

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 25th October 2023 at 7.30pm to be held at:

The Great Hall, Cholsey Meadows, Cholsey
for the purpose of transacting the following business.

19th October 2023

Claire Bird, Clerk to the Council

1. To receive apologies for absence
2. To receive Declarations of Personal and Pecuniary Interest for any agenda items
3. To hear questions or comments from members of the public (max 15 mins)
4. To approve and sign the minutes of the meeting held on 4th October 2023
5. To receive any reports from County and/or District Councillor
6. To note the Clerk's Report
 - a. To review progress and achievements in Oct 2023 – Oct 2024
 - b. To approve full Council meeting dates for 2024
 - c. To agree participation in Town and Parish Council Charter summit, 26th Oct
7. To discuss the 5-year Strategic plan – priority areas and objectives
8. To note the Estate Manager's report, in particular:
 - a. To review and agree any changes to the Allotment bonfire policy
 - b. To agree purchase of replacement and new dog waste bins
9. Finance
 - a. To receive update from the Finance Committee (Cllr Bamford)
 - b. To review and adopt revised Financial Risk Assessment
 - c. To discuss and agree upon S137 grant request for Cholsey Bonfire night
 - d. To approve payments made and note payments received
10. To receive update from the Transport Leads (Cllr Worley)
 - a. To agree next steps in the grant application process towards a possible recreation ground footpath project
11. To note outcome of JT Leavesley appeal and discuss Cholsey Neighbourhood Plan next steps

12. To agree responses to planning applications as at 18th October 2023

P23/S3262/HH	Dropped kerb in front of property 74 Papist Way
P23/S3315/HH	Installation of green roof and passive house standard insulation and glazing (retrospective application) 13 Kennedy Crescent
P23/S3380/HH	Single and two storey extensions Wellfields House, Caps Lane
P23/S3469/HH	Installation of air source heat pump Kentwood House, 81 Station Road

13. To note planning decisions as at 18th October 2023

P23/S2932/HH	Single storey side extension Mulberry House, Caps Lane Granted by SODC
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14. Items for information or inclusion on future agenda

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Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 4th October 2023 at 7.30pm at The Pavilion, Station Road, Cholsey

Present were Cllr D. Bamford, Cllr Bolt (from 7.45pm), Cllr J. Collins, Cllr J. Finch, Cllr J. Hope Smith, Cllr P. Jenkins, Cllr L. Nixon (Chair), Cllr K. Pomlett, Cllr M. Smith (from 7.45pm), Cllr C. Worley

Also present were C. Bird (Clerk), SODC Cllr A-M. Simpson (8.05-8.15pm), two members of the public (7.30-7.50pm)

Start time: 7.30pm

End time: 9.40pm

92. To receive apologies for absence

Apologies were accepted from Cllr Herbert.

93. To receive Declarations of Personal and Pecuniary Interest for any agenda items

None received.

94. To hear questions or comments from members of the public (max 15 mins)

Two residents attended to speak about a planning application under discussion at the meeting.

95. To approve and sign the minutes of the meeting held on 13th September 2023

It was **resolved** to approve the minutes of the meeting held on 13th September and they were signed by Cllr Nixon.

96. To receive any reports from County and/or District Councillor

SODC Cllr Simpson's report was noted with thanks.

97. To note the Clerk's Report (verbal)

The Clerk outlined the Parish Office's priorities for the remainder of 2023, including the 2024/2025 budget and Strategic plan.

The Chair highlighted several items of interest from the August OALC newsletter.

98. To review and agree any changes to the Allotment bonfire policy

It was agreed to defer this item until the next meeting; Cllr Herbert is leading on this item and is unwell.

99. To receive update from the Transport Working Group (Cllr Worley)

a. To agree whether to apply for an SODC grant towards a possible recreation ground footpath project

By way of updates, Cllr Worley reported that the OCC parking restriction consultation has now opened and is being publicised to residents. The consultation will close on 3rd November 2023. He has recently also met with OCC to discuss traffic calming measures on the A329.

Cllr Worley will organise a meeting of the Transport Working Group which last met in March 2023 (a planned meeting in July was cancelled at short notice due to several attendees being unavailable).

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It was **resolved** to apply for an SODC grant towards a possible recreation ground footpath project. The grant deadline is 3rd November 2023.

Cllr Worley will prepare and submit the grant application on behalf of Council, liaising with the Clerk. Given the upcoming deadline, he will base the application on quotes obtained previously in early 2022 for a tarmac path.

It is noted that this is not a decision to proceed with the recreation ground footpath project but a resolution to apply for this specific grant opportunity. A business case for this project will be prepared for Council to consider at a future meeting when specifications have been confirmed and up-to-date quotes obtained. The proposed project will also likely be subject to a tendering process according to the Council's Financial Regulations.

The Clerk has shared information with the Council about a self-binding gravel footpath recently constructed by South Moreton Parish Council with the support of Trust for Oxfordshire's Environment (TOE).

100. To receive update from Cllr Finch on an outdoor gym proposal and agree whether to spend CIL funds on this project

Cllr Finch has obtained three quotes for outdoor gym equipment to be provided and installed in the recreation ground.

It was agreed that Cllr Finch will work with one of the companies Fresh Air Fitness to prepare a detailed proposal of equipment and siting.

It was unanimously **resolved** to spend up to £15,000 of CIL funds on this project. In line with the Council's Financial Regulations, this project is below the financial threshold where a tendering process is required.

101. To discuss the 5-year Strategic plan – preparing the first draft

The Clerk and Cllr Pomlett have begun a first draft of the Strategic Plan which currently identifies six long-term priority areas with some ideas for specific objectives under each of these.

Councillors will provide their input on the draft as soon as possible and by the end of October. The Clerk will continue to work on mapping residents' contributions to the 'Cholsey We Choose' project onto the six provisional priority areas.

Objectives identified for 2024/2025 will need to be incorporated into the budget currently being worked on.

The aim is to have a draft strategic plan prepared by the end of November 2023, with a version published in January 2024.

102. Finance

a. To note conclusion of external Audit

The outcome of the external audit for 2022/2023 was noted.

The Council received a qualified audit from the external auditor. The external auditor commented that the Council should not have ticked 'Yes' to Assertion 3 on the Annual Governance Statement with regards to publication of the annual financial information online. The reasons for this were as follows:

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- The 2018/2019 audit documents were not available at the time of the internal audit. These have subsequently been located and published online.
- Due to the handover between the previous and new Clerk in early October 2022, the notice of audit for the 2021/2022 process was published on Parish Council noticeboards but was not published online as required.

b. To approve payments made and note payments received

The payments were approved.

103. To agree responses to planning applications as at 27th September 2023

P23/S2977/HH	Two storey side extension and single storey front extension 40 Crescent Way It was resolved to make no comment.
P23/S2710/HH	Single storey side extension 29 Honey Lane It was resolved to make no comment.
P23/S3015/RM	Application for approval of reserved matters following outline approval for new detached dwelling Land to rear/side of 75 Honey Lane It was resolved to object due to the proximity to a junction of the proposed vehicular access to the new dwelling – pending further information from Highways.

104. To note planning decisions as at 27th September 2023

P23/S2070/HH	Erection of outbuilding The Hazels, 12 Church Road Granted by SODC
P23/S2553/LB	Installation of Air source heat pump Kentwood House, 81 Station Road Granted by SODC

105. Items for information or inclusion on future agenda

Neighbourhood Plan next actions

Update from Finance Committee meeting to be held 16th October

Allotment bonfire policy

Cllr Jenkins shared concerns about an area of land he believes needs strimming at Buckthorn Lane/Honey Lane

Next meeting of full Council: 7.30pm, 25th October 2023, Great Hall, Cholsey Meadows

Estate Manager's Report to Parish Council October 2023

Hedges

The maintenance person will commence hedge management this month starting with the hedge at the Station Road entrance to the recreation ground.

Allotments

The current waiting lists are; Cholsey Meadows – 6 Station Road – 10; Ilges Lane – 4

The next 'Allotment Inspections' will be due in November. If any councillor would like to assist with these inspections please let me know and we can arrange a convenient time.

With regard to the use of bonfires on the allotment sites:

The Allotment Tenancy Agreement states that bonfires may be lit at certain times during the summer and different times during the winter. I understand that the Council will be discussing if they should amend the bonfire policy following concerns raised by neighbouring residents.

May I suggest a compromise when tenants will be allowed to light a bonfire on one day each month, for example, the first Wednesday of the month, during the summer between the hours of 18.00 – 20.00 and in winter between the hours of 16.00-18.00. (Winter being from when British Summer time ends in October until British Summer time begins in March).

On Sunday 15th October at their AGM it was voted that CAPA to be dissolved and that any monies held by CAPA to be passed on to the Parish Council to be held specifically for projects for the allotment sites in Cholsey.

The water supply will be turned off to all allotments at the beginning of November.

Recreation Grounds and Play Areas.

Jubilee Field

The Estate Manager received a request from Cholsey Bluebirds and it is included in the Recreation Ground Management Plan, to cut back the overgrown area up to the chain link fencing which runs alongside the Bunk Line. This would involve extra grass cutting from our contractors and they have submitted a quote to reflect this. The maintenance person will be cutting back any overgrowth this winter to leave the area ready for the contractors to begin in the Spring.

Church Road entrance gate.

The issue of Bluebirds access to the Jubilee Field and Whitehead Meadow needs to be resolved.

There was an issue when a young player was injured and Bluebirds said that they did not have a key for the ambulance to come in. A key was found and when the ambulance arrived it was let in.

The Station Road entrance to the recreation ground is the designated entrance for Emergency vehicles. This is the best entrance as it can be used all year while the Church Road entrance would not be usable during the winter months because of the boggy, a vehicle could get stuck.

I have been informed by a Bluebirds committee member, that he originally bought the padlock for Station Road gate and gave a key to every team manager, 14 in total. Why there was not an entrance key available on that day is an issue for Bluebirds to investigate.

I believe that the Parish Council need to control the access via the Church Road entrance gate to monitor the condition of the track and Whitehead Meadow.

The Station Road gate to be used in an Emergency.

Recreation Ground

The Outdoor Gym proposal is going ahead organised by Councillor Finch.

The diseased horse chestnut tree was taken down by the tree surgeons.

Playgrounds

Cholsey Meadows Play Area

The visual checks for this play area continue to be made.

The maintenance person has replaced the wooden gate on health and safety grounds. Users were concerned about the gateway was permanently open and children could run out and onto the road.

He has also removed some dangerous screws from the wooden train.

The bin by the Cholsey Meadows play area will be collected by the Parish Council's external contractor going forward.

Station Road Play Area.

The visual checks for this play area continue to be made.

The broken toddler swing has been replaced by the maintenance person.

The zip wire seat has been broken and needs to be replaced.

The Forty

The grass will be cut by our grass contractors on Monday 16th October (weather permitting) using a ride on mower with a grass collection box and waste clippings taken away.

It is agreed that our maintenance person will then mow the grass should it continue to grow as and when needed.

This will need to be done in time for Remembrance Sunday.

The Forty will be tidied up, the memorial stone cleaned as much as possible and the poppy nets will be put up in time for Remembrance Sunday.

Three more bollards have been lifted out of the ground, they are rotten, and the maintenance person will replace these, again before Remembrance Sunday.

Millennium Wood Bridge

I have replied to an email from the Environment Agency, responding to further questions which arose from our application for the bespoke permit.

No further communication has been received.

Maintenance Person

The maintenance person has settled into his role well.

We have purchased a replacement Strimmer and long reach hedgecutter and any necessary health and safety equipment required.

Dog Waste Bins

The bottoms have fallen out of two of the dog waste bins, on Papist Way and at the Station Road end of the Recreation Ground.

I have contacted the original supplier of the bins with some photos to ask if the fixing of the bins to the posts remains the same.

They replied stating that our bins are 18 years old and the fixings are the same.

To replace the bins at a cost of £126.00 + vat each.

We have also had a request/suggestion from a resident for an extra Dog Waste bin to be installed on the track, under the railway bridge from West End near Pancroft Farm. The cost for a new bin would be £126.00 + vat for bin and £82.00 + vat for an anchor post. There may be delivery charges.

If Council agrees to the above purchases, the total cost would be £460 + vat.

CHOLSEY PARISH COUNCIL RISK ASSESSMENT

Document History

Version	Date	Details
1	16/02/2015	Reviewed by Council
	07/03/2018	Reviewed by Council
	15/05/2019	Reviewed by Council
	02/09/2020	Reviewed by Council
	05/05/2021	Reviewed by Council
	04/05/2022	Reviewed by Council
2	ADD DATE	<p>Reviewed by Council and amended as follows:</p> <p>Throughout – responsibilities updated to reflect roles of Committees and staff members</p> <p>Throughout – addition of red/amber/green annotation to denote level of risk as recommended by internal auditor</p> <p>1.7. Addition of payment process between meetings</p> <p>2.1. Addition of Councillor training attendance</p> <p>2.2. Addition of regular review of financial risk assessment</p> <p>2.4. Addition of regular Finance Committee meetings</p> <p>3.2. Addition of effective use of web site and social media; addition of annual plan/5-year strategic plan</p> <p>3.3. Addition of all meeting papers circulated and read in advance of meetings</p> <p>4.3. Addition of insurance review process</p> <p>5.4. Addition of RFO carrying out monthly bank reconciliations</p> <p>5.7. Amendment to petty cash is not used. Staff debit cards.</p> <p>5.8. Addition of monthly bank reconciliation.</p> <p>5.10. Addition of RFO to file invoices in months paid.</p> <p>5.12. Addition of approved online account users; ‘How to’ notes; Clerk trained to use accounting systems; locum RFO options.</p> <p>9.2 Addition of reference to payroll provider.</p> <p>9.3. Addition of regular bank reconciliations; Estate Manager monitoring contract work; internal audit checks.</p> <p>11.2 Amendment to Finance Committee to be responsible for monitoring of assets (previously an ‘appointed Councillor’); addition of Clerk/RFO to ensure appropriate insurance.</p> <p>12. Deletion of previous section 12 on advice of internal auditor – not required in financial risk assessment</p> <p>12. (13. in previous version) Amendment to reflect role of Estate Manager in safety checks</p>

Mission of Parish Council:

To provide services for, and manage and maintain the assets of, the parish of Cholsey within the resources provided by the annual precept and other incomes, taking into account the wishes of the residents and obtaining value for money.

Aim	Risk	Method used to Minimise Risk	Responsibility
1. To ensure compliance with the Acts of Parliament, Council's	1. Lack of knowledge of regulations and codes.	Ensure that all Councillors have access to copies of relative Acts, Code of Conduct, and Standing Orders.	Chair, Clerk

<p>financial regulations and code of conduct.</p>	<p>2. Absence of standing orders</p> <p>3. Actions by the PC outside its powers laid down by Parliament.</p> <p>4. Lack of commitment to regulations and procedures.</p> <p>5. Items purchased without proper tendering procedures, resulting in accusations of commercial favoritism.</p> <p>6. Payments made without prior approval and adequate control.</p> <p>7. Lack of control of signatories to cheques.</p>	<p>Highlight essential parts and provide training where possible.</p> <p>Ensure that Standing Orders are produced, understood by councillors, and reviewed towards the end of council's term of office.</p> <p>As at 1 above, but ensure that powers are highlighted or extracted into effective summary.</p> <p>Regular reference to appropriate regulations in agenda items. Delegation of responsibilities to individual councillors.</p> <p>Ensure that all councillors are aware of regulations re estimates and full tender procedures. Refer to Financial Regulations.</p> <p>Ensure all payments are approved in Council meetings and recorded in minutes. Or, if payment is required between meetings, payments are approved by the Finance Committee by email and records kept. Keep cash payments to a minimum, avoid if possible. Keep authorised signatories to a minimum consistent with practicalities.</p>	<p>Chair, Clerk</p> <p>Chair, Clerk</p> <p>Chair</p> <p>All councillors Clerk Chair</p> <p>RFO Finance Committee</p> <p>RFO</p> <p>RFO</p>
<p>2. To identify and regularly review the Council's priorities.</p>	<p>1. Lack of knowledge of how to set objectives, set priorities, and identify risks to their achievement.</p> <p>2. Lack of commitment by council members</p> <p>3. No risk analysis carried out.</p> <p>4. No steps taken to combat identified risks</p>	<p>All councillors to be made aware of need for objectives and identification of risk. Councillors to attend training sessions to understand roles and responsibilities.</p> <p>Add financial risk assessment to agenda at least annually at the first meeting of the Council, reviewing particular items highlighted by council staff/finance committee</p> <p>As at 1 above. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission</p> <p>As at 2. above. Also, hold regular finance committee</p>	<p>Chair/ all councillors</p> <p>Chair/ Clerk</p> <p>Chair/ all councillors</p> <p>Chair/ members</p>

		meetings and assign tasks to reduce risk.	
<p>3. To influence other council departments and Government organisations to fulfil the requirements of the Parish population.</p>	<p>1. Lack of effective lines of communication with other organisations.</p> <p>2. Lack of effective lines of communication with parishioners.</p> <p>3. Lack of preparation on subjects requiring influence.</p>	<p>Note all communication lines which are essential or beneficial and make information available to all councillors and relevant organisations. Establish contacts by name and where possible face-to-face.</p> <p>Take every opportunity to publicise role of Parish Council. Create Parish newsletter if none exists. Effective use of notice boards, leaflets, web site and social media. Use key issues to raise profile of PC and to test parishioners' views. Create annual plan/5 year strategic plan.</p> <p>Ensure that all councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion. Ensure that all meeting papers are circulated in advance and read by Councillors.</p>	<p>Clerk, Chair, RFO</p> <p>Clerk, Chair, RFO.</p> <p>Chair, Clerk</p> <p>Chair, Clerk</p>
<p>4. To ensure that all councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.</p>	<p>1. Lack of knowledge of possible culpability of councillors.</p> <p>2. Lack of education of Councillors regarding culpability.</p> <p>3. Inadequate insurance cover taken out – property, personal liability, employers liability.</p>	<p>Creation of standing orders and familiarisation with those where greatest risk occurs.</p> <p>As at 1. above. Attend training courses regularly.</p> <p>Review insurance cover by including on agenda of PC meeting annually. Clerk/RFO to annually review with insurers before renewal. Keep an up-to-date and detailed Asset Register.</p>	<p>Clerk, Chair</p> <p>Clerk, Chair</p> <p>Clerk, RFO, Chair</p>
<p>5. To keep appropriate books of account accurately and up-to-date through out the financial year.</p>	<p>1. Lack of knowledge of accounting requirements</p> <p>2. Lack of commitment to accounting requirements.</p>	<p>Ensure that all councillors are familiar with current financial regulations and include them in standing orders. Regularly review standing orders. Appoint an RFO to take overall responsibility for financial management.</p> <p>As at 1. above. RFO to produce quarterly financial reports along with</p>	<p>Clerk, Finance Committee & RFO.</p> <p>Clerk, Finance Committee & RFO.</p>

		budget reports. Internal audit reports to be made available to all councillors and any recommendations to be acted upon promptly.	
	3. Bank charges unnecessarily incurred	RFO to carry out regular inspection of books of account. Internal audit to be undertaken periodically during the current financial year.	Clerk, Finance Committee & RFO
	4. Inaccuracies in recording amounts, totals in books of account, and bank reconciliations.	RFO to ensure that books of account are formatted in such a way that internal controls are included and activated. Regular internal audits to advise on internal controls required. RFO to carry out monthly bank reconciliations.	Finance Committee & RFO
	5. Inaccuracies and interest losses caused by account transfers.	Keep number of accounts to a minimum but ensure that any large credit balances are deposited in an interest bearing account.	Finance Committee & RFO
	6. The most beneficial interest terms not being employed.	Ensure that favourable interest rate is obtained in deposit accounts and review against alternatives, but bearing in mind the risks in changing accounts.	Finance Committee & RFO
	7. Inadequate control of cash receipts and payments.	Petty cash is not kept or used. RFO & Clerk to have council debit cards.	RFO
	8. Books of account not kept up to date/ invoices not posted promptly.	Regular checks by RFO and internal auditor. RFO to reconcile bank accounts monthly on financial software. Financial reports as per 5.2 above	Finance Committee & RFO
	9. Internal controls not in place or not operated.	As at 8. above.	Finance Committee & RFO
	10. Payments missed or delayed owing to inadequate filing of invoices.	As at 8. above. RFO to file invoices in months paid.	Finance Committee & RFO
	12. RFO taken ill or leaves without replacement	Appoint a Finance Committee to be familiar with all aspects of financial matters. Have a number of approved online account users. RFO provides 'How to' guide to be held securely. Clerk is trained to use accounting software. Locum RFO options researched regularly.	Finance Committee, Clerk & RFO

<p>6. To ensure that payments made from council funds, and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents.</p>	<p>1. Lack of knowledge of wishes of residents.</p> <p>2. Use of funds not giving value for money.</p> <p>4. Charges for use of facilities inadequate.</p> <p>5. Fundraising not properly controlled or not in accordance with regulations.</p>	<p>As at 3.2 Ensure residents are consulted on all major financial spends.</p> <p>Effective budget planning processes and tendering processes</p> <p>Effective financial management by RFO. Internal audit checks. Charges to be annually reviewed.</p> <p>All councillors to be aware of need to check regulations before commencing fund-raising activities. Effective financial management by RFO.</p>	<p>Chair, Clerk & Councillors.</p> <p>Finance Committee & RFO</p> <p>Finance Committee & RFO</p> <p>Finance Committee, RFO & all councillors.</p>
<p>7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.</p>	<p>1. Lack of knowledge of budgetary process, and Council regulations.</p> <p>2. Lack of commitment to budgetary process.</p> <p>3. Inadequate consideration of requirements for annual precept.</p> <p>5. Inadequate internal controls with regard to monitoring expenditure.</p> <p>6. Reserves too low.</p>	<p>Include regulations in Standing Orders issued to all councillors. Place item on agenda early in year to remind councillors of budget process and actions required. Delegate responsibility for managing budgetary process to the RFO, with assistance from the Clerk & Finance Committee.</p> <p>As at 1. above Involve all councillors in budgetary process not solely the RFO.</p> <p>Place item on agenda early in year to remind councillors of need for a precept. Delegate responsibility for managing budgetary process to RFO, with assistance from the Clerk & Finance Committee. Start consideration of calculation at least 4 months prior to submission date</p> <p>Checks by RFO and Internal Auditor. Financial and budget progress reports to PC meetings.</p> <p>Checks by RFO and Internal Auditor.</p>	<p>Chair/ all councillors Chair/ RFO</p> <p>Chair/ RFO</p> <p>Clerk, RFO & Finance Committee.</p> <p>Finance Committee & RFO.</p> <p>Finance Committee & RFO</p>

<p>8. To explore all possible sources of income, and to ensure that expected income is fully received.</p>	<p>1. Lack of knowledge of possible sources of income e.g. grants.</p> <p>2. Lack of commitment to pursue possible sources of income.</p> <p>3. Receipts not banked or not banked promptly.</p> <p>4. Debts not pursued promptly.</p> <p>5. VAT claims not made promptly or made incorrectly.</p>	<p>Appoint RFO or a councillor as Grants Officer to gain experience and seek advice of relevant agencies of all grants available and application procedures.</p> <p>As at 1.</p> <p>RFO to regularly pay-in any cash and cheques received. Internal audit checks.</p> <p>RFO to keep records of receipts due. Estate Manager to pursue allotment holder receipts due.</p> <p>RFO to do VAT claims regularly throughout the financial year. Regular checks by Finance Committee. Internal audit checks.</p>	<p>Clerk, RFO & Finance Committee.</p> <p>Clerk, RFO & Finance Committee.</p> <p>Chair & Finance Committee</p> <p>Chair & Finance Committee</p> <p>Finance Committee & RFO</p>
<p>9. To ensure that salaries paid to employees and amounts paid to contractors are paid in accordance with council regulations, and adequately monitored.</p>	<p>1. Inappropriate rate of pay to employees.</p> <p>2. Tax and NI arrangements not in accordance with regulations.</p> <p>3. Amounts paid to contractors not in accordance with contract and inadequately monitored.</p>	<p>Ensure employee regulations are available and understood by the Clerk, RFO & staffing committee. Checks by Finance Committee. Internal audit checks</p> <p>As at 1 above. Advice taken from payroll provider.</p> <p>Checks by Finance Committee & regular bank reconciliations by RFO. Estate Manager to monitor contract work carried out & inform the RFO if payments require amendment. Internal audit checks.</p>	<p>Finance Committee & RFO</p> <p>Clerk, RFO & Finance Committee</p> <p>Finance Committee & RFO</p>
<p>10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.</p>	<p>1. Lack of knowledge of Council regulations and procedures.</p> <p>2. Late or non- submission of annual accounts.</p> <p>3. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements.</p> <p>4. Inadequate audit trail from records to final accounts.</p>	<p>Include financial regulations in Standing Orders. Attend training seminars where available.</p> <p>Overview by Finance Committee.</p> <p>Internal audit checks and Finance Committee meetings.</p> <p>As at 3 above.</p>	<p>Finance Committee & RFO</p> <p>Clerk & RFO.</p> <p>Clerk, RFO & Finance Committee</p> <p>Clerk, RFO & Finance Committee</p>

<p>11. To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained.</p>	<p>1. Lack of knowledge of assets of Parish Council.</p> <p>2. Assets lost or misappropriated</p> <p>3. Inadequate or inaccurate valuation of the council's assets.</p> <p>4. Asset register not established or inadequately maintained.</p>	<p>Ascertain and record all assets for which Parish council is responsible. Create permanent asset register.</p> <p>Establish who is responsible for security and maintenance of each asset. Finance Committee responsible for regular monitoring of location and use of assets. Clerk/RFO to ensure appropriate insurance is held.</p> <p>Arrange for periodic review of valuations and arrange for professional valuation where necessary. Internal audit checks.</p> <p>Create asset register in accordance with Audit Commission requirements.</p>	<p>Clerk & RFO</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk & RFO</p>
<p>12. To carry out adequate safety checks on all buildings, properties, and equipment for which the council is responsible.</p>	<p>1. Lack of information on properties, buildings and equipment.</p> <p>2. Lack of knowledge of safety requirements.</p> <p>3. Lack of commitment to carry out safety checks</p>	<p>Ensure that all current legislation and advice is available. Include in asset register all properties for which PC responsible. Estate Manager to be responsible for safety and maintenance of all PC property.</p> <p>Ensure that all current legislation and advice is held by Clerk or Estate Manager Place subject as item on PC meeting agenda at regular intervals.</p> <p>Work to be included Estate Manager's job description.</p> <p>Annual playground safety inspection by RoSPA Weekly inspections by council staff. Records kept.</p>	<p>Clerk, Estate Manager & Council</p> <p>Clerk, Estate Manager & Council</p> <p>Clerk & Estate Manager</p> <p>Estate Manager</p>

Date of meeting....25.10.2023.....

Signatures of authorising councillors:

Amazon			
Amazon (£22.95 and £5.99)	Clerk book & office stationery	£28.94	Order requested by the Clerk
Amazon	Supplies for MHSW drop-in	£12.32	Requested by MHSW from community drop-in budget
Screwfix	Safety helmet & loppers	£40.00	£74.98 minus account credit. Requested by Estate Mgr & agreed by Clerk
Nick Robins	Removal of horse chestnut tree	£1,008.00	Agreed by Finance Committee via email on 11.10.2023
Essential Food Hygiene Ltd	Happy Hub staff safety training	£162.00	Agreed by Finance Committee via email on 18.10.2023
Amazon	Bin bags for outdoor waste bins	£40.92	Requested by Estate Mgr.
	TOTAL	£1,292.18	
Automatic payments			
Virgin Media	No invoice - still unable to access online account	£87.06	Inc VAT
Grundon	Burial ground waste collection	£60.10	Inc VAT
	TOTAL	£147.16	
Payments for agreement			
Hawthorn	Monthly pest control	£168.00	Inc VAT
Hawthorn	Monthly pest control	£168.00	Inc VAT
Hawthorn	Monthly pest control	£168.00	Inc VAT
Swift	Photocopier rental & printing	£105.83	Inc VAT
ASAP	Monthly IT support & provision	£254.76	Inc VAT
SLCC	Health & safety training	£174.00	Inc VAT
J.Drewe	Grass cutting	£1,749.98	Inc VAT
Castle Water	Burial ground water	£15.94	Inc VAT
	TOTAL	£2,804.51	
<u>Income received</u>			
Burial fees		£600.00	
	TOTAL	£600.00	
<u>Income expected</u>			
	TOTAL	£0.00	