

HALSALL PARISH COUNCIL

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 11th September at 7:00 pm at St Aidan's Hall, Renacres Lane.

1. **Introductions and Apologies for Absence**
2. **Declarations of Interest**
3. **Open Forum**
 - 3.1 **West Lancs Borough Councillors**
 - 3.2 **Open Public Forum**
4. **To confirm and sign the [Minutes of the meeting held on 10th July](#)**
5. **Discuss and agree on any matters arising from [Parish Clerk's Report](#)**
 - 5.1 Update on Memorial Hall Picnic Benches
 - 5.2 Update on Parish Council Insurance
 - Zurich have quoted a renewal cost of £2980.22 (£2,707.38 – 3-year)
 - Aviva have quoted a new cost of £2230.62 (TBC - 3 Year)
 - which includes an extra cost for Cyber insurance option.
 - To confirm that the Council will switch insurance providers to Aviva.
 - 5.3 Update on Advertising Parish Council Vacancy
 - 5.4 Update on planning for Remembrance Sunday
 - 5.5 Update on Bakehouse Lease
 - To approve payment of solicitor's fee of £1181.50 + VAT
 - 5.6 Update on Halsall Trust Secretary position.
6. **To receive reports from Representatives to outside Bodies and discuss and agree upon any actions arising;**
 - 6.1 **Lancashire Association of Local Councils (LALC)**
 - Cllrs R Brookfield, M Lyons & J Ferguson
 - 6.2 **Ormskirk Foundation Trust**
 - Cllr A Timon
 - 6.3 **Shirdley Hill Community Association**
 - Cllrs N McCarthey-Thomason & J Ferguson
 - 6.4 **St Cuthbert's Church Committee**
 - Cllr M Schofield
7. **To receive reports from Working Groups and agree upon any actions arising;**
 - 7.1 **Finance**
 - Cllrs. M Lyons, E Wright, A Timon, and K Wright
 - 7.2 **Human Resources**
 - Cllrs. A Timon, K Wright, M Lyons, and M Schofield

7.3 Traffic and Road Safety

Cllrs. N McCarthy-Thomason, R Brookfield, B. Roberts and M Schofield

7.4 Flooding

Cllrs. E Wright, R Brookfield and A Timon

7.5 Healthy Halsall

Cllrs. M Schofield, M Lyons, B Roberts

7.6 Planning & Development

Cllrs M Schofield and B Roberts

7.7 Environment & Biodiversity Working Group

Cllrs M Lyons, J Ferguson and Mr J Ferguson

8. [Planning Applications](#)

8.1 Applications

2024/0382/FUL 98 New Cut Lan rebuild bungalow due to subsidence

2024/0724/FUL 3 Plex Moss Lane, extensions to rear and side

2024/0718/FUL 38 Heathey Lane, side, rear and granny annexe extensions

2024/0715/FUL 1 Halsall Farm Grove, retrospective children's play structure

2024/0699/FUL 176A Renacres Lane, 2 storey extension to rear & side ext.

2024/0692/FUL 71 Segar's Lane, demolition/rebuilding due to subsidence

2024/0660/PNP Gorse Hill Farm, Prior approval for Farm Track & Exit

8.2 To Note Recent Planning Decisions

2022/1095/CON 58 New Street, change in materials for railings

2024/0088/TPO North Moor Lane, reduce branches on 2 Ash trees

2024/0341/FUL North Moor Cottage, add tiled roof to conservatory

2024/0187/FUL 80 New Street, double storey rear extension

8.3 Recent planning emails received since agenda published

9. Finance

9.1 To approve the [Schedule of Payments for September](#)

9.2 To review the [Monthly Spend to Date](#)

9.3 To approve the [Bank Reconciliation](#)

9.4 To confirm the bank balances on accounts & sign bank statements

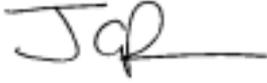
9.5 To approve transfer of £400 to Memorial Hall Trust which was paid to HPC in error by WLBC as the Trust's Polling Station Hire Fee.

9.6 Update on HMRC DD for PAYE and NI. - Although charges accrue monthly HMRC only takes payment quarterly.

- 9.7** To approve overtime payments of £49 for cleaner for covering August Bank Holiday.
- 10.** To consider St Aidan's Hall Hire Agreement and Hire Charges
- 11.** To approve MPLC Film Licence for St Aidan's Hall at a cost of £326.67 p.a.
- 12.** To approve a monthly waste nappy collection bin and service at a £140 p.a. to be added to the Millennium service contract.
- 13.** To purchase a commercial baby changing unit from Amazon supplier at cost of £120. (Model M-Bi)
- 14.** To approve renewal of Octopus as preferred electricity supplier for next 2 years at their suggested cost of £515 p.a. £110 less than our predicted cost for this year.
- 15.** To approve 2024 payment of the Civic Dignitaries Allowance (Chairman's Fund) at a cost of £200.
- 16.** To continue with the scheme to fund local maintenance of Shirdley Hill Bus stop at a cost of £50 p.a.
- 17.** To consider Nominations for the King's Award for Voluntary Service 2025
- 18.** To approve a request for S19 Grant for Memorial Hall to create a Storeroom/Cleaner's Room to be funded from CIL.
- 19.** To consider a purchase of a marquee(s). One for each venue Shirdley Hill & Recreation Ground ? With options to hold events at same time or erect at one site for larger events at a cost of £400 each.
- 20.** To approve S137 Grant request from Shirdley Hill Community Association for £400 to purchase a replacement for their damaged marquee.
- 21.** To approve a S19 Grant request from Memorial Hall for immediate repairs to children's playground at a cost of £349 plus VAT.
- 22.** To consider a Letter of Support for Open Spaces' proposed changes to Footpath 28.
- 23.** To approve a S19 Grant request from Memorial Hall for major work to children's playground at a cost of £1900 plus VAT
- 24.** To approve Risk Management Policy (and Register) as required by Internal Auditor

- 25. Notice of Information-Only Items**
County Councillor and Borough Councillor posters.
- 26. Date and time of next meeting**
Next meeting date will be 9th October at Memorial Hall

Authorised by



Chris Pyne, Parish Clerk

All present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be related to the facts of the matter and not personal in nature.

Members of the public disturbing a Council meeting will be asked by the Chair to desist in disrupting the meeting. If the behaviour continues Council can resolve, without discussion, that the person(s) withdraw from the meeting or be removed. If a meeting becomes unmanageable because of interruption, or it is impossible to continue due to disturbance or disregard for the Chair's instructions, the Council can and will resolve to either close the meeting for a period or have the meeting recalled for another date.

HALSALL PARISH COUNCIL

Minutes of Halsall Parish Council meeting held on Wednesday 10th July at 7:30 pm
at Memorial Hall, Halsall Road, Halsall.

PRESENT : Cllr M Lyons (Chair), Cllr E Wright (Vice Chair), Cllr R Brookfield, Cllr N McCarthy-Thomason, Cllr J Ferguson, Cllr K Wright, Cllr B Roberts, C Pyne(Clerk) and 1 visitor.

- 1. Introductions and Apologies for Absence**
Cllrs M Schofield and A Timon, apologies accepted.
- 2. Declarations of Interest**
None
- 3. Open Forum**
 - 3.1 West Lancs Borough Councillors**
 - 3.2 Open Public Forum**
No comments.
- 4. To confirm and sign the Minutes of the meeting held on 12th June**
Minutes of 12th June were accepted.
- 5. Discuss and agree on any matters arising from Parish Clerk's Report**
 - 5.1** To approve emergency repair to rear UPVC door at a cost of £185
 - 5.2** To approve Cleaner's overtime for working May Bank Holidays at cost of £50

Minor repairs and renewals were noted and approved.
 - 5.3** To consider a second waste bin for St Aidan's at a cost of £90 per quarter.

it was agreed to order a 2nd Waste Bin from WLBC.

FR 5.15 Clerk's delegated authority for expenditure under £500
Discharge of functions - Local Government Act 1972 s111
- 6. To receive reports from Representatives to outside Bodies and discuss and agree upon any actions arising;**
 - 6.1 Lancashire Association of Local Councils (LALC)**
Cllrs R Brookfield, M Lyons & vacancy
No meeting since last month, one is being organised for August.
 - 6.2 Ormskirk Foundation Trust**
Cllr A Timon
No report, no meeting, Cllr Timon gave apologies.
 - 6.3 Shirdley Hill Community Association**
Cllrs N McCarthy-Thomason & J Ferguson

The Parish Council would like to thank Doug Scholes for 24 years of dedicated service as Headmaster of St Cuthbert's school. His experience will be missed, and the council wishes him a long and happy retirement.

6.4 St Cuthbert's Church Committee

Cllr J Ridley & deputy representative Cllr M Schofield

Clerk to write to Cllr Ridley regarding representation on the Church committee following his resignation.

7. To receive reports from Working Groups and agree upon any actions arising;

7.1 Finance

Cllrs. M Lyons, E Wright, A Timon, and K Wright

Clerk to chase changes to banking authorisations.

7.2 Human Resources

Cllrs. A Timon, K Wright, M Lyons, and M Schofield

Nothing to report

7.3 Traffic and Road Safety

Cllrs. N McCarthy-Thomason, R Brookfield, and M Schofield

More blocked drains and potholes were reported on the Renacres/Heathey Lane route. LCC observed repairing damaged signs at the junction of Heathey Lane and Jacksmere Lane that were reported in May.

Cllr Brookfield has pictures of flooding on Summerwood Lane. Cllr McCarthy-Thomason will assist in copying these to LoveCleanStreets.

7.4 Flooding

Cllrs. E Wright, R Brookfield and A Timon

Nothing to report.

7.5 Healthy Halsall

Cllrs. M Schofield, J Ridley, M Lyons, B Roberts

Nothing to report.

7.6 Planning & Development

Cllrs M Schofield and B Roberts

Nothing to report.

7.7 Environment & Biodiversity Working Group

Cllrs M Lyons, J Ferguson and Mr J Ferguson

Clerk is attending West Lancs Ramblers next walk in August and meeting with Lancashire Open Spaces on TBD.

Clerk to provide Cllr Ferguson with a map of all footpaths in Halsall.

8. [Planning Applications](#)

8.1 Applications

Moss View; Continuation of residence with an agricultural occupation
North Moor Lane: TPO reduce branches on two mature Ash trees
Mill Brow Farm: change of use from agricultural to commercial
Hollybrooks Farm, Moss Road: TPO Fell diseased Hornbeam tree
La Mancha, Renacres Lane; restore an external door

The details of La Mancha application were discussed but these are only minor repairs, not the substantial changes that are anticipated.

No other comments raised.

8.2 To Note Recent Planning Decisions

Approved

59 Moss Road; Erection of a new garage
18 Summerwood Gardens; Rear Extension and Porch
Grainstore House, Plex Lane: Erection new garage

Refused

69 Renacres Lane: TPO Fell Sycamore

Noted.

8.3 Recent planning emails received since agenda published

None. (Planning applications are published on day of meeting)

9. Finance

9.1 To approve the Schedule of Payments for July

Approved. Clerk to investigate why HMRC have not taken DD for NI payments for May.

9.2 To review the Monthly Spend to Date - July

Noted. Increase in predicted income due to higher-than-expected HMRC VAT refund.

9.3 To approve the Bank Reconciliation

Cllr E Wright confirmed the calculations were correct.

9.4 To confirm the bank balances on accounts & sign bank statements

Cllr E Wright confirmed the reported bank balances were correct.
Cllr Lyons and K Wright signed the bank statements.

9.5 To move quarterly interest payments of £315.16 into Reserves

Approved.

10. To approve Clerk's Annual Leave from 29th July to 5th August

2 weeks annual leave to **9th August** approved as per contract of employment.

11. To consider a change to Financial Regulations so Councillors must see invoices before they can be approved

Clerk demonstrated that the Intranet screen for filed invoices can be used to check invoices prior to digitally approving them. If there any questions about approving invoices for payment, then please contact the Clerk.

Clerk to draft an amendment to Standing Orders.

12. To approve Insurance Renewal for 2024/5 and optionally 3-year deal

- a) Renew with Zurich (L/Y so minimum will be £2688)
Premium will increase due to claim & will not quote until within 30 days.
- b) Gallagher Insurance (provisionally between £3700 and £4700)
So will not progress to a detailed quote as they expect us to want to improve on Zurich renewal.
- c) Clear Insurance (Aviva Policy) £2096.19 with 3-year deal at £2009.23

Option C agreed. To renew Council and Trust insurance with Aviva through Clear Insurance brokers using the 3-year discount deal. Saving the Council approx £600 per year.

Discharge of functions - Local Government Act 1972 s111

13. To approve GDPR requirements raised by Internal Audit

- 13.1 Data Protection Policy
Advice from ICO - Surveillance Camera Code of Practice is Voluntary
ICO suggested CCTV wording for GDPR Policies

Agreed. Clerk to add the CCTV addendum from ICO and recirculate final copy.

- 13.2 Freedom of Information Policy

Agreed. Create a new web page describing Freedom of Information policy, processes and record FOI requests for information.

14. To approve purchase of Halsall History WW2 Board at a cost of £75

Internal Hall display. Would need a new display frame.

It was agreed to accept a donation of historical information collated by the History Society on the 10 serviceman/woman who died in WW2 and to create a permanent display within Memorial Hall by purchasing a new picture frame/display board.

*Power to manage historical information and make it accessible to the public.
Local Government (Records) Act 1962 s2*

- 15. To start planning for Remembrance Sunday Event**
- 15.1 To approve single quote process for Kays Traffic Management
- Satisfied with regular service provided by Kays at approx cost of £550.
- Agreed to suspend FR 5.9 to obtain 3 estimates for services over £500.*
- 15.2 To approve arrangements and budget for the ceremony event.
- £450 to £500 budget approved for catering for the Remembrance Sunday event. Purchase British Legion poppy wreaths. £550 for closing the road for church service at War Memorial.
- Power to support involvement with religious events
Local Government Act s138B (1) (d)*
- 16. To consider options for the spare external HPC Noticeboard**
- a) A second board at Village Green (use reverse side?)
b) Reuse internally at MH for official notices (replace current one)
c) Any others? Dispose?
- There are 2 spare council notice boards. It was agreed to reuse an old St Aidan's noticeboard on the Shirdley Hill village green. The redundant noticeboard from Recreation Ground will be re-installed inside the Memorial Hall as a larger public notice board (uses magnetic buttons - to replace the cork board and pins).
- Clerk to liaise with the Trust Secretary over installations.
- 17. To consider a plan for Co-opting a new councillor**
- 17.1 To note the resignation of Cllr James Ridley
- 17.2 To notify WLBC Election Office of the Vacancy & Election Notice
- Completed. Closing date for requests for a public election will be 30th July.
- 17.3 To approve a new standing order on advertising and recruitment
- Proposed by Cllr Lyons, seconded by Cllr McCarthy-Thomason. Agreed.
- 17.4 To agree a timetable for advertising and a selection meeting.
- A co-option advert will be placed in the next edition of Halsall News, published 1st September. Closing date for applications will be 11th October. Selection of new Councillor be November 13th Council meeting.
- 18. To approve improvements to picnic benches at Recreation Ground at a cost of £340 to be charged to CIL budget.**
- Agreed.
- Power to support a voluntary organisation providing recreation facilities on behalf of the Council. Local Government (Misc. Prov.) 1976 s19*

19. Notice of Information-Only Items
LCC have asked for comments on County Councillor training.
Add Cllr O'Toole to circulation for Agenda and Minutes. Do a personal invitation to discuss any specific items at next Council meeting.

20. Date and time of next meeting
Next meeting date will be 11th September at St Aidan's Hall, Renacres Lane, Halsall.

Meeting closed at 08:25 pm.

Signed Chair Date

PARISH CLERKS REPORT

September 2024

I am going to report using the [HPC Action List](#) (on the Intranet under Quick Links).

Completed Activities since Last Meeting (10th July)

| Ref | Date | Completed Activities | Source | Resolution | Date |
|-----|------------|--------------------------------------------------|---------|----------------------------------------------------------------------|------------|
| 267 | 12/6/2023 | Hive instructions for St Aidans | Clerk | Done, installed and sent to Trust | 02/09/2024 |
| 291 | 11/7/2024 | Install WW2 Frame at Memorial Hall | Minutes | Installed and photos installed | 30/08/2024 |
| 280 | 11/7/2024 | Write to Jimmy re Church Committee | Minutes | emailed Jimmy 11/7/2024. Replied. Email Melissa 12/7/24 | 27/08/2024 |
| 282 | 11/7/2024 | On Halsall walk on August 20th | Minutes | cancelled | 27/08/2024 |
| 292 | 11/7/2024 | Contact Keys | Minutes | Done by phone. Asking for an email confirmation | 27/08/2024 |
| 293 | 11/7/2024 | Contact WLBC coordinating committee | Minutes | Sent, asked for another form, sent | 27/08/2024 |
| 297 | 11/7/2024 | Do Halsall News Advert (before mid Aug) | Minutes | In September edition | 27/08/2024 |
| 242 | 15/5/2024 | 2 councillors to authorise payments | Audit | Done printed forms . Mary has been added, now remove me 23/7/2024 | 24/07/2024 |
| 289 | 11/7/2024 | Do FOI web page | Minutes | Agreed at meeting, web page done, Published | 24/07/2024 |
| 303 | 23/7/2024 | New feature on Quick Links - link to Invoices | Clerk | Done for Trust and Council | 24/07/2024 |
| 219 | 14/2/2024 | Footpath meeting | Minutes | Done 21st July. about Footpath 28. Put on Agenda for September #283 | 23/07/2024 |
| 244 | 15/5/2024 | Need a Risk Management Policy | Audit | Done. Agenda for September | 23/07/2024 |
| 285 | 11/7/2024 | Check HMRC Tax payments, overdue? | Minutes | Taking payment on 25th July. Quarterly not monthly DD | 23/07/2024 |
| 243 | 15/5/2024 | Consider business Interruption & Cyber insurance | Audit | Done in new insurance . Agenda for September | 19/07/2024 |
| 255 | 15/5/2024 | Need Data Protection Policy | Audit | Drafted for July Agenda. Agreed, Uploaded to website | 19/07/2024 |
| 288 | 11/7/2024 | Add CCTV to Data Protection | Minutes | circulated 19/7/2024. On website | 19/07/2024 |
| 281 | 11/7/2024 | Chase Unity bank re changes to authorisations | Minutes | emailed 14/7/2024 30 days after. Mary has received a banking letter. | 18/07/2024 |
| 146 | 24/10/2023 | Get links to NPPF and WLBC Planning policy | Course | Done, added to Intranet Documents>Planning Advice | 17/07/2024 |

| | | | | | |
|-----|------------|--------------------------------------------------|---------|----------------------------------------------------------------------------|------------|
| 148 | 24/10/2023 | Statutory Instrument for HPC, where is it ? | Course | Originally 1894 Act. Now refers to minutes which approve/reaffirm GPOC | 17/07/2024 |
| 218 | 14/2/2024 | FOI on Website | Clerk | Need a new web page. Bluesock? Need a policy first then list Q&A #257 | 17/07/2024 |
| 256 | 15/5/2024 | Need GDPR(FOI) Policy | Audit | Drafted for July Agenda. Agreed at the meeting. Need new web page #289 | 17/07/2024 |
| 290 | 11/7/2024 | Buy a Frame | Minutes | Ordered 11/7/2024 on Credit Card. Arrived | 17/07/2024 |
| 300 | 11/7/2024 | Pay all Scheduled Payments | Minutes | Just CCL to do .Troublesome getting 3 approvals. Email Reminder bug | 17/07/2024 |
| 296 | 11/7/2024 | Put up Election notices | Minutes | Did them Tuesday mid morning (spoke to Mary at village green on way back) | 16/07/2024 |
| 284 | 11/7/2024 | Provide Julie with footpath map | Minutes | emailed 11/7/24. | 11/07/2024 |
| 286 | 11/7/2024 | Revise financial regulations on Digital Invoices | Minutes | Its Financial regulations s7.4 | 11/07/2024 |
| 299 | 11/7/2024 | Cllr O'Toole | Minutes | cc'd minutes, added to Agenda and Minutes Email list | 11/07/2024 |

Open Activities

| Ref | Date | Open Activities | Source | Latest Update - DO NOT EDIT ! - Edit the All page |
|-----|------------|------------------------------------------------|-------------|--------------------------------------------------------------------------------|
| 48 | 14/4/2023 | Get Rent Review. Now a new 10 year lease | Minutes | We have signed. Now with other solicitors. September Agenda. |
| 83 | 12/7/2023 | Purchase baby changing table | Minutes | B-M1 model, now linked to nappy contract , September Agenda. |
| 126 | 22/9/2023 | Fire Safety Risk Assessment | Fire Safety | Got draft document, need to finalise it |
| 142 | 12/10/2023 | Get estimate for power at Saracens Head | Minutes | |
| 193 | 11/1/2024 | Circulate Hire agreement | Minutes | New version for September Agenda |
| 198 | 11/1/2024 | Write to Halsall Estates re Plex Lane bus stop | Minutes | Got a contact. Email Lease on 2nd Feb, chased 29th Feb with 2nd bus stop lease |
| 210 | 14/2/2024 | Community Skip | Minutes | Pick a date? Coordinate Halsall News/WLBC availability |
| 220 | 29/2/2024 | Ask BTR to do St Aidans Conveyance | Clerk | Have a new solicitor at BTR since 1st April |
| 223 | 14/6/2023 | Cleaning War Memorial Tablets | Minutes | Got photos . Sent to Ormsby |
| 225 | 10/4/2024 | Cost of Footpath Signs | Minutes | Can we do engraved wooden markers? |
| 237 | 15/5/2024 | All Councillors should have .gov email | Audit | Need to research auto forwarding |
| 276 | 12/6/2023 | Do research into 3 websites suppliers | Minutes | |

| | | | | |
|-----|-----------|------------------------------------------------------|---------|------------------------------------------------------------|
| 277 | 4/7/2024 | Look at SLCC Monthly and Annual Calendar | Clerk | Saved to default Downloads |
| 278 | 6/7/2024 | check all 2024 minutes/agenda to new audit standards | Clerk | |
| 279 | 11/7/2024 | Ask WLBC for 2nd waste bin | Minutes | emailed WLBC 11/7/2024. On September Agenda |
| 283 | 11/7/2024 | Meet with Open Spaces Ken Sharp | Minutes | Done. Put on September Agenda |
| 287 | 11/7/2024 | Renew Insurance with Clear / Aviva | Minutes | emailed Clear 12/7/24. Tidy up details on September Agenda |
| 294 | 11/7/2024 | Purchase Poppies | Minutes | Not on amazon yet (27/8/2024) |
| 295 | 11/7/2024 | Re use MH noticeboard | Minutes | |
| 298 | 11/7/2024 | Need a CIL letter and pay for Picnic Benches | Minutes | Paid Deposit, waiting for work to be done |
| 301 | 19/7/2024 | Look at Formby Children Playing signs | Clerk | |
| 302 | 20/7/2024 | Look at SLCC document retention policy | Clerk | |
| 304 | 25/7/2024 | Halsall Trust page on Council website | Clerk | New idea. several days work. Not urgent |

| Receipts and Payments 2024/2025 Spend to Date Summary | | |
|-------------------------------------------------------|-----------|-------------------------|
| Planned Budget | 39,780.00 | |
| Total Income | 42,348.00 | £2568 additional income |
| Total Expenditure | 22,580.52 | |
| Available to date | 19,767.48 | |

| Receipts & Payments for 2024 /2025 (inc Scheduled Payments) | | | | | |
|--------------------------------------------------------------|---------------------------------------|---------------|------------------|-----------|--------------------------------------------------------|
| Code | Budget Item | Agreed Budget | Spend to Date | Available | Explanations /Comments |
| 21 | Clerk's Salary | 11,000 | 3,542.50 | 7,457.50 | |
| 22 | inc Tax & NI | 0 | 785.26 | -785.26 | Code 21 & 22 taken together |
| 23 | Clerk's Mileage | 150 | 38.79 | 111.21 | |
| 24 | Office Expenses | 250 | 210.74 | 39.26 | |
| 25 | Staff Training | 750 | 0.00 | 750.00 | |
| 26 | Staff Recruitment | 0 | 0.00 | 0.00 | |
| 27 | Cleaner Salary | 1500 | 1,684.91 | -184.91 | 15/5/24 Transfer £1500 from Code 71. Going to be £3852 |
| 28 | Cleaner Tax & NI | 0 | 0.00 | 0.00 | |
| | | | 0.00 | 0.00 | |
| 31 | Chair's Allowances | 200 | 0.00 | 200.00 | |
| 33 | Mileage | 100 | 0.00 | 100.00 | |
| 34 | Expenses | 100 | 0.00 | 100.00 | |
| 35 | Training | 400 | 0.00 | 400.00 | |
| | | | 0.00 | 0.00 | |
| 41 | Audit fees | 450 | 628.00 | -178.00 | |
| 42 | Subs LALC | 450 | 445.17 | 4.83 | |
| 43 | ICO | 35 | 0.00 | 35.00 | |
| 44 | Reserve re elections etc | 400 | 0.00 | 400.00 | |
| 45 | Legal Fees - Solicitor/Planning | 600 | 600.00 | 0.00 | |
| 46 | Music Licence | 300 | 0.00 | 300.00 | |
| 17 | Refunds (Hire Fees, etc) | 0 | 500.00 | -500.00 | 7/5/2024 Transfer £100 Hire fee to Memorial Hall |
| | | | 0.00 | 0.00 | |
| 51 | Rem Sunday / War memorial | 1,200 | 0.00 | 1,200.00 | |
| 52 | Bus shelters | 350 | 495.00 | -145.00 | 3/6/2024 Paid from CIL so £350 still available |
| 54 | Seats | 250 | 0.00 | 250.00 | |
| 55 | Noticeboards/ Web Hosting | 800 | 138.00 | 662.00 | |
| 56 | Spids | 300 | 0.00 | 300.00 | |
| 57 | Maintenance of open spaces | 4,500 | 1,810.00 | 2,690.00 | |
| 58 | New Defibrillator | 450 | 0.00 | 450.00 | |
| | | | 0.00 | 0.00 | |
| 61 | Electricity | 1,100 | 221.59 | 878.41 | |
| 62 | Gas | 1,300 | 205.00 | 1,095.00 | |
| 63 | Water | 600 | 300.49 | 299.51 | 44 |
| 64 | Internet | 500 | 210.00 | 290.00 | |
| 65 | Mobile Phone | 100 | 0.00 | 100.00 | |
| 66 | Insurances/inspections/Fire | 3,200 | 46.54 | 3,153.46 | |
| 67 | Hygiene / Waste | 450 | 277.84 | 172.16 | |
| 68 | Window cleaning | 420 | 155.00 | 265.00 | |
| 69 | Bank Charges | 75 | 68.00 | 7.00 | |
| | | | 0.00 | 0.00 | |
| 71 | St Aidans Cleaning | 0 | 0.00 | 0.00 | 15/5/24 Transfer all £1500 to 27 |
| 72 | Cleaning supplies | 200 | 182.35 | 17.65 | |
| 73 | St Aidans Property | 1,100 | 5,942.95 | -4,842.95 | |
| 77 | Lloyds Debit Expenses | 0 | | | |
| | | | | | |
| 81 | S137 (Anyone) | 3,365 | 841.00 | 2,524.00 | 10/4/24 Move £135 to 83 |
| 82 | S19 (only MH) | 1,500 | 1,159.72 | 340.28 | |
| 83 | S142 Halsall News | 485 | 484.50 | 0.50 | 10/4/24 Overspent. Move £135 from 81 |
| 84 | VAT for CIL Grant | 500 | 577.80 | -77.80 | |
| 85 | S133 Meetings at MH | 150 | 0.00 | 150.00 | |
| 86 | S19 Warm Spaces | 200 | 0.00 | 200.00 | |
| 87 | LCC Footpaths | 0 | 0.00 | 0.00 | £500 in Reserves |
| 88 | LCC Biodiversity | 0 | 120.00 | -120.00 | 17/6/2024 spent £120 of LCC Reserve on Bees s137 |
| | | | | | |
| | | 0.00 | | | |
| | Payments to date inc Scheduled | 39,780 | 22,580.52 | | |
| | Difference (should be zero) | | 0.00 | | |

| Code | | Agreed 2024/25 | Received to date | Outstanding | Explanations for surplus |
|------|---------------------------------------|------------------|------------------|-------------|-------------------------------------------------------|
| 10 | Cleaning Costs from MH | 2,568.00 | 1,094.69 | 1,473.31 | £3852/6*4=2568 = £214 per month (2568+1500=4068) |
| 11 | CIL | 0.00 | 6,314.88 | 0 | |
| 12 | Precept | 29,436.00 | 14,718.00 | 14,718.00 | |
| 13 | Council Support | 1,433.00 | 1,433.00 | 0.00 | |
| 14 | Concurrent Grant | 1,761.00 | 880.50 | 880.50 | |
| 15 | Reserves / Received Grants | 3,200.00 | 0.00 | 3,200.00 | |
| 16 | Hall Hire | 2,000.00 | 2,628.00 | -628.00 | |
| 17 | Refund /Transfer to MH | 0.00 | 269.00 | -269.00 | to be Excluded from AGAR - IN & OUT |
| 18 | Interest Received | 450.00 | 315.16 | 134.84 | |
| 19 | Other Income | 0.00 | 0.00 | 0.00 | |
| 126 | VAT Refund | 1,500.00 | 2,237.56 | -737.56 | 24/6/2024 additional £737.56 from VAT refund |
| | | | | | |
| | | 42,348.00 | 29,890.79 | | |
| | Receipts to date inc Scheduled | | 29,890.79 | | |
| | Difference (should be zero) | 2,568.00 | 0.00 | | Extra Income. Recovering shared cleaning cost from MH |

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| HALSALL PARISH COUNCIL | | | Monthly Bank Reconciliation | | | | | |
|---------------------------------|------------|-----------|-----------------------------|----------|--------------------|------------|--------|--------------------|
| Chair | Mary Lyons | | Signed | | | Date | | |
| Independent | | | Signed | | | Date | | |
| Monthly Bank Reconciliation for | | July | Payments | | | Receipts | | |
| Bank Balances B/Fwd | | | Date | Amount | Payee | Date | Amount | Payee |
| Reserves account | 20478586 | 16,955.07 | 01/07/2024 | 130.00 | Connor | 01/07/2024 | 28.00 | CFSSIAM |
| CIL account | 20471392 | 19,187.71 | 03/07/2024 | 320.00 | Forshaw | 03/07/2024 | 30.00 | Pyne |
| Current account | 20471376 | 1,441.09 | 08/07/2024 | 42.00 | National Broadband | 03/07/2024 | 30.00 | Nithkin |
| Precept account | 20471389 | 13,853.90 | 09/07/2024 | 48.48 | Octopus | 03/07/2024 | 56.00 | Sarigama |
| Total at Bank | | 51,437.77 | 12/07/2024 | 180.00 | Oakholt | 15/07/2024 | 59.00 | Jinson(Abraham) |
| Payments/Expenditure | | 6,430.99 | 12/07/2024 | 57.49 | Pyne | 22/07/2024 | 35.00 | West Coast Drivers |
| Receipts/Income | | 680.00 | 12/07/2024 | 22.23 | Pyne | 26/07/2024 | 35.00 | M Seery |
| New C/Fwd | | 45,686.78 | 12/07/2024 | 30.00 | Pyne | 29/07/2024 | 130.00 | SHCA |
| Bank Balances C/Fwd | | | 12/07/2024 | 95.25 | Pyne | 29/07/2024 | 35.00 | West Coast Drivers |
| Reserves account | 20478586 | 17,158.02 | 17/07/2024 | 2,500.00 | CCL | 29/07/2024 | 28.00 | Gaskell |
| CIL account | 20471392 | 16,559.60 | 17/07/2024 | 500.00 | CCL | 29/07/2024 | 214.00 | MH Trust |
| Current account | 20471376 | 993.24 | 22/07/2024 | 26.60 | EON | | | |
| Precept account | 20471389 | 10,975.92 | 23/07/2024 | 131.34 | Lloyds Bank | | | |
| Total at Bank | | 45,686.78 | 23/07/2024 | 445.17 | LALC | | | |
| Difference (New C/Fwd - Bank) | | 0.00 | 24/07/2024 | 194.25 | Water Plus | | | |
| Comments | | | 25/7/2024 | 258.79 | HMRC | | | |
| | | | 25/7/2024 | 130.39 | HMRC | | | |
| | | | 25/7/2024 | 208.99 | HMRC | | | |
| | | | 25/7/2024 | 100.00 | Connor | | | |
| | | | 25/7/2024 | 301.51 | Fessey | | | |
| | | | 29/7/2024 | 708.50 | Pyne | | | |

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HALSALL PARISH COUNCIL Monthly Bank Reconciliation

| | | | | | | | | |
|----------------------------------------|-------------------|-----------|-----------------|--------|------------------|-----------------|--------|--------------------|
| Chair | Mary Lyons | | Signed | | | Date | | |
| Independent | | | Signed | | | Date | | |
| Monthly Bank Reconciliation for | August | | Payments | | 3,050.01 | Receipts | | 1,081.00 |
| Bank Balances B/Fwd | | | Date | Amount | Payee | Date | Amount | Payee |
| Reserves account | 20478586 | 17,158.02 | 02/08/2024 | 590.72 | Finch Electrical | 02/08/2024 | 400.00 | WLBC |
| CIL account | 20471392 | 16,559.60 | 05/08/2024 | 320.00 | Forshaw | 05/08/2024 | 56.00 | Sarigama |
| Current account | 20471376 | 993.24 | 08/08/2024 | 42.00 | Go Cardless | 06/08/2024 | 35.00 | West Coast Drivers |
| Precept account | 20471389 | 10,975.92 | 09/08/2024 | 42.15 | Octopus | 08/08/2024 | 14.00 | Davis Kuriakose |
| Total at Bank | | 45,686.78 | 13/08/2024 | 378.00 | PKF Littlejohn | 12/08/2024 | 35.00 | West Coast Drivers |
| Payments/Expenditure | | 3,050.01 | 19/08/2024 | 400.00 | Memorial Hall | 13/08/2024 | 14.00 | Davis Kuriakose |
| Receipts/Income | | 1,081.00 | 20/08/2024 | 26.81 | Eon | 14/08/2024 | 250.00 | WLBC |
| New C/Fwd | | 43,717.77 | 23/08/2024 | 81.03 | Lloyds Bank | 27/08/2024 | 35.00 | WCD |
| Bank Balances C/Fwd | | | 27/08/2024 | 100.00 | Connor | 28/08/2024 | 28.00 | Gaskell Karate |
| Reserves account | 20478586 | 17,158.02 | 27/08/2024 | 360.80 | Fessey | 28/08/2024 | 214.00 | MH Trust |
| CIL account | 20471392 | 15,968.88 | 27/08/2024 | 708.50 | Pyne | | | |
| Current account | 20471376 | 1,392.95 | | | | | | |
| Precept account | 20471389 | 9,197.92 | | | | | | |
| Total at Bank | | 43,717.77 | | | | | | |
| Difference (New C/Fwd - Bank) | | 0.00 | | | | | | |
| Comments | | | | | | | | |
| as at 31st August | | | | | | | | |

Hire Agreement Conditions for St Aidan's Hall (1/10/2024)

1. Room Hire Agreement

- a) In these conditions the 'Hirer' is the organisation or person specified on the booking form.
- b) Every Hirer will be offered a booking event in order to familiarise them with the equipment and facilities provided.

2. Booking Confirmation and Invoicing

- a) Provisional bookings are not guaranteed until Halsall Parish Council (HPC) is in receipt of the hire payment. Payment must be made in advance by Bank Transfer. HPC cannot not accept payment by cash or cheque.
- b) Account : Halsall Parish Council, Account Number : 20471376, Sort Code : 60-83-01

3. Refund Policy

- a) Cancellations made more than one week prior to the booking will receive a full refund if requested or a rescheduled booking.
- b) Cancellations within seven days will be offered a rescheduled date.

3. Fire Regulations

- a) St. Aidan's Hall fire regulations will be adhered to by the Hirer at all times.
- b) Candles and indoor fireworks are not allowed under any circumstances.

4. Damage

- a) All rooms must be left in the condition they were found. Hirers will be required to pay the full cost of any repairs or extra cleaning needed. Hirers are responsible for all acts, omissions, damages and costs incurred by people who attend the event.
- b) Under no circumstances may posters be fixed to walls or doors using Sellotape or Blu-Tack adhesives. Not meeting this condition will result in an automatic additional charge of £100.00 plus VAT.

5. St Aidan's Hall Opening Hours:

- a) Access times to the Hall is by prior arrangement. Bookings will be separated by 30 minutes to allow guests to arrive and disperse. Events should normally terminate by midnight unless specifically requested. Please respect our neighbours' privacy, access and keep noise levels at a reasonable level, especially at night.

6. Liability

- a) Halsall Parish Council will not accept responsibility for loss or damage to any property belonging to the Hirer or any property brought or left upon St. Aidan's Hall's premises either by the Hirer or its agents, contractors or delegates.

7. No Smoking Regulations

- a) Smoking is prohibited in St. Aidan's Hall. This includes vaping. There is an ashtray outside the front door.

8. Copyright

- a) The Hirer is responsible for ensuring that no copyright laws are broken during events held on St. Aidan's Hall premises. Hirers must ensure they have the correct licences to play music or any music or film content obtained from the internet. Please contact the Parish Clerk for any further guidance on copyright licensing.

9. General

- a) The Hirer and any parties brought into St. Aidan's Hall are expected to behave in a responsible manner. Please ensure that all taps are turned off, lights switched off, windows closed, both doors secured and the key returned to the key safe when you leave. Please sweep the car park if using glitter balloons or confetti.

10. Correspondence

- a) Please contact the Parish Clerk at halsallparishclerk@gmail.com or in emergency 01704 841467.

I have read, understood and accept St. Aidan's Hall Terms and Conditions, as stated above.

Full Name of Hirer.....

Hirer's Group/Organisation

Purpose for hiring the Hall.....

Full address and postcode.....

.....

Email contact

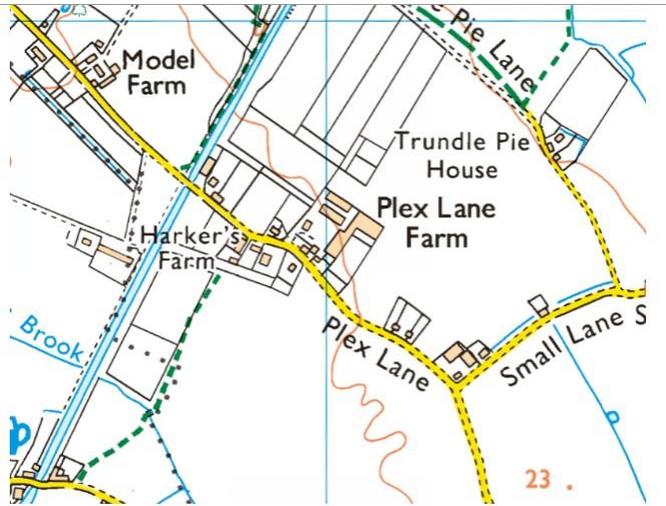
Tel contact no

Signed.....

Date.....

Footpath 28 Rosemary Lane to Plex Lane

Ken Sharp from Open Spaces Society (West Lancs & Merseyside Branch) contacted Halsall Parish Council about the above footpath. He had read some of our comments in Halsall News about footpaths. He has a long-standing issue, all the way back to the 1950's and the original definition of local footpaths. Ken is looking for a letter of support from the Parish Council for his proposed solution.



The Ordnance survey map shows FP28 (Green dotted line) starting on Rosemary Lane and heading in north-easterly direction towards Harker's Farm on Plex Moss Lane. The Footpath stops at the boundary of Harker's Farm buildings and paddock, there is no legal access to or from Plex Lane.

This has been investigated with Lancashire County Council Public Rights of Way team by looking at the original 1950's survey documents. A route through the farm buildings is shown in a different colour.

There is no historically recorded reason for why the colour of the line changed but the result was that this final section of the footpath was not added to the Definitive Map and therefore is not shown on the Ordnance survey maps.

In 1995 the Ramblers Association raised the issue with LCC through a Definitive Map Modification Order. Although it was agreed in principle that the path ought to connect to Plex Lane the committee decided not to make an Order but to commission an investigation, which has been lost.



The current situation is that the footpath ends, and the landowner has erected signs to show there is no public access over the gap to Plex Lane.

Field boundaries have changed over time, hedgerows on the OS map have been removed and the definitive route now runs across the middle of a field. Harker's farm building can be seen in the distance.

So, the current route crossing the middle of a crop field is not very practical and it has no entrance/exit on to Plex Lane, but it is being used, as evidenced by the need for signs. If the issues were resolved the route would be used more and walkers would use a defined route instead of exploring options.



The proposed solution is to re-align the path to a more practical route. This can be achieved in a number of legal ways, as per 1995, LCC could make a legal Order, but a potentially easier solution is for Open Spaces to reach a local agreement with the landowner. Define a new route, further to the west, closer to the Leeds Liverpool canal, along field boundary, that will exit on to Plex Lane. This can then be adopted by LCC as the new legal route and necessary document changes made.

Open Spaces is looking for a letter of support for this proposal from Halsall Parish Council.

If councillors require more information, then Ken Sharp is prepared to give a presentation to a council meeting

Chris Pyne

Clerk Halsall Parish Council

| Review Date | Revision History |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------|
| March 2023 | Annual Review – no changes proposed. |
| September 2024 | Proposed Changes Add overall policy text, merge with Risk Register, add new risks/impacts/mitigations & controls, sort by categories. |

Risk Management Policy & Risk Register

What is Risk Management?

Risk is a threat that an event will adversely affect the council’s ability to achieve its objectives and provide its services. Risk management is the process by which risks are identified, evaluated, addressed, and reviewed.

The council recognises that it has a responsibility to take all reasonable practical measures to safeguard its employees, the people it works with and provides services for.

The council is aware that some risks cannot be eliminated fully and has in place a risk register that provides a structured approach to managing risk and including where necessary, the introduction of internal controls and/or appropriate use of insurance cover.

Objectives of Risk Management

- Integrate risk management into the processes of the Council.
- Manage risk in accordance with best practice.
- Minimise loss, damage, disruption, and injury.
- Inform decision making by identifying risks and likely impacts
- Identify and provide appropriate training
- Establish clear roles and responsibilities

Risk Management Process

- Identify Risks - Risks are evaluated according to how likely they are to occur and their potential impact.
- Assess the probability of risk occurring considering current processes.
 - Document the mitigation measures in place to reduce the probability of the risk occurring.
- Assess the likely impact if the risk was to occur.
 - Document the controls to reduce the impact if the risk does occur.
- Insurance is a key control for many risks.
- Review the Risk Register annually and when the process changes.
 - New mitigation or controls may be needed.
- Add new risks as appropriate.

Roles and Responsibilities

All members and staff of the Parish Council are responsible for risk management.

All members:

- Have collective responsibility in understanding the strategic risks that the council faces.
- Ensure that all identified risks have been considered in decision making with any mitigation or control measures defined.
- Agree and publish a Risk Management Policy and a Risk Register.
- Review the Risk Register annually and any Risk Management reports

Parish Clerk:

- Lead officer for delivery of risk management
- Oversees effective management of the policy and register
- Provides advice on service delivery and legislation
- Assess and provide insurance
- Assess financial implications.

Structure of Risk Register

For ease of use the Risk Register is organised into Categories.

- Finance
- Physical Assets & St Aidan's Hall
- Council Activities
- Employer Liability

Evaluation of Risk

| | |
|-----------------------------------|-------------------------------------------------|
| Unlikely risk / Negligible Impact | Unlikely to impact activities |
| Possible risk / Moderate Impact | Additional resources required / some disruption |
| Likely Risk / Severe Impact | Serious impact even with controls in place |

Risk Management Register

(last updated 21/7/2024)

| A Finance Risks | | | | | | |
|-----------------|------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| | RISK | PROBABILITY | IMPACT | MITIGATION (reducing probability) | CONTROL (reducing impact) | RESPONSIBILITIES |
| 3 | Loss of cheques or cash | LOW- cash or cheques are now rarely received. | Reduction in Council's financial resources. | Prompt payment of receipts into Bank. Prefer all receipts to be paid into bank account by BACS. | Maintain adequate insurance cover. In Transit £5,000 At Employee's Home £500 | Clerk |
| 4 | Financial loss due to banking error. | LOW- all online banking transactions require approval of Clerk plus 2 or 3 councillors | Reduction in Council's Financial resources. | Current bank balance kept to minimum with excess in savings accounts to earn maximum interest. No more than £85,000 invested, No overdraft facility. Fixed monthly bank charge. Almost daily approvals of transactions. Monthly review of bank reconciliation at council meeting. | Maintain adequate insurance cover. FSCS £85,000 protection £250,000 Insurance policy | Clerk and 4 Councillors on signature/access list (Finance Team) |
| 5 | Loss of monies due to fraudulent action by employee. | LOW – All online transactions require 2 or 3 approvals when above £3000 | Reduction in Council's financial resources. | 2/3 Councillors approve bank transactions. 4 Councillors have access to online bank statements. Expenditure approved by Council in minutes and | Application of regulations in NALC Financial Orders. Any losses are covered by £250,000 Fidelity | Clerk/Finance Team Clerk/Finance Team |

| | | | | | | |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------|
| | | | | cross referenced to Cash Book. | Insurance policy | Clerk/Council |
| Loss of income from Precept - not submitted - not paid - not adequate | LOW- Diary entries for precept process. LOW – received via BACS LOW – monthly Spend to Date review | Major reduction in Council's financial resources | | Precept setting is major calendar event. Receive Receipt from Borough Council and BACS payment. Spend to Date is online and includes committed expenditure | Adequate reserves for unexpected events. Application of regulations in NALC Financial Orders. | Clerk/Council |
| Loss of income from VAT refund | LOW – Diary entries for VAT process | Reduction in Council's financial resources | | Application of Financial regulations. Cash book has VAT column, with ongoing sum for next refund. | VAT from 4 previous years can be reclaimed from HMRC | Clerk |
| Unexpected large expenditure | MEDIUM – considerable effort goes into budget planning, but a new opportunity or risk may arise during the year. | Unable to take advantage of opportunity. Delay to introduction of new service. | | Review Reserves during budget planning to include a provision for unexpected events. | Have knowledge on sources of grants. Maintain an appropriate reserve (6-12 months) | Council |

| B Assets and St Aidan's Hall Risks | | | | | | |
|------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| | RISK | PROBABILITY | IMPACT | MITIGATION (reducing probability) | CONTROL (reducing impact) | RESPONSIBILITIES |
| 1 | Personal injury or damage to members of the public or their property arising from defects in Council Property. | MEDIUM - Council property comprises fixed installations such as benches/seats, bus stops, noticeboards and St Aidan's village hall | Claims for compensation and costs to the Council in defending claims where appropriate. | Regular maintenance and prompt repair of any reported damage. Periodic review of Insurance cover and timely renewal. | Council's insurance policy - £12 million public liability. | Clerk |
| 6 | Damage to Council's assets through hire of Village Hall | MEDIUM – damage to building or damage/loss of assets in the building | Loss of assets until replaced. Loss of income if damage is severe. Repair/Replacement costs if less than insurance excess. | Regular maintenance and prompt repair of any damage. Inventory of assets Hire Agreement requiring compensation for loss/damage. | Insurance policies £2 Million Hirer's Liability £285,000 Village Hall £20,00 business interruption £11,000 Contents Earmarked reserves for insurance excess values | Clerk |
| | Accidental damage to Council's assets or building (weather, fire, flooding, vandalism, vehicle incident etc.) | MEDIUM - Council property comprises fixed installations such as benches, bus stops, notice boards and St Aidan's Village Hall. | Loss of assets and its purpose. Loss of income from village hall. Repair/replacement costs | Regular maintenance and prompt repair of any damage. Periodic review of Insurance cover and timely renewal. | Insurance policies £285,000 Village Hall £20,00 business interruption £100,000 War Memorial £40,000 Street furniture £11,000 Contents | Clerk |

| C Council Activities Risks | | | | | | |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------|
| | RISK | PROBABILITY | IMPACT | MITIGATION (reducing probability) | CONTROL (reducing impact) | RESPONSIBILITIES |
| 7 | Compensation claim resulting from negligent act or accidental omission by the Council or its employees. | LOW- given the limited activities of the Council | Potentially substantial cost to the Council. | Ensure Council decisions are based on full information including professional advice when necessary. | Risk covered by Council's public liability insurance policy £12 million. | Clerk / Council |
| 8 | Actions against the Council for libel or slander | LOW – proper conduct of Council meetings and Clerk's professional judgement regarding correspondence. | Potentially substantial cost to the Council. | Members' awareness of Codes of Conduct. Proper conduct of meetings by Chair. Professional advice from Clerk. | Risk covered by Council's libel /slander insurance policy £250,000. | Clerk / Chair |
| 9 | Failure to represent community interest adequately in relation to matters likely to impact significantly on the parish. | LOW – Parish Council well established as consultee. | Reduction in local facilities and/or quality of life or missed opportunity to benefit from external funding or advice. | The council is recognized by other agencies for consultation and information. Membership of LALC, NALC and SLCC. Attendance at Borough liaison committee. Clerk receives all Borough Council papers and other publications. | Threats and opportunities reported to Council meetings. Special meetings to be called as required. | Clerk / Council |
| 10 | Cost of Elections and Referendums | LOW – No by-election in 10 years. | Significant cost | Borough Council pays costs of parish elections when coincide with Borough elections although not legally required to. | Ensure suitable provision in Earmarked Reserves | Council |

| | | | | | | |
|----|-----------------------------------------------------------------|--------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------|
| 11 | Loss of information through computer failure, virus or hacking. | MEDIUM | <p>Loss of historical information.</p> <p>Disruption to current activities</p> | <p>Legal documents are printed and filed.</p> <p>1895 to 1995 filed at County Council Archive.</p> <p>Use offline and online storage for all information.</p> <p>Use virus protection on PC and laptops.</p> | <p>Google online storage for documents is shared for resilience.</p> <p>Email is provided by .gov.uk approved supplier..</p> | Clerk |
|----|-----------------------------------------------------------------|--------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------|

| D Employees Risks | | | | | | |
|-------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| | RISK | PROBABILITY | IMPACT | MITIGATION (reducing probability) | CONTROL (reducing impact) | RESPONSIBILITIES |
| 2 | Compensation claims by employees or contracted person in respect of injury sustained in the cause of his/her employment. | LOW- given the nature of the Clerk's activities. | Claims for compensation and associated costs. | Health & Safety Policy H&S Training | Potential Liabilities including costs covered by Council's £10 M Employers Liability insurance policy | Clerk |
| | Risks associated with home working. | LOW – majority of staff likely to be experienced in working from home. Common in parish councils, becoming more common in all businesses. | Short term unavailability to work due to injury or illness. | Health & Safety Policy on maintaining a safe working environment at home. . H&S Training Visual Display Equipment risk assessment. | Experienced councillors who can cover short term periods of absence. Earmarked reserve for employing a Locum Clerk | Clerk |
| | Unavailability of staff through long term illness/ sudden resignation | MEDIUM - difficult to predict | Disruption to Council activities | Earmarked reserve for employing a Locum Clerk. | Experienced councillors who can induct a temporary Locum Clerk or deputise for Clerk by standing back from Councillor duties. | Council |
| | Loss of key personnel leads to a loss of information on Council's processes and history. | MEDIUM – when recruiting replacement staff | Disruption to Council activities | Promote use of intranet to store the organisation's knowledge to ensure business continuity. Council's document history on public website. Add more information on processes to Council Intranet Review employment terms annually to ensure Clerk's position remains competitive and attractive. | Experienced councillors who can induct a new clerk. The council Intranet documents all the processes, so it is easier to train replacement staff and retain knowledge. | Clerk/Council |

| | | | | | | |
|--|-------------------------------|-----|----------------------------------|-------------------------------------------------------------------|------------------------------------------------|---------------|
| | Poor performance of employees | LOW | Disruption to Council activities | Annual staff appraisals. Discipline Policy Grievance Policy | Monthly review of all activities and progress. | Chair/HR Team |
|--|-------------------------------|-----|----------------------------------|-------------------------------------------------------------------|------------------------------------------------|---------------|