

# NEWTON IN THE ISLE

## PARISH COUNCIL

Clerk: Pat Wilkinson 24 Fen Road Newton in the Isle PE13 5HT Tel: 01945 870271  
Email: parishclerk@newtonintheisle.org.uk

To all Councillors:

You are hereby summoned to attend a meeting of the Newton in the Isle Parish Council to be held on Tuesday 12<sup>th</sup> March 2019 at 7pm in the Village Hall for the purpose of transacting the following business.

### AGENDA

*All members are reminded that they will need to declare any personal or prejudicial interest and reason before an item discussed at this meeting under the Model Code of Conduct Order 2001 No 3576*

- 7.00 1 Parish Assembly and Welcome
  - 2 Apologies
  - 7.40 3. Chairman's Announcements
  - 8.00 4 Minutes of previous meeting 16<sup>th</sup> January
    - a) Approve minutes previous meeting
    - b) Matters arising
    - c) Minutes of Planning meeting January 22<sup>nd</sup>
  - 8.05 5. County and District Councillors Reports
  - 6 Police Matters
  - 8.20 7. Reports for information previously circulated
    - a) Highways/ LHI Bid – Cllr Gibbs
    - b) Village Hall - Cllr Gibbs
    - c) Correspondence/ Lighting /Finance – Clerk
  - 8.35 8. Finance
    - a) Approval of payments/ account status
    - b) Copy of Budget 2019/20
    - c) Reserve Account
  - 8.45 9. Items for Decisions
    - a) Handyman Update
    - b) Playing Field Update
    - c) Play equipment inspection report – Cllr Wilkinson
    - d) Cllr to check play equipment for March/April
    - e) Adopt Governance and Management Risk Assessment Register
  - 10. Arrange date and time of meetings for 2019/20
- PLEASE BRING DIARIES P M Wilkinson 4/03/19

# NEWTON IN THE ISLE

## PARISH COUNCIL

Minutes of Parish Council Assembly held on Monday 12th March 2018 at 7pm in the Village Hall

### **Present**

Cllr's D Gibbs (Chairman), J Hoyles, S Clark (Vice Chairman), R Moore, C Seaton (FDC), S King (CCC) and P Wilkinson (Clerk). Also present Mr Peter Terry, PJ Developments.

### **2. Apologies**

Cllr's D Smith, R Sloan, J Kooreman, Cllr M Humphrey (FDC) and PCSO Helen Norton-Smith. Visitors were welcomed to the meeting.

### **3. Minutes from the previous Parish Assembly**

Held on Monday 6th March 2017 there were no queries raised from this meeting, the minutes were accepted as a true record and signed by Chair.

The Chairman welcomed residents to the meeting and explained a number of issues the Council dealt with during the year, potholes were monitored and reported regularly along with fly tipping which was becoming quite a problem with a number of incidents occurring in the Parish. Trees and street lighting were also regularly monitored. The Parish street lights were in the process of being upgraded and were now awaiting a new contractor to be appointed by FDC (Fenland District Council) to continue the process. The Parish Council were in touch on a regular basis with CCC (Cambridgeshire County Council), FDC, the police and CCC Highways who dealt with queries raised in the Parish.

Residents could contact the Council via the Newton website with any queries or observations that they may have. A Public Forum (ten minutes) for raising concerns was also available at the commencement of each Parish Council meeting.

The Annual Report would be produced in the summer and circulated to residents.

There were a number of projects in which residents could participate, Street Pride, Speedwatch and the Winter Road Watch, for further information contact the Chairman.

### **4. Residents queries.**

A number of questions were put forward.

**Q.** Are records kept on Fly tipping etc?

**A.** No separate records were retained, although the Council was aware of incidents and they were reported to the appropriate department at Fenland. Fly tipping had been a considerable problem recently with 150 car tyres being deposited within the village.

**Q.** Church Road was in need of repair due to pot holes etc when was the road likely to be resurfaced?

**A.** Patching was likely but no road improvements were scheduled in the near future. A new more efficient machine to repair potholes was now being used.

**Q.** If more building developments were to take place the roads would be further damaged by heavy builders traffic, what precautions would be made?

**A.** This would need to be taken into account by the contractors.

**Q.** Was there any emergency fund available to keep lorries out of secondary roads?

**A.** Replacement signage had been ordered to prevent lorries using Chapel Lane. Alternative routes were very difficult and often not viable due to additional distance, i.e. via Sutton Bridge. Cllr Gibbs was to discuss the problem with the new Police Inspector in a few days' time.

**Q.** A resident queried a statement in the minutes of March 2017 council meeting which stated *that work on a tree in the Playing Field had been completed*. The resident proclaimed that the statement was incorrect and untrue, that further work had recently taken place.

**A.** The Chair explained that statements made during meetings were recorded as an accurate record of what had been said during that meeting. The minutes stated that the work had been completed and during the meeting at which the statement was made the recorded statement was correct.

**Q.** Was it possible to investigate internet coverage to give a stronger signal by using a high point such as the water tower or church?

**A.** The Council would investigate further.

## **5. No Further Business**

Meeting closed at 7.24pm. All residents were invited to attend the full meeting.

# NEWTON IN THE ISLE

## PARISH COUNCIL

Minutes of the Parish Council meeting held on Wednesday 16<sup>th</sup> January 2019

All members are reminded that they will need to declare any personal or prejudicial interest and reason before an item discussed at this meeting under the Model Code of Conduct Order 2001 No 3576.

### **Present**

Cllr's D Gibbs, R Moore, J Hoyles G Wilkinson, D Smith, C Seaton and S Clark arrived at 7 25pm

### **107/19 Apologies**

Cllr S King.

**108/19 Public Forum** :No residents attended

### **109/19 Chairman's Announcements**

Chairman stated he had presented the LHI Bid for 2019/20. He had also attended the ACRE Conference, and workshop, Police Panel meeting with the Crime Commissioner at which a number of concerns were expressed, and the Cambridgeshire Strategy Transport Workshop.

### **120/19 Minutes of Previous Meeting**

a) Minutes of the Council meeting held on 13<sup>th</sup> November 2018 were accepted as a true record and signed.

There were no matters arising from the minutes.

b) Minutes of the Planning meeting held on Thursday 3<sup>rd</sup> January 2018 were accepted as a true record and signed

### **121/19 Police Matters**

No crimes shown on the monthly report for Newton.

### **122/19 District and County Councillors Reports**

Cllr Seaton explained that the FDC budget was in consultation with the Business Plan on 21<sup>st</sup> January. A number of services were expect to increased their annual budgets having an impact on the Council Tax. The Garden Town 2019 funding consultation was continuing . Fenland Leisure Centres had a new operator, Freedom Leisure Company who were expected to be in place within six months,

### **123/19. Reports**

#### **a. Highways**

The Highway report was previously circulated, the LHI Bid for 2019/20 had been submitted for a portable speed monitoring device, at a cost of £478.65. Cllr Gibbs stated that no funding was available from CCC (Cambridgeshire County Council) to fulfil our LHI Bid for 2018/19, this would now have to be resubmitted at a later date. Damage to the Black Dyke bridge had been reported. Along with faulty street lighting and potholes.

#### **b) Village Hall**

The report circulated prior to meeting .The fish and chip van located every Wednesday at the Village Hall may cause some difficulty for the Bowls Club parking during the summer months. Cllr Smith would approach Mr Matthew Smith to see if it was possible to park on his premises on the High Road. He will report back at the next meeting.

The Sunday lunches have proved very successful and it is hoped to make a profit of £2,000 by the

end of March. The report also highlighted that the Village Hall kitchen needed updating. The Village Hall Management Committee asked for Council approval to undertake a kitchen refurbishment. Trustees leased the hall from the Parish Council to operate as an amenity for the community, under the terms of the lease were responsible for the ongoing repairs and maintenance of the building.

Although this needed discussion it was minuted that five of the six councillors present declared an interest, as they were also members of the Village Hall Management Committee. A proposal was put forward by Cllr D Smith, a non Village Hall Management member that the Parish Council agree to the Village Hall Management Committee's proposal to undertake improvements to the hall kitchen following receipt of grants. The councillors all approved this proposal.

*i) Resolved that the Parish Council approve the Village Hall Management Committee undertake improvements to refurbish the village hall kitchen on receiving the grants. All Councillors agreed*

Parish Council agreed to take financial responsibility for the removal of the leaking roof box at a cost of £547. plus vat, in the Council's capacity as owners of the building.

*ii) Resolved to approve to take financial responsibility for the removal of the leaking roof box at a cost of £547. plus vat by Turner Roofing contractors all Cllrs agreed*

### **c) Playing Field**

An application of £2000 has been submitted to Grange Wind Farm, outcome expected in early February. If successful the project could proceed in early March. Residents had previously expressed concerns regarding the condition of the dyke. Discussion had taken place as to infilling the dyke along the western boundary. However a number of factors including the financial implications needed to be decided before any work could be undertaken, This would require further discussion at the next meeting.

### **d) Village Trees**

Six trees had been recommended for attention, tree surgeon quote of £1432. was approved work on all the trees to be completed

*iii) Resolved to approve the work to be completed on a further 6 trees at a cost of £1,432 all agreed by Councillors.*

### **e) Emergency Plan**

Grit bins were in place, awaiting some safety wear. Further funding may be required but this would be determined on completion of kitchen refurbishment in village hall which may effect storage facility for emergency equipment.

### **f) Correspondence**

Cllr King donation to all his Parish Councils following payment to Councillors.

Members Services- Business Plan & Budget Proposals/Views & Councils Scrutiny Process

Rural Services Network News

Rural Bulletin

CAPALC Bulletin

Views on CCC Business Planning

Town and Country Newsletter November

Fenland Neighbourhood Policing Team Monthly Reviews for November/December.

Gritting Pack available for collection information given to Cllr Gibbs

Donation from Cllr S King (CCC), Cllrs decided to forego a portion of their allowance and Cllr King decided to distribute equally to Parish Councils within his division.

Funding for Bikeability Training in schools, Cllrs would consider a financial donation if requested..

### **f (b) Residents Issues**

Faulty Street Lights reported - Goodens Lane repair completed

FPC4 Outside St James Close – Resident reported to Clerk that light not working on Dec 29<sup>th</sup> awaiting repair

Damaged structure at North Level Drain on bridleway bridge Black Dyke between Fen Road and Tydd St Giles, had been reported and Cllr Gibbs had made a temporary repair.

Residents at Elloe Bank asked for a Salt bin as road was not gritted during icy weather, this area is isolated. A resident had offered to be responsible for the gritting, however as this was a highway, CCC Highways Department were unable to comply due to Health and Safety Regulations. Cllr Gibbs would write and explain situation to resident.

#### **g) Village Handyman**

A sum of £500 set aside to appoint a self employed Handyman, councillors agreed to an appointment being undertaken following advertising. An interview panel hoped to make a recommendation at the March meeting. Cllrs would identify tasks to be covered during the course of a year.

*iv) Resolved to appoint a self employed Handyman on a casual bases and to make an allowance of £500 for the year 2019/20, Councillors agreed .*

#### **124/19 Discuss Items for decisions**

Play equipment Inspection

Last two months monitored by Cllr Wilkinson, all equipment in order, Cllr Wilkinson offered to purchase a grease gun for servicing the roundabout in early spring.

Cllr Wilkinson also agreed to continue to monitor the play equipment for a further two months.

#### **125/19 Finance Report**

Report previously circulated.

Acre annual subscription £57. cheque no 100613

Clerk salary £544.32 cheque no 100614

Village Hall hire charges for planning meeting and January Council meeting £30 cheque no 100615. Total outstanding invoices £631.32. Councillors approved payments

Income received ½ year Concurrent Grant £640, donation £30 given by Cllr King Peppercorn rent £1 and allotment rent £189.20. Total income £860.20

Community account £8624.74 including payments and income.

Reserve account £13,014.73 including £5.94 interest .Part of Reserve account income was ring fenced for the 2018/19 LHI Bid, Street Lighting upgrades and annual lighting agreement costs.

*v) Resolved to approve payment of three invoices, Acre £57. cheque no 100613, Clerk salary £544.32 cheque no 600614. Hall hire £30. cheque no 100615 ,Cllrs agreed to approve payment of the three cheques.*

Also circulated copies of remaining budget for year ending March 31<sup>st</sup> 2019 and attached draft budget for 2019/20 .After consideration it was agreed that as the. Street lighting upgrading had been delayed due to appointment of new contractors and that the LHI Bid for 2018/19 unable to proceed the Precept could remain at the same level of £13,000 for year 2019/20

*vi) Resolved to approve Community Precept remains at £13,000 for the forthcoming year 2019/20. Approved and agreed by all Cllrs*

**126/19 Date of Next meeting-** Tuesday 12<sup>th</sup> March Parish Assembly

# **NEWTON** IN THE **ISLE**

## **PARISH COUNCIL**

Minutes of the Parish Council Planning meeting to be held on Tuesday 22<sup>nd</sup>  
January at 7pm in the village hall

1. Apologies Cllr G Wilkinson

2. Present

Cllrs J Hoyles, D Gibbs and R Moore

3 F/YR19/0027/F 2no 2-storey extensions to side elevations of existing dwelling at Barrington Lodge Mill Lane Newton in the Isle. Cllrs discussed the planning application and approved the two storey side elevations. The clerk would send in their observations to the Planning Department.

Meeting closed at 7.08pm

<b>Agenda Item No.</b>	7b	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	12 <sup>th</sup> March 2019	
<b>Report Title</b>	Village Hall	

### 1. Purpose of Report

To update members on recent activities at the Village Hall.

### 2. Key Issues

The last Sunday Lunch of the season took place a week ago. Six lunches were provided during the winter months and the success of these events has taken everybody by surprise. All lunches are fully booked to the maximum capacity of 62 diners, with a waiting list. This season's lunches have raised almost £2,200 for the hall; a sum that exceeds the total annual income from hiring out the building to all users.

At the January Parish Council meeting, members agreed to fund the repair to the roof over the kitchen and this work has been completed. The box was removed and the roof patched to match the surrounding area. No further leakage has occurred.

The Management Committee submitted an application to the Grange Windfarm Community Benefit Fund for funds towards the kitchen refurbishment. A grant of £4,000 was awarded. A further application is being prepared to the National Lottery Awards for All for £10,000, with the total cost of the project anticipated to be around £15,000. If this application is successful, the work will take place in August.

The monthly Coffee Mornings and Afternoon Teas continue to attract customers from Newton-in-the-Isle and surrounding villages, contributing around £700 to the coffers each year. A Spring Quiz raised a further £150 and two talks are planned for later in the year. The forthcoming District and Parish Council elections will contribute a further £175 and a religious organisation has made a three-day booking in April for a retreat.

The Village Hall is in a strong position financially and the new kitchen will provide further opportunities to generate funds whilst providing important services to the local community.

### 3. Recommendations

Members note the report of the recent endeavours of the Village Hall Management Committee.

<b>Report Author</b>	Cllr Dave Gibbs
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# **NEWTON IN THE ISLE**

## **PARISH COUNCIL**

### **Agenda Item No.7c**

**Meeting Date** Tuesday 12<sup>th</sup> March 2019

**Report Title** Correspondence

#### **Purpose of Report**

- a) Correspondence sent on to Cllrs via email

#### **1. Key Issues**

##### **a) Correspondence**

Members Services- Enforcement Officers 2yr contract

Rural Services Network News

Rural Bulletin

CAPALC Bulletins

Town and Country Newsletter

Fenland Neighbourhood Policing Team Monthly Reviews for Jan/Feb.

Town and Parish Council Planning meeting date change 11 March

Cambs County Council views on facilities for older people

RoSPA playground annual check date April

One Stop shop to move to Boat House Wisbech

Chairman Invitation Civic Service 10<sup>th</sup> March

Election Poster for interested persons in becoming a Cllr, meeting March 28<sup>th</sup> at

Fenland Hall March

Internal Auditor visit April 29<sup>th</sup>

#### **2. Recommendations** The Parish Councillors note the report

**Report Author**

Pat Wilkinson Clerk

# NEWTON IN THE ISLE

## PARISH COUNCIL

### Agenda Item No8

Meeting Date Tuesday 12<sup>th</sup> March 2019

Report Title Finance

#### 1. Purpose of Report

Approval of payment of invoices and update on budget for 2019-2020

#### 2. Key Issues

**Business / Reserve a/c – £13014.73**

**Community a/c £8627.74**

Invoice paid to Turner Roofing Contractor for Village Hall roof repair £547 as approved at Council meeting on January 16<sup>th</sup> 2019 agenda item Village Hall 123/ b, £656.40 including £109.40 VAT. Cheque number 100616 paid on Feb 19<sup>th</sup> 2019

To approve payment of Village Hall rent for March Council meeting £10

Total expenditure since January £666.40

**Income**-No further income

**Community account stands at £7961.34** (all invoices taken into account)

end of year Budget expected carry forward of £5016..

#### \* Attached Reserve account

We have £6000 set aside to comply with Reserve Statement for any unforeseen expenses plus an additional £1200 lighting costs unknown.

£1000 set aside for LHI bid for 2018/19 not required transferred to Community budget for Tree maintenance see 2019 budget £1432.

Street lighting allocation Cat of £4800 to remain in Reserve budget to accrue interest until required when it will be transferred to Community budget (see included in 2019 budget Lighting upgrade).

This would leave unallocated £1200 with interest of 14.73 gives a total in reserves of £7214.73

Internal auditor Dianne Holland's visit has been arranged for Monday 29<sup>th</sup> April pm

#### 3. Recommendations

**Approve payment of invoice and approve transfer £1000 to Community account with transfer of £4800 to Community account when required.**

# Budget 2019

Carryforward			5106.14						
Precept			13000						
Council tax support Grant									
Concurrent Grant 2/3			1280						
Peppercorn rent			1						
Donation including Charity	750								
recycling credits									
allotments			495.04						
N Level Drainage	42								
LHI bid	500								
Insurance	658								
Auditors	280								
Play Equip annual check	100								
Play equip Maintenance									
CAPALC membership	265								
street light upgrade	4800		4800						
street light annual FDC	3000								
Cutting Playing field	1152								
ACRE membership	60								
Payroll admin charges	100								
Salary	2064								
PAYE 24.03 +Tax	100								
Misc sundries	120								
Hall hire charges	200								
Maintenance field	1000								
annual report	200								
tree maintenance	1432								
Emergency planning	100								
Election charges	884								
Vhall maintenance	547								
casual worker	500								
	18854		24682.18		Carry forward 5828.18				

**Reserve Account 2018**

Carry forward 2018	1696.81		
Comply reserve statement	4303.19		6000
street lighting allocated		4800	
LHI Bid		1000	transfer community ac
unallocated	1200		
interest	14.73		
	7214.73	5800	

landscape

<b>Agenda Item No.</b>	9a	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	12 <sup>th</sup> March 2019	
<b>Report Title</b>	Village Handyman	

### 1. Purpose of Report

To confirm the appointment of a village handyman to undertake minor maintenance and environmental improvement tasks around the village.

### 2. Key Issues

At the January Parish Council meeting, members authorised the Chairman and Clerk to advertise the role of Village Handyman and to discuss the role with interested parties. An advertisement was placed in the February edition of the Bridge magazine. No newsletter was published, so this option was not available.

Members also approved the creation of an appointment panel comprising the Chairman, Vice Chairman and Clerk, to interview candidates and make a recommendation to the March meeting of the Council.

Following the advertisement of the role, one application was received, from Edward Robinson, a resident of Tydd St Giles. The appointment panel met the candidate on Tuesday 19 February and conducted an interview. The applicant was considered to be well suited to the role and has a clear understanding of the Council's objectives in creating it. He is able to provide the equipment required for the role and also satisfies the Council's criteria regarding self-employed status.

### 3. Recommendations

- a) Members engage Edward Robinson as their approved contractor for village maintenance work and ask the Clerk to write to him advising him of this decision.
- b) Members authorise Cllr Moore to instruct Mr Robinson on the tasks required and suitable procedures for recording work undertaken and submitting claims for payment.

<b>Report Author</b>	Cllr Dave Gibbs
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<b>Agenda Item No.</b>	9b	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	12 <sup>th</sup> March 2019	
<b>Report Title</b>	Playing Field	

## 1. Purpose of Report

To update members on the progress of the playing field improvement project and matters relating to the dyke in the playing field.

## 2. Key Issues

At the November Parish Council meeting, members agreed to submit an application for funding for playing field improvements to the Grange Wind Farm Community Benefit Fund. The application was submitted in December and a grant of £2,000 was awarded. Work on the creation of the wildflower meadow will commence shortly and further elements of the project, including the purchase of wildlife equipment and seating will follow once the meadow is sown. The trees and bulbs are seasonal items that will be purchased and planted at the appropriate times. The Chairman is consulting with young people regarding the design of the new bike ramp features and visits to other local sites are being arranged.

In response to a request from the Parish Council, the Parochial Church Council gave their consent for bird and bat boxes to be sited in the trees in the churchyard. Details of proposed locations will be sent to them once known.

The play equipment in the Playing Field is designed for younger children and there is little to do for older children or adults of all ages, including the elderly. Evidence shows that regular appropriate exercise provides tangible health benefits for people of all ages and levels of fitness. The inclusion of items of outdoor gym equipment as part of the improvement project would provide opportunities for individuals and families to exercise together in the open air and without incurring the cost of gym membership.

The Healthy Fenland Fund, managed by Care Network on behalf of the County Council, offers grants of up to £5,000 for projects to improve the health and wellbeing of residents of Fenland. The next deadline for applications is 1<sup>st</sup> May. An application of up to £5,000 would be sufficient to cover the cost of the supply and installation of three items of equipment.

At the January Parish Council meeting, members agreed to infill the dyke along the western side of the Playing Field, subject to the necessary consents being obtained. The Chairman met with the Operations Engineer of the North Level District Internal Drainage Board to discuss the proposal. The Drainage Board requested an official approach to enable them to survey the site to confirm its suitability for infilling. The cost of this survey is £50.

<b>Report Author</b>	Cllr Dave Gibbs
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### **3. Recommendations**

- a) Members note the progress made on the Playing Field improvement project since the last meeting.
- b) Members approve a request to the North Level District Internal Drainage Board for formal consent to infill the dyke in the Playing Field at a cost of £50.
- c) Members approve an application to the Healthy Fenland Fund's May deadline for up to £5,000 for the purchase and installation of three items of outdoor gym equipment.

# NEWTON IN THE ISLE PARISH COUNCIL GOVERNANCE AND MANAGEMENT RISK REGISTER

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
1	Lack of forward planning and budgetary controls	Lack of direction and Prioritisations	M	H	In year budget reviews	Quarterly	Unexpected expense	Clerk
2	Poor reporting to Council	Poor quality decision making Council becomes ill informed	M	H	Timely and accurate financial reporting	Quarterly	Matter raised at meeting	Clerk
3	Loss of key staff	Failure in budgetary controls Correspondence backlog	M	H	Clear office procedures. Clear budgetary procedures	Annually	Loss of staff member	Council
4	Failure to respond to electors wish to right of inspection	Loss of confidence Loss of reputation	L	L	Clear Standing Orders and Operating Protocols. Documented procedures to deal with enquiries from the public	Annually	Approach by elector to Auditor	Clerk
5	Poor document control	Information not passed on in a timely manner. Deadlines missed	M	M	Clear Standing Orders	Annually	Major incident complaints	Clerk



	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
6	Ensure Council complies with law in particular Health and Safety, Equal Opportunities, Data Protection, Human Rights, Disability and Discrimination, Employment Law	Fines and penalties from regulation bodies. Employee action for negligence or grievance. Loss of reputation.	M	H		Bi-annually	Following incident	Clerk
7	Ensuring all business activities are within legal power	Illegal expenditure	L	H	Recording in the minutes the precise power under which expenditure is being approved	Monthly	Review of minutes to ensure legal powers are in place, recorded and correctly applied.	Clerk
8	Council becomes dominated by one or two individuals or cliques form	Conflicts of interest Pursuit of personal agendas Decisions made outside Council	L	H	Clear Standing Orders regarding conduct of meeting and Conflict of interests	Annually	Complaints Incidents at meetings	Chairman
9	Councillors benefiting from being on the Council	Affect reputation Conflicts of interest	L	M	Clear Standing Orders Open system of payment	Annually All meetings	Complaints from public	Council
10	Failure to register members Interests	Member could make inappropriate gains	L	M	Procedures in place for recording and monitoring Members Interests	All meetings	Complaints about members	Councillors

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
11	Lack of maintenance of Council owned property	High cost of repair Injury to third party leading to claims Damage to property	M	H	Regular routine maintenance Insurance cover	Weekly	Unexpected incident	Councillors
12	Damage to third party, property or individual due to Service of Amenity provided	Claim against Council	L	L	Public Liability Insurance. Regular checks of facilities. Ensure all amenities/ facilities are maintained to appropriate levels	As required	As reported Review of Insurance Cover Review of adequacy of insurance cover provided	Council
13	Loss of cash through fraud of dishonesty	Reduction in available funds	L	H	Clear financial procedures Adequate insurance cover	Annually	On a Loss Review Insurance Cover (fidelity guarantee)	Clerk
14	Inadequacy of Precept Ensuring the adequacy of the annual precept is within sound budgeting arrangements	Lack of confidence in Council Inability to carry out functions Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every meeting	Unexpected event ie: flooding	Clerk

**Adopted November 2015**

**Re adopted March 2017**

**Re adopted with no changes March 12<sup>th</sup> 2018**