

Minutes of the Council Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday, 9th May 2023 to which Councillors were summoned to attend, at the Lucy Pygott Centre.

PRESENT: Cllr Stuart Elborn (Chairman), Cllr Steve Airton, Cllr Roger Robertson, Cllr Diana Harvey, and Cllr Chris Cornwell.

IN ATTENDANCE: Cllr Richard Dodds (previous Chairman), Karyn Reid (Executive Clerk), Darleia Oliveira (Finance Officer - online attendance), District Cllr Farmer and County Cllr Davies (arriving at 8.20pm).

23/24PC 1. ELECTION OF PARISH COUNCIL CHAIRMAN & VICE-CHAIRMAN FOR 2023/24

Cllr Richard Dodds attended and opened the meeting in his role of departing Chairman and thanked all the Cllrs and Officers for the great job done during the last year, wishing us all well for future activities.

i) To consider nominations and elect Chairman

Cllr Diana Harvey nominated Cllr Stuart Elborn. There were no other nominations and Cllr Stuart Elborn was duly appointed as Parish Council Chairman.

Cllr Richard Dodds handed the meeting to new Chairman Cllr Elborn, with Cllrs and the Executive Clerk offering their thanks for his work as Chairman and Cllr.

Cllr Dodds left the meeting at 7.45pm.

ii) To consider nominations and elect Vice-Chairman

The election of a Vice-chair will be held until a member or volunteer express the wish to accept this activity. The Cllrs suggested that they take turns in meetings to help with decisions while waiting for a Vice-chair.

Agreed by All.

iii) To receive the Chairman's Declaration of Acceptance of Office

The Chairman's Declaration of Acceptance of Office was signed and in the presence of the Executive Clerk, along with all Council members present.

The Executive Clerk reminded all members that their Register of Interests form should be completed, signed and submitted to the Parish Office no later than 28 days from this meeting.

23/24 PC 2. OPEN FORUM

One member of the public was present online and wished to express, on behalf of the HW Heritage Society, thanks to Cllr Richard Dodds for his work as a chairman during the last year stated that they are looking forward to building a relationship with the new Chairman.

Representatives from Whitewater Surgery, including a Senior Partner, Business Manager and PPG Committee Chairman were in attendance. They attended the meeting specifically to discuss the growing concerns regarding the behaviour of members of the public towards practice staff, including racial and verbal abuse. They confirmed that they are working with the local community to try and mitigate these instances. They also shared the various challenges regarding to the current situation of General Practice and NHS.

All Cllrs expressed concern and disapproval of the level of racial abuses experienced, particularly from HW residents, with Cllr Elborn stating HWPC support of the practice. The PPG had been invited to speak at the Annual Parish Meeting on 17th May 2023.

This item concluded at 8.30pm.

23/24 PC 3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Peter Gee. District Cllrs Crampton and Southern were also not in attendance due to other commitments.

23/24 PC 4. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)

The Executive Clerk noted that once newly completed Register of Interest forms had been received, dispensations could be granted until May 2024.

No interests were declared.

23/24 PC 5. DECLARATIONS OF INTEREST

No interests were declared.

23/24 PC 6. WARD MEMBERS REPORT

County Cllr Davies noted several issues in the County, particularly an increase in burglaries of businesses. Cllr Davies also shared that works for road improvements, are underway with priority given to A roads, B roads, then side roads and lastly country lanes.

He had also been liaising with HCC on the various flooding concerns in the village and speeding along the Fleet Road.

Cllr Robertson shared details of a recent meeting with resident along Hunts Lane, where there concerns over the suitability and legality of the yellow lines and expensive flooding, preventing suitable parking in the nearby bays and excessive damage to the car park surface.

Cllr Farmer confirmed he was also in attendance and agreed with the concerns raised.

Cllr Davies confirmed that new policies for grit bins were currently being drafted and shared the relevant contact at HCC with the Executive Clerk.

Planned works / improvements to the paths at Phoenix Green and Murrell Green were also in the pipeline, however timescale was not yet known.

Cllr Elborn thanked both Cllrs for their input.

23/24 PC 7. APPROVAL OF MINUTES, ACTIONS LOG & PARISH OFFICE REPORT

Cllr Cornwell proposed approval of the minutes of the Full Council meeting on 3rd April 2023, seconded by Cllr Roger Robertson. **AGREED by all**.

Items noted from the Action Log included.

HDC Management / Engagement Plan – Cllr Cornwell informed all that he had met with representatives from HDC, along with the Executive Clerk, to discuss the HDC Parish Engagement Plan. Notes will be circulated, and a quarterly meeting /update was agreed with HDC.

The Parish Office report was received, and no queries were raised.

23/24 PC 8. PARISH COUNCIL FINANCE

i) Payment listings

Cllr Elborn proposed approval of the payments listing; seconded by Cllr Cornwell. **AGREED by all**.

ii) Schedule of regular direct debit payments & annual subscriptions (attached) was received and

AGREED by all

iii) Review and approve Full Council Insurance renewal (attached) – Cllr Cornwell suggested a higher insurance value for LPC. The Executive Clerk will review insured values v's asset register and approve. **AGREED by all**

23/24 PC 9. APPOINTMENT OF STANDING COMMITTEES & PARISH COUNCIL REPRESENTATIVES

i) Appointment of Standing Committee membership & Parish Council representatives for the council year 23/24 – due to the high number of vacancies, it was discussed that varied representations on committees would be required to ensure meetings are quorate, with an option to move to online discussions / recommendations and less meetings. **AGREED by all**

ii) Receive Approved Committee Minutes (circulated)

23/24 PC 10. PARISH COUNCIL MATTERS - PROCEDURES & POLICIES

To approve:

The Executive Clerk circulated a summary of changes document, highlighting any amends/updates from last year.

i) Standing Orders 23/24 - **AGREED by all**

ii) Financial Regulations 23/24 and Financial Risk Assessment - **AGREED by all**

iii) Standing Committee Terms of Reference 23/24 - **AGREED by all**

23/24 PC 11. CHAIRMANS ANNOUCEMENTS & PARISH COUNCILLOR MATTERS

There were no announcements made on this meeting.

23/24 PC 12. CORRESPONDENCE & DATES OF MEETINGS

To review and agree which meetings are to take place in May:

Planning Committee – Monday 15th May at 7.00pm

Annual Parish Meeting – Wednesday 17th May at 7.30pm

There being no further business the new chairman thanked all participants at the meeting and closed the meeting at 9.50pm.

SEL..... Chairman

5 | 6 | 2023..... Date

Appendices

- Actions Log
- Parish Office Report
- Payments Listing
- Financial Regulation and Financial Risk Assessment
- Insurance Renewal

Abbreviations used in these minutes: Cllr ~ Councillor, HCC ~ Hampshire County Council, HDC ~ Hart District Council, HWPC ~ Hartley Wintney Parish Council, LPC ~ Lucy Pygott Centre

Actions Log – Full Council

09/05/2023

Date/ Minute Ref. Action

PARISH COUNCIL ACTIONS

Date/ Minute Ref.	Initials	Action	Update
06.06.22 22/23PC 19	KR/LW/CC	Continue discussion between HW/PC, HDC Cllrs and HDC Countryside Team regarding a sensible and appropriate plan of action for the common land area. MANAGEMENT PLAN	APRIL 23
07.11.22 22/23PC 59.	KR	Training dates for W/C 21/11 and 28/11 to be circulated to the Councillors. UPDATE – New training programme for all Cllrs	
06.02.23 22/23PC 81	KR PO	Investigate parking solutions of end bay with HDC. Publish details / plans for Fireworks once confirmed	
03.04.23 22/23PC 94.	RD/PG	Draft a summary of Precept increase to be published on website and FB.	COMPLETED
22/23PC 97.	KR	To include poster or additional promotion in May Contact edition.	COMPLETED
	KR/CF	Continue to speak with stakeholders for input on wilding project. Cllr Farrance to suggest attendance at HW APM.	ONGOING
22/23PC 98.	KR	To publicise the planning application for Grange Farm.	COMPLETED

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Date: 09 May 2023
Title: Full Council Report
From: Executive Clerk
To: Hartley Wintney Parish Council

Annual Parish Meeting – 17th May 2023, 7.30pm (drinks from 7pm) – Victoria Hall

Notice for APM has been published and we are currently collating a list of speakers and attendees. Posters will be drafted and it will be advertised as per our other events on the website / FB etc. We are looking into streaming with cameras the event with the intent to publish the video on our website after for the community to be able to access the information shared.

Events

Coronation Weekend

Despite poor weather and some minor technical issues, it was overall a success with an estimated 250+ attendees to the Big Screen event on Sunday evening.

The Community Litter Pick and Social went well however again was hampered by the weather.

We would like to thank our volunteer helpers, HW Rotary Club, HW Girl Guides and HW Scouts for all of their support and help over the weekend, without which, it wouldn't have been possible.

Youth Films

Tuesday 30th May - TBC

Youth Film 10.30am at Victoria Hall

Community Bus – Open Morning

Hartley Wintney Parish Council and Rosie Minibus Organisation are holding an Open Morning at the Lucy Pygott Centre, St Mary's Park on **Saturday 1st July from 10am to 11:30am**. This will provide an opportunity for local organisations to discuss the possibility of hiring the minibuses for ad hoc or regular trips. We also hope to recruit new volunteer drivers and passenger assistants from within the local community to help us to deliver these services.

Lucy Pygott Centre

HW Guiding, Brownies and Rainbows are now running their Monday, and Wednesday sessions from LPC. We also have junior football training on a Monday and Wednesday evening running throughout the summer as well as Junior Cricket training and matches on both evenings and weekends as well as our other regular bookings with the HW Running Group, Yoga and Health & Wellness sessions.

Weekend party bookings are still popular and we have more requests for regular bookings. Darleia is now managing this process linking in with all enquiries and our accounting & booking system.

The Pavilion is currently free during most week days at present, and this is where promotion will be targeted over the coming months.

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DATE	SUPPLIER	AMOUNT	DETAILS
09.05.23	CH CLEANING	£ 300.00	LPC CLEANING APR 2023 - INV 1710
09.05.23	CH CLEANING	£ 144.00	OFFICE CLEANING APR 2023 - INV 1709
09.05.23	LAMPS & TUBES	£ 530.00	DECS INSTALL - INV 71021 & 71170
09.05.23	M RAY	£ 18.03	FUEL FOR GENERATOR - BIG SCREEN EVENT
09.05.23	SOUTH COAST HIRE GROUP	£ 5,230.75	HIRE OF SCREEN FOR CORONATION - INV2986
09.05.23	VHC	£ 28.60	ROOM HIRE CAR - INV 913
09.05.23	VHC	£ 179.50	ROOM HIRE OVER 55.23.04.23 - INV 900
09.05.23	BLUCANDO	£ 196.90	MS LICENCES - INV 12181
09.05.23	BLUCANDO	£ 261.60	IT SUPPORT - INV 12044
09.05.23	ALLOT REFUND	£ 32.00	COVER PAYMENT
09.05.23	N CURTIS	£ 170.00	BG FEES - INV2734
09.05.23	LARKTEL	£ 1,064.22	BIN EMPTY & PLAYGROUND INSP APR - INV0739
09.05.23	HALC	£ 115.20	NEW OFFICER TRAINING - INV 5853
09.05.23	AUTOGATE	£ 5,265.60	LPC ELEC GATE INSTALL - 16036
09.05.23	SITE EQUIP	£ 714.50	PART PAYMENT OF TOILETS FOR VILLAGE FESTIVAL
		£ 14,250.90	
			ADJUSTED FROM £6144.72

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Account n	Sort code	Account nu	Originator name	Last payment	amount	Frequency
Status		£	£	£	£	
SLA HAR 60-10-13	36440558	ATOS RE FUEL GENIE	324.14	Monthly		
SLA HAR 60-10-13	36440558	BRITISH GAS	356.65	Monthly		
SLA HAR 60-10-13	36440558	CAMPAIGN TO PROTEC	36.00	Yearly		
SLA HAR 60-10-13	36440558	CASTLE WATER LTD	44.00	Half Yearly		
SLA HAR 60-10-13	36440558	CASTLE WATER LTD	427.23	Half Yearly		
SLA HAR 60-10-13	36440558	CASTLE WATER LTD	53.66	Monthly		
SLA HAR 60-10-13	36440558	COLLARD ENVIRONMEN	107.99	Monthly		
SLA HAR 60-10-13	36440558	DVLA-BJ58XRE	152.25	Half Yearly		
SLA HAR 60-10-13	36440558	DVLA-WP21NIN	165.00	Yearly		
SLA HAR 60-10-13	36440558	HAMPSHIRE & IOW WT	54.00	Yearly		
SLA HAR 60-10-13	36440558	ICO	35.00	Yearly		
SLA HAR 60-10-13	36440558	MERCEDES-BENZ VANS	227.78	Monthly		
SLA HAR 60-10-13	36440558	NW BUSINESS CREDIT	133.36	Two Monthly		
SLA HAR 60-10-13	36440558	PEOPLES PARTNERSHIP	345.00	Monthly		
SLA HAR 60-10-13	36440558	PUBLIC WORKS LOANS	2,487.13	Half Yearly		
SLA HAR 60-10-13	36440558	SCREW/FIX DIRECT LT	47.65	Monthly		
SLA HAR 60-10-13	36440558	TMS B3	274.58	Monthly		
SLA HAR 60-10-13	36440558	BT	62.00	Monthly		

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REGULAR PAYMENTS 2023

TYPE	SUPPLIER	AMOUNT	DETAIL	FREQUENCY	
				£	£
RP	Salaries	9,200.00	Staff wages	various amount - paid monthly	
RP	HMRC	2,200.00	PAYE charge	various amount - paid monthly	
RP	Blucando	261.60	IT Support	Monthly charge	
RP	Blucando	182.80	MS licences	Monthly charge	
RP	Npower	400.00	Elec for P Toilets	various amount - paid monthly	
RP	CH Cleaning	444.00	Office & LPC Clean	Monthly charge	
RP	CJH Cleaning	536.76	P Toilets Clean	Monthly charge	
RP	Copy Care Services	24.00	B&W printer	Monthly charge	
RP	Elvetham Estate	175.00	Service charges	Quarterly charge	
RP	Elvetham Estate	600.00	Pale Lane rent	Quarterly charge	
RP	Scottish Power	54.00	Elec Pale Lane	Monthly charge	
RP	British Gas Lite	650.00	Elec LPC	Monthly charge	
SUPPLIER	AMOUNT	DETAIL		FREQUENCY	
				£	£
ICO	35.00	Information Commissioners Office		Annual	
HALC	1,000.00	Hampshire Association for Local Councils		Annual	
HALC	250.00	HR & Legal		Annual	
CTA	400.00	Community Transport Association		Annual	
SEE	180.00	South East Employers Association		Annual	
SLCC	250.00	Society for Local Council Clerks		Annual	
ICCM	95.00	Institute of Cemetery & Crematorium Management		Annual	
CPRE	36.00	Council for the Protection of Rural England		Annual	
IOW Trust	50.00	Isle of Wight Trust		Annual	
Allotments Assoc	65.00	Allotments Advisory Service		Annual	

SUMMARY OF CHANGES TO STATUTORY DOCUMENTS MAY 2023

STANDING ORDERS 2023

- NO CHANGE

FINANCIAL REGULATIONS 2023

- UPDATE REGARDING ROLE OF CHEQUES AND ONLINE BANKING ARRANGEMENTS

STANDING COMMITTEE TERMS OF REFERENCE

- REMOVAL OF BUDGET APPENDICES AND INCLUSION OF LINK TO PRECEPT WEBSITE PAGE

FINANCIAL RISK ASSESSMENT 2023

- UPDATE FOR LUCY PYGOTT CENTRE FINANCIAL RISK AND CONTROLS

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Hartley Wintney Parish Council Risk Management Schedule 2023/24
Last reviewed: May 2023

Income		Risk Identified	RAG* Rating	Management of Risk	Staff action	Internal Audit Checks (Every)	Completion Notes
Precept	Not submitted	L		Full Council Minute - RFO follow up	Diary	12 months	Approved at Full Council 09.01.23 & completed form sent to HDC
	Not paid by HDC	L		Check & Report To Fin Comm.	Diary (April & Sept)	12 months	Payments received April & expected Sept
	Adequacy of precept	H		Monthly review of budget to actual	Diary	12 months	Full Council 09.01.23
Community Bus	New cashless						
	Payments do not reconcile	H		Administrator	RFO verify	6 months	RFO check passenger list v's SUM Up payments
Charges – Markets	Carrying passengers	M		Risk assessment in place	Clerk	12 months	Reviewed by staff 30.04.23
	Cash handling	H		HAC	RFO Verify	6 months	Cash taken recorded in receipt book
	Cash transport	H		All monies submitted weekly to office	RFO Verify	6 months	Banked monthly or when flat, exceeds £250
	Cash banking	H		Monthly banking, receipts entered	RFO Verify	6 months	RFO checked receipt book against banked values - completed quarterly
Charges – Burial Ground	Grave allocation	M		In order, no reserves, Allocated by Deputy Clerk		12 months	Allocated and logged by Deputy Clerk
	Invoices to Funeral Directors	M		All payments prior to interment	RFO Verify	12 months	RFO, Deputy Clerk checks fee is correct before finalising booking
Charges – Alloiments	Memorial fees	M		All payments prior to erection	RFO Verify	12 months	Not applicable – included in interment fee
	Rental invoices	L		Sent out every September	Diary	12 months	Renewals sent September. Payments checked by Deputy Clerk periodically
	Cash handling	L		Payments logged and banked	RFO Verify	6 months	Logged on spreadsheet & inc. payments made by cheque
	Cash banking	L		Monthly banking, receipts entered	RFO Verify	6 months	RFO checked receipt book against banked values - completed quarterly
Grants – District \$106	Claims procedure	L		Clerk/RFO check quarterly	Diary	12 months	Logged on S106 tracker
	Receipt of grant when due	M		Check & Report to Fin Comm.	Diary	12 months	Late payments chased where required
Investment Income	Receipt when due	L			Diary	12 months	CCLA deposit fund - Cllr signatures can contact CCLA direct to complete spot check balance enquiries.
	Investment Policy	L		Review policy annually +	Diary	12 months	
	Surplus funds	L		Review policy annually +		12 months	Reviewed at Finance Committee Dec 2022
Expenditure		Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)	Completion Notes
Salaries	Wrong salary paid	M		Check to records - payroll software in place	Member verify	12 months	Salaries checked & authorised by Cllr (Payroll software run report)
	Wrong hours paid	M		Check to timesheet/contract- new payroll software in place	Member verify	12 months	Salaries checked & authorised by Cllr (Payroll software run report)
	Wrong rate pay	M		Check to contract- new payroll software in place	Member verify	12 months	Salaries checked & authorised by Cllr (Payroll software run report)
	False employee	L		Check to PAYE Records & lists- new payroll software in place	Member verify	12 months	Salaries checked & authorised by Cllr (Payroll software run report)
	Wrong deductions – NI	M		Check to PAYE Calls- new payroll software in place	Member verify	12 months	Salaries checked & authorised by Cllr (Payroll software run report)
Staff Pensions	Wrong deductions – income tax	M		Check to PAYE Calls- new payroll software in place	Member verify	12 months	Salaries checked & authorised by Cllr (Payroll software run report)
	Failure to enrol staff	L		Auto enrol in place on payroll software	RFO verify	Monthly	Pensions submission system automatically checks for eligibility at each submission based on cumulative income
	Deduction of incorrect pension payments from salary or HMRC	M		Payroll software calculates and deducts	RFO verify	Monthly	Payment submission generated by payroll software deducts amount via direct debit
Direct Costs and overhead expenses	Goods not supplied to HWPC	M		Order system	Approval check	6 months	Request to pay by invoice wherever possible so payment after delivery of goods
	Invoice incorrectly calculated	L		Check arithmetic	Approval check	6 months	Invoices are added up prior to payment
	Overpayment	M		Payments listing submitted	Member verify	6 months	Cllr approve online payments
	Payment to incorrect party	M		Payments listing submitted	Member verify	6 months	Cllr approve online payments & bank checking system
	Stock loss	H		Point of sale info and control	Reconcile to Stock	6 months	
	Incorrect invoice payment	M		Check invoice amount against bank statement	Member verify	6 months	Cllr approve online payments & bank checking system
Cllrs Allowances	Cllr overpaid	M		Claim form & minute	RFO verify	6 months	Checked legitimacy of each claim prior to sign off/ payment

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)	Completion Notes
Grants & support	Power to pay Agreement of Council to pay	M	Minute power Minute	Member verify	12 months	Policy reviewed annually All grants are agreed at Finance Committee meeting - as per budget and policy
	Conditions agreed	L	Use reasonable condition	RFO check	12 months	RFO check application is compliant prior to fwd to council
	Follow up verification	M	RFO check and consider budget	RFO verify	12 months	
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	Whenever	Whenever VAT is properly accounted for in finance system so that VAT return is correct
VAT irrecoverable	Council now VAT registered	M	Ratifies set up for MTD	RFO verify	12 months	RFO ensures VAT is properly accounted for in finance system so that VAT return is correct
	Charged on purchases	L	Consider all items per cash book lists	RFO verify	12 months	
	Partial exemption applies	M	Capital Expenditure	RFO verify	12 months	
	Claimed within time limits	M	Agree returns submitted	RFO verify	3 months	VAT returns completed end of each qtr and chase non-payments with HMRC
Reserves - General	Inadequacy	L	Consider at Budget setting	RFO opinion	12 months	Annually reviewed
Reserves - Earmarked	Adequacy	L	Consider at Budget and Final a/c/s	RFO opinion	12 months	Annually reviewed
	Earmarked or Contingent liability	L	Review minutes with Chair Fin Comm	RFO/member view	12 months	Several reviews completed by RFO and Chairman of Finance committee
Play areas	Faulty or worn equipment & risk to public safety	L	Weekly inspection of all play facilities plus annual RoSPA	Contractor	Monthly & 12 weeks	Weekly inspection reports shared and uploaded to RoSPA
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers	Diary	24 months	Asset register online software
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary	12 months	Annual insurance review
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training req.	Full Council	24 months	Full Council set to support staff
	Fraud by staff	M	Long term sickness, early departure	Full Council	12 months	Succession planning - procedures in place
	RFO not completing statutory tasks or financial risk	L	Fidelity Guarantee value	Council	12 months	Secure cash handling & petty cash processes
	Assessment tasks	M	Finance Committee Chair to conduct spot checks	Member verify	3 months	Verification by Council Chairman and Finance Chairman
Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review adequacy	Diary	12 months	Insurance requirements reviewed annually before premium is due in June
Council documents	Accidental deletion or loss of files including financial records	L	Monthly back ups. Storing paper documents in secure, metal cabinet	Clerk	1 month	Electronic back-up made monthly and stored via MS 360
Cash	Loss through theft or dishonesty	L	Insurance cover review ensure adequacy of Fidelity guarantee insurance	Diary	12 months	Cash handling policy in place
Events programme	Public liability	L	Risk assessments completed for all community events. Public liability insurance in place. Third party providers required to show insurance and food hygiene certificates where required.	Events Manager	12 months	Risk assessment reviewed before each event and any mitigation measures put in place.
Maintenance	Poor performance of assets or amenities loss of income or performance	M	Annual maintenance inspection	Diary	12 months	Inspection of assets regularly
Borrowing/lending	Adequacy of finances to be able to repay loans	M	Financial review and cashflow forecasting monthly	Diary	12 months	RFO checks income & expenditure reports monthly against budget issues raised with Council with suggested corrections
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers	Diary	24 months	List of council powers available to all members
Financial Records	Inadequate records	L	RFO/clerk check quarterly + regular internal audit	Diary	12 months	RFO checks key financial indicators at least monthly, inc. income and expenditure report, outstanding creditors & debtors, trial balance and nominal ledger
Minutes	Accurate and legal	L	Review at following meeting	Diary	12 months	Also verified by internal auditor
Members interests	Conflict of interest	M	Update declarations of interest	Diary	4 years	Considered at each meeting for agenda items. Declarations updated at election or if any changes
GDPR	Non-compliance & data breaches.	M	Start & councillor training, data review, re-registration of community bus users, updating privacy notice, regular deletion of emails & policy update	Policy Comm. & Clerk	3 months	All bus users re-registered. Staff briefing on retaining personal data, Officers and Councillors attended GDPR training.
Lucy Pycott Centre - income regular hirers	Contract unsigned	M	Ensure each FY a new contract is raised and associated invoice inputted on Sales Ledger	Clerk	12 months	Paperwork raised and invoices inputted into Sales Ledger
	Payment not received	M	Sales Ledger reports flag unpaid	Clerk	Quarterly	Reminder letters - revoke auto access to building (system on fobs not keys)
	Damage to property	M	No deposit taken however regular assessment of building - copy of PL insurance	Clerk	Monthly	Regular checks of building and raise concerns during meetings and charges for repairs if appropriate

Lucy Pygott Centre - income Contract unsigned ad hoc bookers	L	Ensure each contract is signed prior to booking confirmation issued and access to building granted.	FO	Each booking	Invoice raised in Sales Ledger and sent immediately after booking. If booking is for non-resident or high risk booking, payment required in advance and/or deposit
	L	Reminder process in place to review payment	FO	Each booking	Invoice raised in Sales Ledger and sent immediately after booking. If booking is for non-resident or high risk booking, payment required in advance and/or deposit
	L	Effec access and cameras on site. Check after each booking to ensure building is secure and free from damage - potential increase in costs	FO	Each booking	Invoice raised in Sales Ledger and sent immediately after booking. If booking is for non-resident or high risk booking, payment required in advance and/or deposit

Red Amber Green (RAG) risk rating: Red (high) - Amber (medium) - Green (low)

Document date: 09.05.23

