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Our Ref: MD

09 September 2024

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held at **Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA** on **Monday 16 September 2024 commencing at 7.00pm** at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby

Clerk

Public Forum

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest and Dispensations**
- 3. To consider the Minutes of the meeting held on 15 July 2024 (Enclosure 1)**
- 4. Matters arising from the previous meeting**
- 5. Borough Councillors' reports**
- 6. Financial matters**

6.1 Schedule of payments made during the summer recess

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Clerk	BACS	119.90	19.98	Reimbursement: Printer toners
MW Cripwell Ltd	BACS	534.00	89.00	Defib inspections July & August; install defib signs
Clerk	BACS	810.63	0.00	Salary and expenses
Dynamic Transport Planning Ltd	BACS	1,912.80	318.80	Air Noise survey
Zurich Municipal	BACS	508.74	0.00	Insurance renewal
HSBC	DD	8.00	0.00	Bank charges
S McKiernan	BACS	120.00	0.00	Reimbursement: Face painting at the Unity Park fun day
Total		4,014.07	427.78	

6.2 Schedule of payments due at 09 September 2024

Payee	Payment Method	Gross £	VAT £	Transaction Detail
Clerk	BACS	805.03	0.00	Salary and expenses
HMRC	BACS	671.50	0.00	NI/PAYE 2 nd qtr 2024/25
HSBC	DD	8.00	0.00	Bank charges
J Deacon	BACS	5,208.00	868.00	Install King's Coronation bench £3,420; Supply and install post for SID £1,788
Total		6,692.53	868.00	

6.3 Bank reconciliation at 31 August 2024

	£
Current Account	69,959.42
HSBC Business Money Manager Account	30,971.08
	100,930.50

6.4 Earmarked Reserves (EMRs)

Earmarked Reserves	Opening 01/04/2024 £	Movement In funds £	Balance 31/08/2024 £
Elections	9,592.20	0.00	9,592.20
Community projects	35,225.00	0.00	35,225.00
Dallow Lock mural refurbishments	7,675.00	0.00	7,675.00
Replacement IT equipment	5,000.00	0.00	5,000.00
Speed Indication Device	5,555.00	0.00	5,555.00
Benches	9,672.00	(1,882.00)	7,790.00
Shobnall Road surveys	7,525.00	(5,617.00)	1,908.00
	80,244.20	(7,499.00)	72,745.20

6.5 Income and expenditure as at 31 August 2024 (Enclosure 2)

7. Completion of the audit for the year ended 31 March 2024

Forvis Mazars have completed their audit for the year ended 31 March 2024.

There were no significant matters arising from the audit but a minor scope for improvement was recorded in that Box 11a in Section 2 of the AGAR had been left blank and this should have been completed as “No” or “N/A” – this has been corrected.

The council is requested to note the auditor’s comment on Email Management on page 2 of the completion letter (**Enclosure 3**).

The Completion Notice and pages 3-6 of the AGAR were published on the council’s website on 16 August and copies have been displayed on the noticeboards.

8. Planning matters

8.1 Planning applications

Application No.	Location	Proposal
P/2024/00805	58 Waverley Lane	Single storey side extension including porch, demolition of garage for single storey rear extension and formation of dropped kerb

8.2 Planning decisions

Application No.	Location	Proposal
P/2023/01154	336 Shobnall Street	Erection of a two storey side and single storey rear extension, loft conversion including side dormers
Permitted		
P/2024/00265	Centrum 93 Unit Centrum Logistics Park Callister Way	Change of use from Storage and Distribution (Class B8) to Industrial (Class B2/E9g)(iii)
Permitted		
P/2024/00276	Lovell Homes Lawns Farm Shobnall Road	Display of a non-illuminated banner sign for a temporary period of up to 12 months
Consent granted		
P/2024/00467	125 Waterloo Street	Erection of a single storey front extension and pitched roof to existing building to form annexe
Permitted		

P/2024/00544 Refused	40 Edward Street	Retention of three studio apartments at first floor (Amended description)
P/2024/00668 Permitted	224 Shobnall Road	Demolition of existing conservatory and erection of a garden room (Revised Scheme)
P/2024/00669 Consent granted	224 Shobnall Road	Listed Building Consent for the demolition of existing conservatory and erection of a garden room (Revised Scheme)

9. Risk Assessment (Revised) (Enclosure 4)

10. Defibrillator: Oak & Ivy, Wellington Street

Following a site meeting attended by Councillor Shilton, Ian Mellor (MW Cripwells) and Laura Friend (Marston's Senior Estate Manager) on 14 August the Licence for the external heated cabinet and HeartSine 360P automatic defibrillator was agreed and was signed by the Clerk on behalf of the Parish Council on 30 August. The Licence is on exactly the same terms and conditions as agreed for The Albion, Shobnall Road.

MW Cripwells quotation in the sum of £1,881.00 plus VAT to supply and install the equipment was accepted and installation took place on 09 September.

11. Projects update

11.1 SID

The contractor advised on 03 September that he had installed the post on the footpath close to The Albion, Shobnall Road.

The Purchase Order was placed with Traffic Technology on 03 September for the SID, solar panel and secure padlock to be installed and commissioned – they have advised that installation lead time is 4-6 weeks, if not sooner.

11.2 King's Coronation bench

The contractor confirmed on 03 September that he had installed the King's Coronation bench on the pedestrian walkway from Moor Street to Shobnall Road (see photo below):



12. To receive questions/reports from Parish Councillors

13. Correspondence

13.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA's Bulletins have been circulated to all Councillors.

13.2 SPCA: Rural speed limits

At recent meetings, the SPCA executive has been talking about rural speed limits and has approved a motion from Croxden Parish Council to NALC regarding seeking to put pressure on central government to give the matter some higher priority.

You will also be aware that we have a discussion with Staffordshire Council regarding the local transport plan in September, which while it rural speed limits will not be a significant part of that discussion, it's clear that it exercises parish and town councillors.

The Executive Committee has asked me to get in touch with member councils to explore your thoughts on the development of an SPCA policy position in relation to rural speed limits.

- Should we for instance, push for more 20 mph stretches around all schools?
- Are there other situations where 20 mph should be considered?
- Is it possible to identify criteria for proposing limits other than the current national speed limit which applies on most rural roads?

Date of next meeting

Monday 21 October 2024 commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

**Minutes of a meeting of Shobnall Parish Council
held at Brook House, Shobnall Road on Monday 15 July 2024 commencing at 7pm**

Present

Councillor Shilton in the Chair
Councillors Dittmer and Hoare

Also present

ESBC Councillor McKiernan
Mary Danby, Clerk

Public Forum

No comments or questions were received.

40. Apologies

Councillor Pennicott and Borough Councillor Walker.

41. Declarations of Interest and receive written applications for dispensations under the Localism Act 2011

None were declared.

42. Minutes

Resolved That the Minutes of the meeting held on 17 June 2024 be approved as an accurate record.

43. Matters arising

Minute No. 30 (Defibrillator request)

The Clerk reported that MW Cripwell had quoted to supply and install a defibrillator and heated cabinet on the external wall of the Oak & Ivy, Wellington Street. A response was awaited from Marstons regarding the granting of a licence for the equipment to be installed.

Agreed That this item be deferred until such time as Marstons issue the licence.

Minute No. 31 (Noticeboard – Shobnall Community Centre)

The Clerk advised the council that DSK Engineering had quoted £145.95 plus VAT to supply and fit a new header board for the above noticeboard, delivery was noted as being approximately six weeks. The quotation had been accepted on 08 July 2024.

Minute No. 39.3 (Speed limiter road markings on Shobnall Road)

County Councillor Afsar had responded advising that a consultation will be taking place regarding Henhurst Hill, Forest Road and Shobnall Road with safety and speed reducing measures. He said that residents living in this area will be sent a letter of a Scheme the County is looking to introduce including de-classifying the Weight limit to prevent lorries travelling down here and he would update the Parish once the consultation is live.

44. Borough Councillor's report

Councillor McKiernan said that there had been a Full Council meeting on 08 July with only two agenda items: one item noting that Cllr Mike Ackroyd had died and sending sincerest condolences to his wife and family; the other item dealt with committee memberships. The Council will next meet in mid-September.

She said that the Maltings consultation will see the building open to the public in August, she added that funds could not yet be identified for the project as plans need to be finalised to enable applications to be made.

Councillor McKiernan said that she has a busy diary for her Mayoral duties, seeing her currently attending four events every week. She continues to Chair the Development Plan Committee.

She advised the council that an artist will be working with children on a mural at Unity Park on 05 and 09 August. She asked the council if it would grant funds for a summer event to be arranged at Unity Park for children and their families, possibly either on one the dates when the artist will be on site or as a separate event.

Resolved That the council grant £250 for the event, subject to Councillor McKiernan confirming the use of the funds prior to payment being made.

Councillor Shilton reported on behalf of **Councillor Walker**. Councillor Walker had attended a residential car park on Shobnall Street which is being used for vehicle repairs and there was a lot of debris and litter being left on the site. Following the visit the area had been cleared within 24 hours by ESBC. It is unclear as to who owns the site and Councillor Walker had arranged to meet with Officers to try and establish who the owner is.

45. Financial matters

45.1 Schedule of payments

Payee	Payment Method	Gross £	VAT £	Transaction Detail
HSBC	DD	8.00	0.00	Bank charges
Hardy Signs	BACS	259.20	43.20	Equipment signs
Clerk	BACS	830.68	0.00	Salary and expenses
Staffordshire Signs & Graphics	BACS	44.40	7.40	Self-adhesive decals for SID
MW Cripwell Ltd	BACS	216.00	36.00	Defib inspections (June 2024)
Total		1,358.28	86.60	

Resolved That the above payments be approved.

45.2 Bank reconciliation as at 30 June 2024

	£
Current Account	73,143.00
HSBC Business Money Manager Account	30,971.08
	104,114.08

Resolved That the above was a true record.

45.3 Earmarked Reserves (EMRs)

Earmarked Reserves	Opening 01/04/2024 £	Movement In funds £	Balance 30/06/2024 £
Elections	9,592.20	0.00	9,592.20
Community projects	35,225.00	0.00	35,225.00
Dallow Lock mural refurbishments	7,675.00	0.00	7,675.00
Replacement IT equipment	5,000.00	0.00	5,000.00
Speed Indication Device	5,555.00	0.00	5,555.00
Benches	9,672.00	(1,882.00)	7,790.00
Shobnall Road surveys	7,525.00	(4,023.00)	3,502.00
	80,244.20	(5,905.00)	74,339.20

Resolved That the EMRs be agreed.

46. Receipts/payments to 30 June 2024

Agreed The report be noted.

47. Biodiversity: Local councils

Resolved That the council adopt the Biodiversity Policy (Attachment A).

48. Banking arrangements

Information had been received via NALC/SPCA regarding the Financial Services Compensation Scheme (FSCS) from which it was confirmed that, unless the council wished to do so, there was no requirement to open an account with another banking institution.

49. Planning matters

49.1 Planning applications

Application No.	Location	Proposal
P/2024/00276	Lovell Homes Lawns Farm Shobnall Road	Display of a non-illuminated banner sign for a temporary period up to 31.10.2025
No objection		

P/2024/00668	224 Shobnall Road	Demolition of existing conservatory and erection of a garden room (Revised Scheme)
No objection		
P/2024/00669	224 Shobnall Road	Listed Building Consent for the demolition of existing conservatory and erection of a garden room (Revised Scheme)
No objection		

50. Staffordshire County Council:

Shobnall Road, Burton upon Trent – Proposed Parallel Crossing and Road Humps Resolved That the council does not agree to the proposed parallel crossing and road humps. Whilst accepting that the proposed crossing links with the National Cycle Network Route 54 Councillors thought that the proposed location would not be used by many people and it would be better placed further along Shobnall Road where a crossing would be better used, for instance by parents/carers and children accessing the local school and children’s nurseries.

51. Playday at Shobnall Leisure Complex: 21 August 2024

Councillor Pennicott had requested that this item be included on the agenda for consideration. The council had been offered an area at Playday to promote the work of the local council. Councillors were unsure as to what the council might want to do/offer on the day and who would represent the PC at the event. **Agreed** that Councillor Pennicott be asked:

- a) What he might want to do at the event
- b) What information he would want provided and in what form and
- c) If he would be available to represent the PC at the event

52. Safety of Lithium-ion Batteries and e-bikes and scooters

Resolved That the council supports the campaign to improve the safety of lithium-ion batteries.

53. Councillors questions/reports

No questions or reports were received.

54. Correspondence and Circulars

54.1 Staffordshire Parish Councils’ Association (SPCA)

The SPCA’s Bulletins had been circulated to all Councillors.

The meeting closed at 7.42pm

Date of next meeting

Monday 16 September commencing at 7.00pm at Brook House, 18 Shobnall Road, Burton on Trent DE14 2BA

Signed

Date

Shobnall Parish Council Biodiversity Policy

In accordance with the Duty imposed on parish councils by Section 40 of the Natural Environment and Rural Communities Act (NERC) 2006, updated by Section 102 of the Environment Act 2021, Shobnall Parish Council will in exercising all its functions have regard to the purpose of conserving biodiversity.

Biodiversity means the variety of life around us and includes every species of plant and animal, the genetic material that makes them what they are, and the communities that they form. Biodiversity is essential in sustaining the living networks, or 'ecosystems' that provide us all with health, wealth, food and the vital services our lives depend on. It is a core component of sustainable development, underpinning economic development and prosperity.

As Shobnall Parish Council neither has, nor manages, land or buildings it cannot be an initiator of biodiversity strategies. However, the Parish Council will be expected, if appropriate, to influence what is called 'biodiversity net gain' by encouraging others in its area.

To help Shobnall Parish Council meet its Biodiversity Policy:

- The Parish Council will consider the potential impact on biodiversity represented by planning applications.
- The Parish Council undertakes to work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the Parish.
- The Parish Council will, wherever possible, raise public awareness of biodiversity issues. The Parish Council will communicate information and raise awareness of biodiversity through its website.

This Policy was adopted by Shobnall Parish Council on 15 July 2024 and will be reviewed every five years at the Annual Parish Council Meeting.

Action Plan

Site/ Objective	Action	Outcome	Target	Reporting/ Publicity
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Website
The Built Landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan Encourage hedgehog/small animal highways with permeable boundaries	Protecting/enhancing habitats. Extending habitats.	Ongoing	
Increase community awareness of biodiversity	Ask residents for their views on what they would like to be done to conserve biodiversity within the parish. Raise awareness of the importance of gardens as habitats for wildlife. Create a page on the parish council website for photographs/information/links	Engagement/ownership of biodiversity. Promote biodiversity. Promote biodiversity.	Ongoing	
Support Community Projects	Support hedge/tree planting in any appropriate areas. Work in partnership with the school to develop young people's awareness of the environment around them. Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.	Extending habitats. Promote biodiversity. Promote biodiversity.		

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	19,723	39,445	19,723			50.0%	
1077 Council Tax Support Grant	1,049	2,098	1,049			50.0%	
1090 Interest Received	149	400	251			37.3%	
Income :- Receipts	20,921	41,943	21,022			49.9%	0
Net Receipts	20,921	41,943	21,022				
<u>110 Employee Costs</u>							
4000 Clerk's Salary	4,470	12,012	7,542		7,542	37.2%	
4010 Employer's NI	89	330	242		242	26.8%	
4025 Staff Mileage & Benefits	98	100	2		2	97.7%	
4030 Use of Home as Office	56	134	78		78	41.6%	
4055 Staff: Other Expenses	65	0	(65)		(65)	0.0%	
Employee Costs :- Indirect Payments	4,777	12,576	7,799	0	7,799	38.0%	0
Net Payments	(4,777)	(12,576)	(7,799)				
<u>120 Annual Running Costs</u>							
4200 Highway Lighting: Maint. Costs	0	40	40		40	0.0%	
4210 Subscriptions & Memberships	837	805	(32)		(32)	104.0%	
4230 Computer Lifeline	342	410	68		68	83.4%	
4235 RBS Accounts support	192	192	0		0	100.0%	
4240 Website	95	100	5		5	95.0%	
4250 IT Software	163	250	87		87	65.2%	
4260 Insurance	509	450	(59)		(59)	113.1%	
4270 Audit Fees	210	480	270		270	43.7%	
4280 Payroll Services	0	110	110		110	0.0%	
4290 Data Protection fee	0	35	35		35	0.0%	
Annual Running Costs :- Indirect Payments	2,348	2,872	524	0	524	81.8%	0
Net Payments	(2,348)	(2,872)	(524)				
<u>130 Administration Expenses</u>							
4300 Printing & Stationery	296	300	4		4	98.5%	
4303 Council mobile	77	195	118		118	39.5%	
4305 Publications	0	200	200		200	0.0%	
4310 Postage	73	400	327		327	18.4%	
4320 Room Hire	0	275	275		275	0.0%	
4330 Refreshments	6	50	44		44	12.7%	
4340 Training & Conference	170	625	455		455	27.2%	

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4350 Bank Charges	40	100	60		60	40.0%	
4360 s137 Grant Aid	120	6,000	5,880		5,880	2.0%	
4990 Sundries	11	200	189		189	5.4%	
Administration Expenses :- Indirect Payments	793	8,345	7,552	0	7,552	9.5%	0
Net Payments	(793)	(8,345)	(7,552)				
<u>145 Defibrillators</u>							
4450 Defibrillators	3,986	7,300	3,314		3,314	54.6%	
4456 Defibrillators R&M	1,081	2,880	1,799		1,799	37.5%	
4457 Defibrillators - call outs	58	270	213		213	21.3%	
4458 Replacements pads/batteries	0	500	500		500	0.0%	
Defibrillators :- Indirect Payments	5,125	10,950	5,825	0	5,825	46.8%	0
Net Payments	(5,125)	(10,950)	(5,825)				
<u>147 Noticeboards</u>							
4500 Noticeboards	25	0	(25)		(25)	0.0%	
4505 Noticeboards R&M	0	50	50		50	0.0%	
Noticeboards :- Indirect Payments	25	50	25	0	25	50.0%	0
Net Payments	(25)	(50)	(25)				
<u>149 Dallow Lock mural</u>							
4600 Cleaning mural/noticeboard	100	200	100		100	50.0%	
4601 Mural R&M	0	500	500		500	0.0%	
Dallow Lock mural :- Indirect Payments	100	700	600	0	600	14.3%	0
Net Payments	(100)	(700)	(600)				
<u>150 Projects</u>							
4703 Replacement bleed control kits	0	200	200		200	0.0%	
4995 Contingency	50	5,000	4,950		4,950	1.0%	
5400 Project Work	7,536	1,250	(6,286)		(6,286)	602.9%	7,499
Projects :- Indirect Payments	7,586	6,450	(1,136)	0	(1,136)	117.6%	7,499
Net Payments	(7,586)	(6,450)	1,136				
6000 plus Transfer from EMR	7,499						
Movement to/(from) Gen Reserve	(87)						

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>999 VAT Data</u>							
115 VAT on Receipts	4,615	0	(4,615)			0.0%	
VAT Data :- Receipts	<u>4,615</u>	<u>0</u>	<u>(4,615)</u>				<u>0</u>
515 VAT on Payments	2,703	0	(2,703)		(2,703)	0.0%	
VAT Data :- Indirect Payments	<u>2,703</u>	<u>0</u>	<u>(2,703)</u>	<u>0</u>	<u>(2,703)</u>		<u>0</u>
Net Receipts over Payments	<u>1,912</u>	<u>0</u>	<u>(1,912)</u>				
Grand Totals:- Receipts	25,536	41,943	16,407			60.9%	
Payments	23,458	41,943	18,485	0	18,485	55.9%	
Net Receipts over Payments	<u>2,078</u>	<u>0</u>	<u>(2,078)</u>				
plus Transfer from EMR	7,499						
Movement to/(from) Gen Reserve	<u>9,577</u>						

The Corner
Bank Chambers
26 Mosley Street
Newcastle upon Tyne
NE1 1DF



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Direct line: +44 (0)191 383 6348
Email: local.councils@mazars.co.uk
Date: 15 August 2024

Dear Ms Danby

Completion of the audit for the year ended 31 March 2024

We have completed our audit for the year ended 31 March 2024 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2023*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:

- that the audit has been concluded and that the statement of accounts has been published;
 - the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
 - the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
 - Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

Enclosure 3

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.

Minor scope for improvement in 2024/2025

The Council has left Box 11a in Section 2 of the Annual Governance and Accountability Return (AGAR) blank. Although the answer could be inferred from other answers on the AGAR the Council should ensure all boxes are filled in, marking nil or not applicable where appropriate.

Email Management

The Practitioner's Guide (March 2024), points 5.210 and 5.211 respectively state that:

- All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name.
- To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.

If the Council has not created a generic email address by 31 March 2025, then this could result in either a qualification or other matter on the 2024/2025 AGAR.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



James Collins

Director

For and on behalf of Forvis Mazars LLP

Enclosure 3

Shobnall Parish Council		
Financial Risk Assessment as at 14 September 2024		
Service Area	Risk	Action/Mitigation
Insurance	Property Damage	Property cover, for year ending 13 September 2025 is adequate. Includes laptop, iPads, street light, defibrillators, emergency bleed control unit, benches, etc
	Money	Existing cover is adequate.
	Business interruption	Not required.
	Public Liability	Existing cover for year ending 13 September 2025 of £12 million is adequate.
	Employer's Liability claim	Existing cover for year ending 13 September 2025 of £10 million is adequate.
	Fidelity Guarantee (All Councillors and Clerk)	Existing cover for year ending 13 September 2025 of £250,000 is adequate.
	Libel and Slander	Existing cover for year ending 13 September 2025 of £250,000 is adequate.
	Personal Accident	Existing cover for year ending 13 September 2025 of £250,000 is adequate.
	Legal Expenses	Existing cover for year ending 13 September 2025 of £100,000 is adequate.
Accounts and finance	Annual precept too high/ too low or not the result of detailed consideration	Continue current system with detailed budget based on past year and current year accounts.
	Protection of monies	As a small local authority the council it is covered by the Financial Services Compensation Scheme (FSCS) as follows: <i>The FSCS does not protect deposits made by a public authority (including a parish council), unless it is a small local authority with an annual budget of up to EUR500,000" (about £430,950 using the required 03 July 2023 exchange rate).</i>
	Unlawful expenditure	Follow Financial Regulations as reviewed by Council June 2024. Follow advice of Clerk/RFO that all expenditure is within legal powers.
	Unauthorised expenditure	Report all payments to Council for approval (even if already paid). Cheque signatories to initial cheque stubs and invoices. Bank Statements are presented to each meeting of the Full Council.
	Accounts not reconciled	Bank reconciliation presented to each monthly council meeting.
	Non-standard and/or non-compliant records kept	Follow Financial Regulations as reviewed by Council June 2024. Accept advice from Clerk/RFO and Internal and External auditors.
	Non-compliance with statutory requirements for completion/ approval/ submission of accounts and other financial returns	Ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with transparency code requirements	Review process in line with requirements.
	Non-compliance with internal audit requirements	Appoint Internal Auditor.

	Loss of computer-based accounting records	Records backed up onto portable hard disk monthly.
Staff	Loss of key personnel through ill health or leaving	Council could cover short-term absence while replacement found. Immediately advertise any vacancy. Appoint locum clerk if necessary.
Delegation of Authority	Inability to deal with urgent matters during an emergency	Standing Order 17 adopted on 18 May 2020 giving the Clerk delegated authority to deal with urgent matters during an emergency.
Administration	Inadequate access to advice	Continue memberships of SPCA/NALC and SLCC.
	Loss of hard document records	Records maintained at Clerk's home. Photocopies of key records to be stored off-site.
	Loss of computer-based records	Records backed up onto portable hard disk monthly.
Noticeboards	May require repairs/become unsafe	Boards checked regularly when notices posted.
Defibrillators	Defibrillator used and not returned therefore not available, pads out of date or used and therefore unusable	The 6 No. defibrillators are inspected monthly by MW Cripwell Ltd; they are registered on The Circuit website and notifications are received when they may have been used. MW Cripwell's are instructed to check and confirm that the defibrillators are operative and if they have been used they will order the required replacement items and recharge to the council.
Emergency bleed control unit	Unit may have been used and therefore not available	The unit is located at the Shobnall Leisure Centre and the management team have taken responsibility for maintaining it, they have registered it with Turtle Defib Cabinets and will recharge the council for replacement items when these are required. The council remains the owner of the unit and it is included on the council's Asset Register.
Contractors	Activities of uninsured contractor could give rise to public liability claim	Council to check on contractors' indemnity insurance and working practices. Contractors must have at least £5 million public liability insurance.
	Unsafe working practices by a contractor appointed by the council	

This risk assessment was prepared on 09 September 2024 and approved by the Council on 16 September 2024.

Mary Danby
Proper Officer

Document originally approved 18 May 2020
This risk assessment will be reviewed annually.

DOCUMENT HISTORY

Detailed History of Changes

Rev. No.	Date	Description of Changes
1	24/04/2018	Original document
1.1	01/05/2020	Minor change to "Accounts and Finance" – Bank statements to be presented at the Full Council meeting every three months from November 2020
1.2	18/05/2020	Addition of "Delegation of Authority" to the Clerk in an emergency
1.3	20/09/2021	Insurance figures amended to reflect those stated in the new Policy
1.4	14/08/2023	Addition of Defibrillators and Emergency Bleed Control Unit
1.5	16/09/2024	Personal Accident cover reduced to £250,000
		Fidelity Guarantee: Amended as the Policy covers all Councillors and the Clerk (Officials Indemnity deleted)
		Protection of monies: Explanation given that the council does not need to limit funds held to £85,000 per banking institution