Drainage, currently the Council is aware of one potential claim, and has received advice from the Councils insurers.	To continue to monitor and report to Council and advice obtained from insurers.
		H	Lionheart Way – Landslip Funding identified from Developers Contributions	Tendering to be started in April 2020 – cost of works approved by EBC from developers' contributions.
IT & Document retention	Back Up and Security	L	All Software is backed up by the cloud suppliers	None

	Retention of documents & paperless Office	L  L	The Council has purchased an additional backup for all software on an independent Sever located in Slough  Review of Document Retention	None  Council to introduce a Document retention policy in 2020/21
Responding to the impact of Climate Change	Adopting to Government Policy. Availability of Value for money alternatives Impact on Income generation	M	To actively consider options for the delivery services where there is a value for money option.	To create a reporting mechanism on Council reports to evaluate the impact of Council decisions and the need for change.

Reviews will take place yearly unless clearly stated differently within each section.