

NEWBALD PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & COMPLIANCE COMMITTEE HELD AT NEWBALD SCHOOL ON 17 FEBRUARY AT 6.30PM

Present: Councillors G. Steward (Acting Chairman), Cllr. O'Sullivan, P. Weatherstone
Suzanne Smith (Clerk to the Council)

1	<p>PUBLIC FORUM</p> <p>None</p>	
2	<p>APOLOGIES FOR ABSENCE</p> <p>Cllr. Waite - away</p>	
3	<p>DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT</p> <p>3.1 Declarations of Interest</p> <p>None</p> <p>3.2 Dispensations</p> <p>None</p>	
4	<p>REPAIR OF THE CHURCH WALL</p> <p>The Clerk confirmed that she had used the Urgent Decisions Procedure to agree the terms of the insurance claim and organise for the work to be carried out. A full report on this would be presented to Full Council on 3 March 2014.</p>	
5	<p>MEMORIAL BENCH FOR THE GREEN</p> <p><i>All the sub items under this heading were considered as one.</i></p> <p>The Clerk said that she had been told that there was no requirement for planning permission or building consent, but she was still waiting to hear back about conservation area consent.</p> <p>Although she had approached the builder named in the last meeting, he had not chosen to submit a quote.</p> <p>Members considered other quotes received and considered them to be high. They discussed whether there might be a different approach to the project.</p>	

	<p>Recommended:</p> <ul style="list-style-type: none"> i. that NPC approaches John Danby to see if he would be prepared to orchestrate the building of a memorial by a team of volunteers ii. that the Community Support working party is asked to recruit the volunteers iii. that measures are taken to see if it is possible to secure some free stone. 	<p>Clerk CSWP</p>
6	<p>DISTRIBUTION OF NEWSLETTER</p> <p>The Clerk said she had looked into the cost of distributing the newsletter professionally, but the cost was prohibitive – in the region of £300. Her suggestion was that the newsletter should be posted out to the outlying properties. This would cost about £22.50 extra. That would still more than double the current cost of distribution.</p> <p>Recommended:</p> <ul style="list-style-type: none"> i. that the March 2014 newsletter is posted out to outlying residences ii. that, within the March 2014 newsletter, residents are informed that the newsletter will not be posted out again because it is expensive, but that it is available to download from our website and that in the future, paper copies will be available in the two pubs and at the Village Hall. 	<p>Clerk</p>
7	<p>STORAGE OF WINTER GRIT</p> <p>The Clerk reported that the company that Newbald PC had chosen to carry out its winter management had confirmed that they were happy to store the grit.</p> <p>Recommended: that the grit gets moved from its current location to the new company.</p>	<p>Clerk</p>
8	<p>RISK ASSESSMENT AND MANAGEMENT</p> <p>The Clerk provided Members with an updated version of the Health & Safety Management report, which needs to be looked at bi-annually.</p> <p>Recommended:</p> <ul style="list-style-type: none"> i. that a risk assessment be done at the Clerk's house. Cllr. O'Sullivan will provide the template for it ii. that the risk assessment, as amended by the Clerk and detailed in Appendix 1, be adopted by the Council. 	<p>Cllr. O'Sullivan Clerk</p>
9	<p>COMMITTEE PRIORITIES</p> <p>Members noted the action points coming out of the Community Led Plan. No further action was felt to be necessary at this point.</p>	

Meeting finished at 7.15pm

APPENDIX 1**NEWBALD PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2014 (February 2014)**

Area	Risk	Level	Control
Assets	<p>Protection of physical assets:</p> <p>Benches around Parish Litter bins 1 notice board Cemetery War Memorial Village Hall</p>	L	<p>Assets insured.</p> <p>Public liability/indemnity is covered by the Parish Council Insurance for all benches, notice board, cemetery and the war memorial.</p> <p>The Village Hall is leased to the Village Hall Management Committee. They have in place insurance to cover the Village Hall and have responsibility for all maintenance, risk assessments and the running of the hall.</p> <p>The benches and notice board are insured against damage and theft up to £6,283.00, coming under the category of 'Street furniture' in the Parish Council insurance</p> <p>Written risk assessments/reports to be carried out annually in the summer and a visual assessment each winter.</p> <p>Responsibility for doing a risk assessment on the Village Hall lies with the Village Hall Committee.</p> <p>NPC should ensure that the Village Hall is adequately insured to cover the value of the asset.</p>
	<p>Security of buildings, equipment etc:</p> <p>2 filing cabinets</p>	L	<p>Village Hall – see above.</p> <p>All equipment is kept inside Clerk's house – always either occupied or locked.</p> <p>The office equipment is insured up to £2227.89 against damage and theft.</p>
	Maintenance of buildings etc		The Village Hall is managed and looked after by the Village Hall Management Committee.
Liability	<p>Risk to third party, property or individuals</p> <p>Benches</p>	M	<p>Public & Products Liability Insurance in place.</p> <p>All the benches in the village were examined and documented in June 2013. No safety work was felt to be necessary.</p>

	Churchyard		<p>The Churchyard will be covered in written risk assessments/ reports carried out annually. The first risk assessment was carried out in July 2011 by a professional contractor, with a specialist memorial inspection taking place in October 2011. All actions coming out of these reports have been dealt with.</p> <p>Risk assessments looking at general health & safety as well as safety of memorials have continued to be carried out at least six monthly, the most recent being in January 2014. All recommended actions have been carried out.</p> <p>Written risk assessments/reports will continue to be carried out annually each spring, with a visual assessment each autumn.</p>
	Cemetery		<p>A general risk assessment of the cemetery was carried out in July 2011 by a professional and a specialist memorial inspection took place in October 2011. All actions recommended by these reports were taken.</p> <p>Risk assessments looking at general health & safety as well as safety of memorials have continued to be carried out at six monthly intervals, the most recent visual inspection being in January 2014. All recommended actions have been carried out.</p>
	The Green/The Mires		<p>Risk assessments looking at general health & safety are carried out at least six monthly, the most recent being in January 2014. All recommended actions have been carried out.</p> <p>Written risk assessments/reports will continue to be carried out annually each May, with a visual assessment each November.</p> <p>Applicants wishing to use the Green/the Mires will have to provide a copy of their public liability insurance. The Parish Council must check that the liability insurance is adequate for the event they are proposing.</p>
	The Becksies		<p>Management of the Becksies has been given to an expert organisation – Yorkshire Wildlife Trust – it forms part of their Higher Lever Stewardship Scheme, offering it excellent protection.</p>
	Legal liability as consequence of asset ownership	M	Insurance in place.
Finance	Banking	L	Money with main high street bank

	Risk of consequential loss of income	M	No investments currently but any future ones will be reviewed annually by the Parish Council.
	Loss of cash through theft or dishonesty	L	Receipts issued. Indemnity Cover in Parish Council Insurance. Internal audit in place. Regular reconciliations of cash book to bank accounts carried out.
	Financial controls and records	L	Frequent bank reconciliations done by Clerk and financial reports provided to Council at least quarterly. Three signatories on cheques. Internal and external audit.
	Comply with HMRC Regulations	L	Clerk attended training on VAT. HMRC returns now done monthly through RTI (Real Time Information) End of year reports submitted annually and reported to council. Internal and external audit every year
	Sound budgeting to underlie annual precept	L	Council receive detailed budgets in the late autumn. Precept derived directly from this. Budget set by Council. Expenditure against budget reported to Council at least quarterly.
Employer Liability	Comply with Employment Law	L	Membership of ERNLLCA and LCA. – Executive Officer at ERNLLCA is a Chartered member of the Institute of Personnel and Development. NALC has an employment law specialist. The Parish Council has Employer Liability Insurance.
	Comply with HMRC requirements	L	Internal and external auditors carry out annual checks. HMRC returns completed annually and reported to council.
	Safety of Staff and visitors	L	Employers' Liability insurance. NPC's assets are regularly risk assessed.
Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on new proposals. Councillors encouraged to read Good Councillors Guide. Councillors provided with Code of Conduct and copy of the

			<p>Standing Orders and Financial Regulations.</p> <p>Clerk has successfully completed the CiLCA qualification and also attends relevant training courses/conferences.</p> <p>Council is now qualified for the Power of General Competence.</p> <p>Full members of ERNLLCA and SLCC –frequently use their advisory services to check our legal position.</p>
	Proper and timely reporting via the Minutes	L	<p>Council meets once a month and receives and approves Minutes of meetings held the previous month. Approved minutes made available to the public via the website, at subsequent meetings and on request. Website provides public information. Newsletter distributed door to door.</p>
	Proper document control	L	<p>Legal and other documents stored in the Clerk's home. Premises are always either occupied or locked.</p> <p>Office contents insured.</p> <p>Files on Clerk's computer backed up via Skydrive cloud</p>
Councillor propriety	Registers of Interests and gifts and hospitality in place	M	<p>Register of interest completed and returned to ERYC. Gifts and hospitality register not been required as situation has not arisen.</p>

All remaining risks are managed to a reasonable level.