

To: All Members of Compton Parish Council
All Councillors are hereby summoned to attend the following meeting.
Please inform the Clerk if you are unable to attend.

NOTICE OF MEETING

MEETING: Annual Meeting of the Parish Council
DATE & TIME: Monday 22nd May 2023 at 7.00pm
PLACE: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

S. Marshman

Dr S. Marshman, PSLCC, Clerk to the Council

16th May 2023

Agenda

1. To consider the election of Chair of the Council for 2023/24 and for the elected Chair to sign the declaration of acceptance of office
2. To consider the election of Deputy Chair of the Council for 2023/24 and for the elected Deputy Chair to sign the declaration of acceptance of office
3. To receive, and consider for acceptance, apologies for absence from Members of the Council
4. To receive any [declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests](#) and to consider any requests for dispensation from Members declaring a [Disclosable Pecuniary Interest](#)
Councillors should use the [flow-chart](#) below to identify which type of interest they have and what action should be taken. Please declare what type of interest you have in the meeting.
5. To receive:
 - 5.1 Questions or comments from members of the public regarding items on the agenda
 - 5.2 Representations from any member who has declared an [Other Registerable Interest or a Non-Registerable Interest](#)
6. To approve the [Minutes of the Full Council Meeting held on 17th April 2023](#)
7. To discuss any matters arising from the previous meeting
8. To receive a report from the District Councillor

9. To consider co-opting to fill one vacancy

10. To review the minutes and recommendations from the following committees:

Committee	Date	Minute Numbers	Recommendations to Full Council
Planning	None		
Personnel	None		

11. To receive an update and review recommendations from the following working parties:

- 11.1 Burial Ground
- 11.2 Village Enhancement
- 11.3 Digital
- 11.4 Street lighting
- 11.5 Sports Pavilion
- 11.6 Allotments

12. Planning Applications

12.1. To consider the following new planning applications:

- [23/01000/HOUSE 34 Shepherds Mount, Compton, RG20 6QZ](#) - First-floor extension over garage, single-storey extensions to front and rear.

12.2. To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee

12.3. To consider whether to refer any planning applications for further response from the Council's planning consultants

12.4. To receive a [report on recent planning decisions taken by West Berkshire Council](#)

13. Finance:

12.1. To consider approving the payments listed on the [Finance Report](#)

12.2. To note the most recent [Bank Reconciliation](#)

12.3. To receive any reports from the Internal Controller

12.4. To note the [Quarterly Budget Report](#) (if applicable)

14. To resolve from 22nd May 2023, until the next relevant Annual Meeting of the Council in May 2027, that the Council is eligible to use and adopt the [General Power of Competence](#) (Localism Act 2011 sections 1-8) as the number of members elected at the 2023 ordinary elections is equal to or greater than two thirds of the total number of seats on the Council and that the Council has a qualified Clerk, as defined in section 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (Statutory Instrument 2012 No. 965)

15. Committees:

15.1. To review the terms of reference and delegation arrangements for the following committees: New planning committee ToR

[Personnel Committee](#)

[Planning Committee](#)

15.2. To appoint members to the following committees:

Personnel Committee (3 members)

Planning Committee (maximum number is one member less than number of councillors on council)

15.3. To appoint any new committees in accordance with standing order 4

16. To consider adopting a [Scheme of Delegation](#) for staff and to review whether any delegation arrangements are required for other local authorities
17. To review the [inventory of land and assets](#) including buildings and office equipment
18. To confirm the arrangements for insurance cover in respect of all insured risks
19. Policies:
 - 19.1 To review the [Standing Orders](#)
 - 19.2 To review the [Financial Regulations](#)
 - 19.3 To review the [Complaints Procedure](#)
 - 19.4 To review the [Code of Conduct](#)
 - 19.5 To review the [procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998](#)
 - 19.6 To review the [Media Policy](#)
 - 19.7 To review and consider the [Grant Allocation Policy](#)
 - 19.8 To review the [Training and Development Policy](#)
 - 19.9 To review the [Temporary Scheme of Delegation](#)
 - 19.10 To review the [Internal Controls Policy and Procedure](#)
20. To review the [Council's and/or Staff Subscriptions to other bodies](#)
21. To review the [direct debits approved by the Council](#)
22. To determine the [time and place of ordinary meetings](#) of the full council up to and including the next annual meeting of full council
23. To consider Parish Council [areas of responsibility and representation on outside bodies](#)
24. To consider the [Risk Assessment for 2023/24](#)
25. To receive a [report from the Council's internal auditor](#) and to consider any actions required
26. Annual Governance Review 2022/23: To consider, approve, and sign and date the Annual Governance Statement ([Page 4 of the AGAR](#))
27. Accounting Statements 2022/23: To consider, approve, and sign and date the Accounting Statements ([Page 5 of the AGAR](#))
28. To consider appointing an internal auditor for the 2023/24 accounts and to agree the [scope of audit](#)
29. To review the [Earmarked Reserves](#)
30. To consider a request from Gigaclear to access council owned land

31. To consider [whether to reincorporate East Ilsley into Compilations](#), including the associated costs
32. To consider the installation of a dog waste bin to be installed near the entrance to footpath 16A near The Downs School
33. To consider adopting a revised [CCTV Policy](#), [Privacy Impact Assessment](#) and [Subject Access Request Form](#)
34. To receive an update on vandalism and anti-social behaviour (ASB) in the village
35. To receive reports on the following:
 - 35.1. Recreation Ground
 - 35.2. Rights of Way
 - 35.3. Village Hall
 - 35.4. Downland Practice Patient Representation Group
 - 35.5. Communications
 - 35.6. Coronation Event
36. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:
Full Council: Monday 5th June 2023 at 7pm

Supporting Documentation

4. To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation

Members are invited to declare Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests in items on the agenda as required by the Compton Parish Council [Code of Conduct](#) for Members, as adopted on 5th July 2021, Minute 21/22-087, and by the [Localism Act 2011 Chapter 7](#).

Please use the flow chart below to ascertain the type of interest you have and what action you are required to take.

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

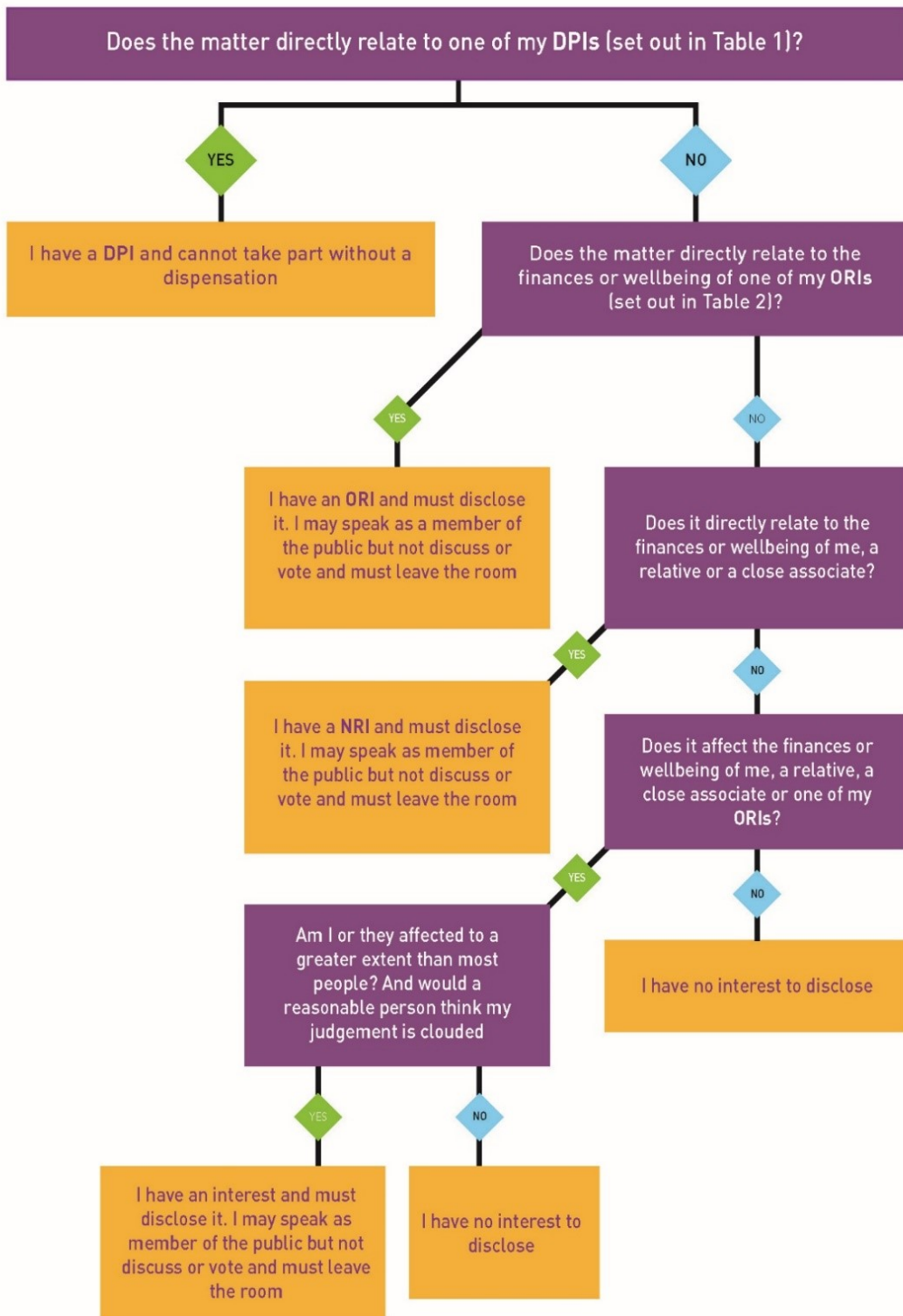


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and property	<p>Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the</p>

	<p>securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

<p>You must register as an Other Registerable Interest :</p> <ol style="list-style-type: none"> 1. any unpaid directorships 2. any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority 3. any body <ol style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

9.4 To receive a report on recent planning decisions taken by West Berkshire Council

The following decisions have been reported by West Berkshire Council since the last Parish Council meeting:

- None

10. Finance:

Finance Report

Status at last bank reconciliation 30th April 2023

Account	Amount
Unity Trust Current Account	£11,680.74
Unity Trust Savings Account	£95,944.39
Lloyds Multipay Corporate Card	-£335.27
Total	£107,289.86

Income received 11th April - 11th May

Account	Income Detail	Amount
Current	Precept	£28,500.00
Current	VAT refund	£8,646.21
Current	CIL	£3,375.33
Current	Pitch/Pavilion hire	£205.00
Current	Donations towards Coronation event	£365.44
Current	Compilations advertising	£150.00
Current	Allotment rent	£121.75
Total		£41,363.73

Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	03-Apr-23	Lloyds	Monthly card fee	£3.00
CC	23-Apr-23	The Metal Foundry	Memorial Plaque for garden	£69.95
CC	25-Apr-23	Corido	Memorial bench plaques	£140.00
CC	26-Apr-23	Bowcom	Line marking paint	£114.04
CC	26-Apr-23	Microsoft	Software	£11.28
CC	02-May-23	Lloyds	Monthly card fee	£3.00
CC	03-May-23	Planning Portal	Planning application fee	£295.00
CC	15-May-23	B&Q	Replacement showerhead	£8.99
				£645.26

Payments from Unity Trust Current Account to be approved

Method	Date	Payee	Payment Detail	Amount
DD	19-Apr-23	Vodafone	Phone charges	£26.20
DD	28-Apr-23	Nexus	Software	£11.28
BACS	02-May-23	CJM Services	Creation of memorial garden	£2,565.60
BACS	04-May-23	West Berkshire Council	Refuse disposal	£737.88
BACS	04-May-23	Hop Till You Drop	Coronation event entertainment	£475.00
BACS	05-May-23	GM Electrics	Installation of sockets in Sports Pavilion	£260.00
BACS	05-May-23	Thrings LLP	Legal advice re Institute planning applications	£1,710.00

BACS	05-May-23	Castle Water	Water at Sports Pavilion	£212.79
BACS	09-May-23	Staff Costs	Staff Costs Apr	£1,764.15
DD	16-May-23	Castle Water	Water at School Road Allotments	£108.40
DD	18-May-23	Vodafone	Phone charges	£26.20
BACS	22-May-23	AD Clark	Grounds maintenance April	£698.58
BACS	22-May-23	BALC	Subscription 23/24	£361.79
BACS	22-May-23	Heelis & Lodge	Internal Audit 22/23	£320.00
BACS	22-May-23	Playsafety Ltd	Play area annual safety inspection	£132.00
BACS	22-May-23	Traffic Technology	Half cost of SID	£1,605.50
Total				£11,015.37

Transfers

Method	Date	From Account	To Account	Amount
DD	17-Apr-23	Unity Current	Lloyds Corporate Card	£124.00
BACS	26-Apr-23	Unity Savings	Unity Current	£3,000.00
BACS	16-May-23	Unity Current	Lloyds Corporate Card	£338.27
Total				£3,462.27

Bank Reconciliation

Bank Reconciliation at 30/04/2023

Cash in Hand 01/04/2023		104,027.19
ADD		
Receipts 01/04/2023 - 30/04/2023		9,086.96
Subtotal		113,114.15
SUBTRACT		
Payments 01/04/2023 - 30/04/2023		5,824.29
A Cash in Hand 30/04/2023		107,289.86
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	0.00	
3 Lloyds Corporate Card	-335.27	
2 Unity Savings	95,944.39	
1 Unity Current	15,399.80	
Subtotal		111,008.92
Less unrepresented payments		3,719.06
Subtotal		107,289.86
Plus unrepresented receipts		0
B Adjusted Bank Balance		107,289.86

A = B Checks out OK

Quarterly Budget Report – to 31st March 2023

Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
1	Precept	51,000.00	51,000.00						(0%)
2	Interest		1,235.73	1,235.73				1,235.73	(N/A)
3	VAT Refund								(N/A)
4	Grants		5,031.24	5,031.24				5,031.24	(N/A)
5	Other Income								(N/A)
57	CIL Receipts		4,505.64	4,505.64				4,505.64	(N/A)
	SUB TOTAL	51,000.00	61,772.61	10,772.61				10,772.61	(21%)

Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
6	Staff Costs				18,900.00	19,162.53	-262.53	-262.53	(-1%)
7	Staff Expenses				200.00	353.70	-153.70	-153.70	(-76%)
8	Office				960.00	808.00	152.00	152.00	(15%)
9	Office Supplies/Equipment				250.00	1,314.87	-1,064.87	-1,064.87	(-425%)
10	Phone				200.00	230.28	-30.28	-30.28	(-15%)
11	Website				350.00		350.00	350.00	(100%)
12	Bank Charges				108.00	108.00			(0%)
13	Subscriptions				802.00	771.58	30.42	30.42	(3%)

14	Software	900.00	981.60	-81.60	-81.60	(-9%)
15	Insurance	950.00	946.87	3.13	3.13	(0%)
16	Election Fees	320.00		320.00	320.00	(100%)
17	Audit Fees	550.00	542.50	7.50	7.50	(1%)
18	Chairman's Allowance	80.00		80.00	80.00	(100%)
19	Training	500.00	242.75	257.25	257.25	(51%)
20	Meeting Rental	360.00	300.00	60.00	60.00	(16%)
21	Other Expenses		352.36	-352.36	-352.36	(N/A)
48	Professional Advice	3,000.00	2,875.30	124.70	124.70	(4%)
	SUB TOTAL	28,430.00	28,990.34	-560.34	-560.34	(-1%)

Village Maintenance

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
22	Grounds Maintenance				5,000.00	6,933.54	-1,933.54	-1,933.54	(-38%)
23	Recreation Ground				300.00	175.00	125.00	125.00	(41%)
24	Play Equipment Maintenance				2,000.00	105.00	1,895.00	1,895.00	(94%)
25	Tree Maintenance				1,000.00	5,982.33	-4,982.33	-4,982.33	(-498%)
26	Refuse Disposal				400.00	560.77	-160.77	-160.77	(-40%)
27	Vandalism Repair				400.00		400.00	400.00	(100%)
28	War Memorial Maintenance				150.00		150.00	150.00	(100%)
	SUB TOTAL				9,250.00	13,756.64	-4,506.64	-4,506.64	(-48%)

Allotments

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
29	Allotment Rent - Newbury Lane	500.00	267.00	-233.00				-233.00	(-46%)
30	Allotment Rent - School Road	350.00	465.75	115.75				115.75	(33%)
31	Newbury Lane Water				250.00	301.56	-51.56	-51.56	(-20%)
32	Newbury Lane Capital								(N/A)
33	Newbury Lane Other Expenses								(N/A)
34	School Road Water				200.00	166.70	33.30	33.30	(16%)
35	School Road Capital								(N/A)
36	School Road Other Expenses					60.00	-60.00	-60.00	(N/A)
37	Allotment Skips				250.00		250.00	250.00	(100%)
	SUB TOTAL	850.00	732.75	-117.25	700.00	528.26	171.74	54.49	(3%)

Sports Pavilion

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
38	Sports Pavilion/Rec Income	450.00	410.00	-40.00				-40.00	(-8%)
39	SP Building Maintenance				600.00	1,436.16	-836.16	-836.16	(-139%)
40	SP Running Costs				500.00	1,056.59	-556.59	-556.59	(-111%)
41	Pitch Marking				920.00	90.85	829.15	829.15	(90%)
	SUB TOTAL	450.00	410.00	-40.00	2,020.00	2,583.60	-563.60	-603.60	(-24%)

Lighting

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
42	Electricity				4,400.00	9,603.71	-5,203.71	-5,203.71	(-118%)
43	Lighting Routine Maintenance				2,500.00	1,833.83	666.17	666.17	(26%)
44	Lighting Repairs				500.00	65.46	434.54	434.54	(86%)
45	Lighting Replacement				35,000.00	23,198.70	11,801.30	11,801.30	(33%)
	SUB TOTAL				42,400.00	34,701.70	7,698.30	7,698.30	(18%)

Burial Ground

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
46	Burial Ground - Income								(N/A)
47	Burial Ground				4,000.00	5,863.50	-1,863.50	-1,863.50	(-46%)
	SUB TOTAL				4,000.00	5,863.50	-1,863.50	-1,863.50	(-46%)

Compilations

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
49	Compilations - Income	1,800.00	2,812.50	1,012.50				1,012.50	(56%)
50	Compilations				2,300.00	1,829.65	470.35	470.35	(20%)
	SUB TOTAL	1,800.00	2,812.50	1,012.50	2,300.00	1,829.65	470.35	1,482.85	(36%)

Grants

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
51	Grants					1,479.97	-1,479.97	-1,479.97	(N/A)
	SUB TOTAL					1,479.97	-1,479.97	-1,479.97	(N/A)

Neighbourhood Development Plan

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
52	NDP - Income								(N/A)
53	NDP								(N/A)

SUB TOTAL

(N/A)

Events

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
54	Christmas Events				200.00	78.18	121.82	121.82	(60%)
55	Christmas Day Lunch Room Hire				50.00	20.00	30.00	30.00	(60%)
59	Other Events				200.00	658.10	-458.10	-458.10	(-229%)
60	Greening Campaign				200.00	25.00	175.00	175.00	(87%)
	SUB TOTAL				650.00	781.28	-131.28	-131.28	(-20%)

Reserves

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
56	Reserves					5,212.86	-5,212.86	-5,212.86	(N/A)
58	CIL Expenditure					5,614.17	-5,614.17	-5,614.17	(N/A)
	SUB TOTAL					10,827.03	-	-	(N/A)

Summary

NET TOTAL	54,100.00	65,727.86	11,627.86	89,750.00	101,341.97	-	35.89	(0%)
V.A.T.		9,391.79			11,987.71	11,591.97		
GROSS TOTAL		75,119.65			113,329.68			

14. General Power of Competence

Background

Parish and town councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers are constrained to specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that a parish council has the power (under a specified statute) to undertake that activity.

Parish councils have many specific powers (e.g. the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for “purposes not otherwise authorised”. Typically, expenditure on grants and sponsorship is covered by section 137 of the Local Government Act, 1972.

Despite the wide range of powers, parish councils are always at risk of being challenged, especially if they undertake an unusual activity.

In consequence, the Government included a “general power of competence” in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). For town and parish councils it was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

Legislative Background

The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument that “The Government’s intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers”.

Under the legislation, eligible parish councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible council has to ask itself if an individual is allowed to do it. If the answer is “yes”, then a parish council is normally permitted to act in the same way.

Types of Activities

Examples of activities covered by the legislation include:

- Running a community shop or post office;
- Lend or invest money;
- Establish a company or co-operative society to trade and engage in commercial activity;
- Establishing a company to provide services such as local transport;
- Providing grants to individuals.

The power is not restricted to use within the parish - an eligible parish council can use it anywhere.

Restrictions and Risks

The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. The general power of competence cannot be used to raise the precept.

Existing duties remain in place, such as having regard to the likely effect on crime/disorder and biodiversity. There are also many existing procedural and financial duties that remain in place for the regulation of governance (e.g. no delegation to a single councillor). Furthermore, councils must comply with relevant existing legislation (e.g. employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).

If another council has a statutory duty to provide a service (e.g. education, social service, highways, footpaths, rights of way), it remains their duty to provide it. Nonetheless, eligible parish councils may assist. The eligible parish council would need to ask itself whether an individual, private company or community trust could help. If the answer is “yes”, the parish council can assist.

Whilst councils are encouraged to be innovative, they should be aware of the risks of:

- Being challenged;
- Their trading activities damaging other local enterprises;
- Damage to the council’s reputation and public money if a project or investment goes wrong.

Eligibility

The three conditions for eligibility are set out in the Statutory Instrument 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012. as follows:

- 1) Resolution: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.
- 2) Electoral mandate: at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
- 3) Qualified clerk: At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration (2015), Certificate of Higher Education in Local Policy).

Having decided at a full meeting of the council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes. The council is then required to revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the council to confirm that it still meets the criteria (if it does). A ‘relevant’ annual meeting is the annual meeting of the council after the next ordinary election has taken place (i.e. the next ‘relevant’ date for Compton Parish Council would be May 2023).

In consequence, eligibility remains in place until the ‘relevant’ annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk, or has insufficient elected councillors, it must also record its ineligibility at the next ‘relevant’ meeting.

There is no requirement for members to be trained in the general power of competence.

Compton Parish Council satisfies conditions 2 and 3 listed above as:

1. Seven councillors have been elected; this is greater than two-thirds of the council;
2. The Clerk of the Council holds the Certificate in Local Council Administration 2015 (CiLCA).

In order to adopt the General Power of Competence for the current election term, the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.

Recommendation

It is recommended that the Council considers this report and passes the following resolution:

Compton Parish Council resolves from 22nd May 2023, until the next relevant Annual Meeting of the Council in May 2027, that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011 sections 1-8) as the number of members elected at the 2023 ordinary elections is equal to or greater than two thirds of the total number of seats on the Council and that the Council has a qualified Clerk, as defined in section 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (Statutory Instrument 2012 No. 965).

15.1: To review the terms of reference and delegation arrangements for the following committees:

Planning Committee Terms of Reference

Version number	2	Minute reference	
Adopted by	Full Council	Review due	AMPC May
Date adopted			

Objective

Compton Parish Council is a statutory consultee in respect of all planning applications received by West Berkshire District Council for the civil parish of Compton. The Planning Committee is constituted to consider and respond on behalf of the Council to all applications for planning permission and planning appeals referred to the Council by the Planning Authorities that cannot be considered at a full council meeting.

Membership

Membership shall consist of ~~the Parish Council Chairman (who will also be Chairman of the Planning Committee) and up to 6~~ a maximum of 7 members of the ~~Full~~ Parish Council, elected annually at the Annual Meeting of the Parish Council.

The remaining members of the Parish Council can be called upon to act as a substitute for any member unable to attend. The member requesting a substitute attend in their absence must inform the Clerk of the substitution.

The Chair and Deputy Chair of the Planning Committee shall be elected by the committee membership at the first meeting to be held after the Annual Meeting of the Parish Council.

~~Membership of the Planning Committee shall be ratified at the Annual Parish Council Meeting in May of each year.~~

The quorum of a meeting shall be 3 members of the planning committee (or their substitutes).

Any member of the Parish Council that is not also a member of the Planning Committee is able to make representation to the Committee of their views on any business to be transacted but shall be treated in the same way as a Member of the Public when attending the meeting.

Areas of Responsibility

The Planning Committee has the delegated authority from Compton Parish Council:

1. To make representations to the Local Planning Authority on applications for planning permission.
2. To make representations in respect of appeals against the refusal of planning permission.
3. To request the District Councillor call-in any application to be considered at the Western Area Planning Committee at West Berkshire Council.
4. To authorise Compton Parish Council's Planning Consultant to prepare a response on behalf of the Parish Council.

5. To authorise a member of the Committee to attend the Western Area Planning Committee Meeting at West Berkshire District Council to speak on behalf of the Parish Council.
6. To authorise Compton Parish Council's Planning Consultant to attend the Western Area Planning Committee Meeting at West Berkshire District Council to speak on behalf of the Parish Council.
7. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
8. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
9. To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee. All powers shall be exercised in accordance with any Standing Orders, or directions given, by the Parish Council.

Meetings

Planning meetings will be called by the Clerk or the Chairman of the Planning Committee when a planning application is received that cannot be considered at a scheduled Full Council Meeting within the necessary timescale to respond to the application. Minutes of all meetings will be recorded by the Clerk or by any member nominated at the meeting if the Clerk is unable to attend. Minutes will be circulated and considered at the next Planning Committee meeting and will be reviewed at the Parish Council meeting following the Planning Committee Meeting.

The Planning Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters and objectors shall have the opportunity to speak at meetings in accordance with the Parish Council Standing Orders.

Site Visits

Where a site visit is requested by an applicant or an objector the member of the Planning Committee must ensure that they are accompanied by another member of the Committee. The Committee member shall then present findings to the Committee.

Responses

The Clerk, or, in their absence, the committee member nominated to record the minutes of the meeting, will communicate in writing detailing the Planning Committee's recommendations to the Planning Authority, or other relevant body and will ensure that communication arrives within the timescale for each application. All correspondence should be conducted through the Parish Clerk wherever possible.

Review

The terms of reference are to be reviewed by the Full Council annually at the Annual Meeting of the Parish Council, held each May.

16. To consider adopting a Scheme of Delegation for staff and to review whether any delegation arrangements are required for other local authorities

Scheme of Delegation

Version number	2.0	Minute reference	
Adopted by	Full Council	Review due	AMPC May
Date adopted			

INTRODUCTION

1.1 The powers and duties set out in this scheme are delegated to the Parish Clerk. The Parish Clerk is the Council's Responsible Financial Officer and the Proper Officer and is responsible for the management of the organisation.

EXTENT OF DELEGATION

2.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

2.2 The Parish Clerk will exercise these powers in accordance with:

- approved budgets
- the Council's Standing Orders and Financial Regulations
- the Council's Policy Framework and other adopted policies of the Council
- all statutory common law and contractual requirements

2.3 The Parish Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

GENERAL MATTERS

3.1 The Parish Clerk is authorised to:

3.2 Sign, or where appropriate, have sealed on behalf of the Parish Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Parish Council.

3.3 Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.

3.4 Institute and appear in any legal proceedings authorised by the Council.

3.5 To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Compton).

3.6 Alter the date or time of a Full Council, Committee or Working Group meeting but, before doing so, shall consult the Chair of the Council, or Chair of the Committee concerned about the need for the change and about convenient alternative dates and times.

- 3.7 Negotiate and enter into contractual arrangements for artistes and promoters in relation to events held in Compton organised by the Parish Council.
- 3.8 Manage all of the Council's services including:
- Events
 - Recreation Ground and Sports Pavilion
 - Burial Ground
 - Services agreed under contract for other authorities and bodies
 - Websites and social media accounts relating to the council and council activities
- 3.9 In consultation where appropriate with the relevant Chair, introduce, set and vary as necessary fees and charges for the delivery of Council services and for the issue of any license, registration, consent or approval.
- 3.10 To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.
- 3.11 To apply for planning consent for the carrying out of development by the Council.
- 3.12 To respond to consultations on planning applications and licensing applications subject to the comments by Full Council or the Planning Committee.
- 3.13 To respond to complaints made under the Council's complaints procedure.
- 3.14 To manage, monitor and review the Council's internal control procedures.
- 3.15 To manage, monitor and review the Council's Risk Register.

FINANCIAL MATTERS

- 4.1 The Parish Clerk is authorised to:
- 4.2 Be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.
- 4.3 Operate the Council's banking arrangements including arranging overdrafts.
- 4.4 Incur expenditure up to a maximum of £1,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution and Financial Regulations. The clerk may also incur expenditure more than £1,000 and up to £5,000 in consultation with the Chair or, in their absence, the Deputy Chair of the Council, as per Financial Regulations.
- 4.5 Pay all accounts properly incurred.
- 4.6 Pay all subscriptions to organisations to which the Council belongs.
- 4.7 Make all necessary arrangements for the provision of an internal and external audit service for the Council.
- 4.8 Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- 4.9 Incur expenditure on revenue items within the approved estimates and budgets.
- 4.10 Incur expenditure on capital schemes within the Council's approved capital programme.
- 4.11 Authorise the maintenance, replacement or repair of existing equipment.
- 4.12 Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
- The cost not exceeding the approved estimate.

- The tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation.
 - All the requirements of the Council's Financial Regulations being complied with.
- 4.13 Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
- 4.14 Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.
- 4.15 Authorise action for the recovery of debts.
- 4.16 Write-off debts up to the level set by the Council.
- 4.17 Maintain a Register of Assets and Inventory of Equipment.
- 4.18 Determine the Parish Council's insurance requirements on the Council's behalf.
- 4.19 Make all necessary arrangements for the Council's insurances.

STAFFING MATTERS

- 5.1 The Parish Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:
- 5.2 Appointments to posts including apprentices.
- 5.3 Employment of temporary employees.
- 5.4 Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
- 5.5 Management of staff performance.
- 5.6 Control of discipline and performance, including the power of suspension and dismissal.
- 5.7 Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
- 5.8 Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Parish Council area.
- 5.9 Approve or refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
- 5.10 Approve payment of overtime.
- 5.11 Agree minor variations to the condition of employment.
- 5.12 Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
- 5.13 Authorise training in line with the Council's policies.
- 5.14 Authorise the provision of uniforms or protective clothing.
- 5.15 Approve payment of claims from employees for compensation for loss of or damage to personal property.
- 5.16 Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.
- 5.17 Agree to premature retirement on the grounds of duly certified ill health.
- 5.18 Terminate employment during probation and to review salary on completion of probationary periods.
- 5.19 Commission legal and professional advice on staffing matters.

PROPERTY MATTERS

- 6.1 The Parish Clerk is given authority to manage the land and property of the Council including:
- 6.2 Agreeing the terms of any lease, licence, conveyance or transfer.
- 6.3 The granting or refusal of the Council's consent under the terms of any lease.
- 6.4 Variations of restrictive covenants of a routine nature.
- 6.5 The granting of easements, wayleaves and licences over Council land.
- 6.6 Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land.
- 6.7 Directing the custody of Parish Council property and documents in accordance with the provisions of Local Government Act 1972 S226.

URGENCY

- 7.1 The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency.
- 7.2 Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Chair, or in their absence the deputy Chair, and the Chairs of any relevant Committee or Working Group are to be consulted where possible before such action is taken.

EMERGENCY PLANNING

- 8.1 The Parish Clerk is authorised to implement the Council's Emergency Plan and to incur any necessary expenditure in accordance with the Council's Standing Orders and Financial Regulations.
- 8.2 Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Chair and the Chair of any relevant Committee are to be consulted where possible before such action is taken.

PROCEDURAL

- 9.1 The Parish Clerk can:
- 9.2 Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 9.3 Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- 9.4 Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Constitution and Financial Regulations.

HEALTH AND SAFETY AT WORK ACT 1974

- 10.1 The Parish Clerk is authorised to oversee the discharge of the Council's responsibilities under the Act.

LEGAL PROCEEDINGS

- 11.1 The Parish Clerk is authorised to:
- 11.2 Take and discontinue legal proceedings in any Court or at any Tribunal.

- 11.3 Take Counsel's advice or instruct Counsel to represent the Council.
- 11.4 Seek injunctions and commence proceedings for the purposes of:
 - enforcement in accordance with the Council's policies
 - recovering money due to the Council
 - recovering or otherwise preserving possession of the Council's land or property
 - defending the interests of the Council
 - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
- 11.5 Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 11.6 Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.
- 11.7 Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.
- 11.8 Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- 11.9 Serve Requisitions for Information.
- 11.10 Prepare a draft budget for consideration by the Council.
- 11.11 Prepare the final accounts for each financial year.

17. To review the inventory of land and assets including buildings and office equipment

Asset Description	Date Acquired	Purchase Value	Location /Responsibility
BE001 - Bench in Play Area		£625.00	Play Area, Recreation Ground, Burrell Road
BE002 - Bench in Play Area		£625.00	Play Area, Recreation Ground, Burrell Road
BE003 - Bench o/s Village Hall		£625.00	Village Hall, Burrell Road
BE004 - Bench o/s Village Hall		£625.00	Village Hall, Burrell Road
BE005 - Bench o/s Sports Pavilion		£625.00	Recreation Ground, Burrell Road
BE006 - Bench in Recreation Ground		£625.00	Recreation Ground, Burrell Road
BE007 - Bench in Recreation Ground		£625.00	Recreation Ground, Burrell Road
BE008 - Bench by Cricket Ground		£625.00	High Street
BE009 - Bench in Play Area	10/2012	£170.00	Play Area, Recreation Ground, Burrell Road
BE010 - Bench on Cheseridge Corner	10/2012	£170.00	Cheseridge Corner
BE011 - Lest We Forget Bench	December 2018	£992.40	High Street by Cheap Street
BE012 Memorial Bench 1	06/03/2023	£540.49	Recreation Ground, Burrell Road
BE013 Memorial Bench 2	06/03/2023	£540.49	Recreation Ground, Burrell Road
BE014 Memorial Bench 3	06/03/2023	£540.49	Recreation Ground, Burrell Road
BS001 - Bus Shelter	December 2009	£8,025.00	High Street by Newbury Lane
BU001 - Sports Pavilion		£60,000.00	Recreation Ground, Burrell Road
DB001 - Dog waste Bin opposite Primary School		£350.00	School Road
DB002 - Dog waste bin by bus shelter		£350.00	High Street
DB003 - Dog waste bin by Lowbury Gardens exit	April 2021	£503.48	Recreation Ground, Burrell Road
DB004 - Dog waste bin by Burrell Road exit	April 2021	£503.48	Recreation Ground, Burrell Road
DB005 - Dog waste bin by railway bridge	April 2021	£503.48	Wallingford Road
DB006 - Dog waste bin by footpath sign	06/2021	£531.48	Downs Road
DB007 - Dog waste bin on triangle	06/2021	£531.48	Coombe Road
DB008 - Dog waste bin to be installed	06/2021	£531.48	
DB009 - Dog waste bin to be installed	06/2021	£531.48	
EQ001 - Petrol Strimmer	05/2003	£350.00	
EQ002 - Filing Cabinet		£105.00	Wilkins Centre, Burrell Road
EQ003 - Filing Cabinet		£105.00	Wilkins Centre, Burrell Road
EQ004 - Projector and Case	11/2015	£170.06	
EQ005 - Laptop	03/2016	£565.83	
EQ006 - 2 Drawer Filing Cabinet	06/2018	£95.99	Clerk
EQ007 - Mobile Phone	December 2018	£150.00	Clerk
EQ008 - Laptop	02/2021	£261.24	Chairman
EQ009 - Laptop	02/2021	£261.24	CIIR
EQ010 - Line Marking Machine	06/2021	£654.16	
EQ011 - Whiteboard	09/2021	£105.51	Sports Pavilion
EQ011 Laptop	23/06/2022	£802.62	Clerk
EQ012 Monitor	23/06/2022	£185.22	Clerk
EQ013 CCTV Equipment	21/03/2023	£5,678.94	Recreation Ground, Burrell Road
FL001 Footway Lights x68 (see separate list)	Various	£69,848.51	
GA001 - 5 bar gate		£140.00	

GA002 - 5 bar gate		£140.00	
GA003 - 5 bar gate	01/04/2013	£397.50	Newbury Lane Allotments
GE001 - WW1 Memorial Plaque and Base	06/2016	£886.60	High Street by Cheap Street
GE002 - Various Christmas Decorations	December 2016	£542.71	The Foinavon
GE003 - Concrete Pads for Picnic Tables x2	06/2021	£1,390.00	Recreation Ground, Burrell Road
GE004 - Concrete Pad o/s Sports Pavilion	11/2021	£2,295.00	Recreation Ground, Burrell Road
GE005 Votive	13/09/2022	£381.62	St Mary & St Nicholas Church, Compton
LA001 - Site of Village Hall and Wilkins Centre		£1.00	Burrell Road
LA002 - School Road Allotments		£1.00	Wilson Close
LA003 - Newbury Lane Allotments		£1.00	Newbury Lane
LA004 - Grazing Land		£1.00	Newbury Lane
LA005 - Recreation Ground		£1.00	Burrell Road
LA006 - Land at Gordon Crescent		£1.00	Gordon Crescent
LA007 - Land at Manor Crescent		£1.00	Manor Crescent
LB001 - Litter Bin by 43 Burrell Road		£387.50	Burrell Road
LB002 - Litter Bin by 8 Burrell Road		£387.50	Burrell Road
LB003 - Litter Bin by noticeboard		£387.50	High Street
LB004 - Litter Bin on green by Newbury Lane		£387.50	Manor Crescent
LB005 - Litter Bin by Lowbury Gardens	April 2021	£422.37	Recreation Ground, Burrell Road
LB006 - Litter Bin by play area	April 2021	£422.37	Recreation Ground, Burrell Road
LB007 - Litter Bin by MUGA	April 2021	£422.37	Recreation Ground, Burrell Road
LB008 - Litter Bin by youth shelter	April 2021	£422.37	Recreation Ground, Burrell Road
LB009 - Litter Bin by exit near Primary School	April 2021	£422.37	Recreation Ground, Burrell Road
LB010 - Dual litter/dog waste bin	06/2021	£708.98	Wilson Close
NB001 - Noticeboard	09/2006	£2,446.49	High Street by Cheap Street
PE001 - Multi Use Games Area	10/2008	£20,020.00	Recreation Ground, Burrell Road
PE002 - Toddler Springers x2		£618.60	Play Area, Recreation Ground, Burrell Road
PE003 - Swings	10/2006	£2,277.00	Play Area, Recreation Ground, Burrell Road
PE004 - Toddler Swings	10/2006	£1,341.00	Play Area, Recreation Ground, Burrell Road
PE005 - Sidewinder see-saw	10/2006	£1,071.00	Play Area, Recreation Ground, Burrell Road
PE006 - Tropica Multi-Play System	10/2006	£14,178.00	
PE007 - Fun Run Fitness Trail	10/2006	£2,418.00	Play Area, Recreation Ground, Burrell Road
PE008 - Whirly Bird and safety surface	10/2006	£6,624.00	Play Area, Recreation Ground, Burrell Road
PE009 - Basketball Post		£560.00	Play Area, Recreation Ground, Burrell Road
PE010 - Table Tennis Table	07/2014	£2,295.00	Recreation Ground, Burrell Road
PE011 - Table Tennis Table	02/2015	£2,295.00	Recreation Ground, Burrell Road
PE012 - Cantilever Basket Swing	06/2016	£5,886.00	Recreation Ground, Burrell Road
PE013 - Mini Goal Posts	03/2017	£981.23	Recreation Ground, Burrell Road
PE014 - Cableway	December 2018	£11,814.00	Recreation Ground, Burrell Road
PE015 - Goal Posts	10/2021	£1,400.00	Recreation Ground, Burrell Road
PT001 - Picnic Table in Play Area		£150.00	Play Area, Recreation Ground, Burrell Road
PT002 - Picnic Table in Play Area		£150.00	Play Area, Recreation Ground, Burrell Road
PT003 - Picnic Table near MUGA	03/2021	£2,100.00	Recreation Ground, Burrell Road
PT004 - Picnic Table near Youth Shelter	03/2021	£2,100.00	
SB001 - Salt Bin		£150.00	Shepherds Mount

SB002 - Salt Bin		£150.00	Newbury Lane
SB003 - Salt Bin	01/12/2019	£150.00	Shepherds Mount
SB004 - Salt Bin	December 2019	£150.00	Shepherds Mount
SB005 - Salt Bin	01/12/2019	£150.00	Shepherds Mount
SB006 - Salt Bin	01/12/2019	£150.00	Shepherds Mount
SB007 - Salt Bin	01/12/2019	£150.00	Whitewall Close
YS001 - Youth Shelter	07/2015	£5,872.00	Recreation Ground, Burrell Road

£257,853.13

20. To review the Council's and/or Staff Subscriptions to other bodies

Body	Last renewal	Subscription cost at last renewal
Berkshire Association of Local Councils (BALC) / Hampshire Association for Local Councils (HALC)	June 2022	£ 362.61
Campaign to Protect Rural England (CPRE)	June 2021	£ 36.00
Community Council for Berkshire (CCB)	December 2021	£ 40.00
Community Buildings Advice Service (through CCB)	January 2023	£ 180.00
National Allotment Society	December 2022	£ 66.00
Society of Local Council Clerks (SLCC)	February 2023	£ 168.97

21. To review the direct debits approved by the Council

Payee	Reason
Castle Water	Water at School Road allotments Water at Newbury Lane allotments Water for Sports Pavilion
Information Commissioners' Office	Registration fee
Lloyds Bank	Pay off full value of payments on credit card each month
SSE	Electricity for street lighting Electricity for Sports Pavilion
Vodafone	Council mobile phone

22. To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

All meetings are to be held in the Wilkins Centre, Burrell Road, Compton where possible. If the facility is unavailable, the Clerk will seek an alternative facility.

Date of Meeting	Time	Type of Meeting
Monday 5th June 2023	7pm	Full Council
Tuesday 20th June 2023	7:30pm	Personnel Committee
Monday 3rd July 2023	7pm	Full Council
No meeting scheduled for August		-
Monday 4th September 2023	7pm	Full Council
Monday 2nd October 2023	7pm	Full Council
Tuesday 17th October 2023	7:30pm	Personnel Committee
Monday 6th November 2023	7pm	Full Council
Monday 4th December 2023	7pm	Full Council
Monday 8th January 2024	7pm	Full Council
Monday 5th February 2024	7pm	Full Council
Tuesday 20th February 2024	7:30pm	Personnel Committee
Monday 4th March 2024	7pm	Full Council
Tuesday 19th March 2024	7pm	Annual Parish Meeting
Monday 15th April 2024*	7pm	Full Council
Monday 13th May 2024	7pm	Annual Parish Council Meeting

* Monday 1st April is the Easter Monday bank holiday. West Berkshire school holidays run from 28th/29th March – 14th April 2023.

N.B. Planning Committee Meetings will be scheduled as and when required.

23. To consider Parish Council areas of responsibility and representation on outside bodies

Role	Role Holder during previous year
Allotments	Council has decided not to assign the role currently.
Burial Ground Working Party	Dave Aldis Rebecca Pinfold Alison Strong
Coronation Event Working Party	Jude Cunningham Linda Moss
Digital Working Party	Linda Moss Stephen Dearn Ian Tong
Downland Practice Patient Representation Group representative	Alison Strong Linda Moss
Electronic Documentation	Ian Tong
Footway Lighting Working Group	Jude Cunningham Rebecca Pinfold Alison Strong
Footpaths and Rights of Way	Alison Strong Linda Moss Jude Cunningham
GDPR	Ian Tong
Internal Controller	Jude Cunningham
Neighbourhood Action Group / Police Liaison	Linda Moss Jude Cunningham
Neighbourhood Development Plan	Dave Aldis
Play Area & Inspections	Rebecca Pinfold
Sports Pavilion Working Party	Rebecca Pinfold Alison Strong Sharon Tiller
Social Media	Rebecca Pinfold
Village Enhancement Working Party	Jude Cunningham Linda Moss Rebecca Pinfold Alison Strong
Village Hall Representative	Sharon Tiller

24. Risk Assessment 2023/24

Risk Register 2023/2024

Version number	1	Minute reference	
Adopted by	Full Council	Review due	APCM May 2024
Date adopted			

Introduction to Risk Assessment and Management

The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. It is important therefore that Councils have in place a system to help them assess and manage risks. Ultimately risk management is the responsibility of Members because risks threaten a council's ability to achieve its objectives.

Assessment and Management of risk is one of the mandatory areas addressed on Internal Audits. The Risk Assessment system and associated Risk Register will be used by Internal Auditors to assess whether the Council takes seriously its possible exposure to risk and has put in place actions to limit the consequences of potential risks.

For smaller parishes, this system will be relatively simple. It can essentially be broken down into the following 3 main steps:

- Identifying the key risks facing the council
- Evaluating the potential of one of these risks occurring
- Managing the risk: agreeing measures to avoid, reduce or control the risk or its consequence.

Risk Identification

Risks can be divided into a number of categories and the following have been used here:

- Physical assets – buildings, equipment, IT hardware etc.
- Finance – banking, loss of income, petty cash etc.
- Injury to the public and/or staff – in halls, playgrounds and recreation grounds, etc
- Complying with legal requirements – agendas and minutes, records, etc
- Councillor propriety – declarations of interest, gifts and hospitality etc

Risk Evaluation

Risk Evaluation is essentially a 2-part exercise, answering the questions:

- What is the chance of the risk occurring?
- What is the likely impact if it does occur?

In smaller Parish Councils it is only necessary to classify the answers to each of these questions as Low, Medium or High

Risk Management

There are three main ways of managing risks:

- Manage the risk yourself
- Take out insurance to cover the risk
- Agree with another party that they will manage the risk on your behalf; this may include rewarding them for so doing

Risk Register

Identified risks are documented in a Risk Register.

It should be noted that Risk Assessment and Management is not a one-off exercise; risks should be constantly kept under review, especially as the business of the Council changes and new projects are undertaken.

Risk Assessment Matrix

Identified risks are assessed using the following matrix.

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Category 1: Assets

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Damage to – or loss of – fixtures and fittings	M/2	M/2	M/4	The Parish Council insurance policy covers buildings (e.g. football pavilion), office contents, street furniture, playground equipment, and the Multi-Use Games Area.	
Loss of data - physical	L/1	L/1	L/1	All important files are held within lockable filing cabinets. The council is in the process of ensuring digital copies of important physical files are held.	
Loss of data – electronic	L/1	M/2	L/2	Continual backup to cloud storage is made of the Parish Council files.	
Asset Register is out of date	L/1	L/1	L/1	An inventory of all Council assets is maintained by the Clerk, who arranges appropriate insurance cover. The Asset Register is reviewed yearly by Councillors.	

Category 2: Injury to Public, Members and/or Staff

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Injury to third parties, members, and staff on Council premises	L/1	H/3	M/3	Insurance has been taken out to cover Public Liability (£10M), Employers Liability (£10M) and Personal Accident. Users of the Recreation Ground are required to take out separate liability insurance for events (e.g. the fete).	
Injury to third parties using equipment in play areas on Compton Recreation Ground	L/1	L/1	L/1	The Parish Council has a maintenance agreement with a local company to carry out an annual ROSPA inspection on play equipment and goalposts. Also, an identified Parish Councillor carries out regular checks and reports monthly.	
Injury to third parties and members because of ice, snow etc. on parish council maintained land	L/1	M/2	L/2	Insurance has been taken out to cover Public Liability (£10M).	

Category 3: Finance

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Precept is not adequate	L/1	M/2	L/2	The Council reviews the draft budget, including the amount of Precept, each December, with a final draft being reviewed and agreed in the January prior to the submission deadline for the Precept amount.	
Council funds are not properly managed	L/1	M/2	L/2	Income is invested in appropriate accounts by a competent Clerk. This is reviewed regularly by members at the Council meeting.	
Loss of cash through theft or dishonesty	L/1	M/2	L/2	No petty cash is maintained by the Council / Clerk. Any necessary expenditure on small items such as stamps is paid for unapproved on a corporate credit card which has an appropriate limit set and is paid off monthly by direct debit. Insurance cover has been taken out to cover a) loss of non-negotiable money and robbery b) misappropriation of funds by staff or Councillors (Fidelity Guarantee sum insured = £200,000)	
Council Financial Regulations are inadequate	L/1	M/2	L/2	Council financial procedures are well tried and tested. A set of Financial Regulations under which the Council operates was formally adopted by members at the Meeting held on 7 th October 2019, Minute 19/20-138. These are reviewed at the Annual Meeting each May.	

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Council financial controls and accounting records are inadequate to prevent financial irregularity	L/1	M/2	L/2	<p>The Clerk maintains Council accounting records using Scribe. Members are provided with monthly reports covering bank balances, explanatory notes and management accounts. All payments are made electronically. All electronic payments are submitted by the Clerk and authorised by two Councillors. A full list of payments for approval is submitted at each Full Council meeting.</p> <p>If required, all cheques are presented to Full Council for approval and cheque stubs are signed by two Councillors.</p> <p>The Internal Controller reviews the invoices, bank reconciliation and other finance records each month.</p>	
Audit documentation is not submitted within the required timeframe to the internal and external auditors	L/1	M/2	L/2	The Clerk must ensure the documentation from the External Auditors has been received and follow the given timeframes within the documentation.	

Category 4: Insurance

Risk	Chance	Impact	Risk	Management Control	Further Action
Insurance must be renewed each year	L/1	L/1	L/1	The insurance renewal must be considered at the September meeting each year in time for the 1 st October renewal date.	
Insurance must cover Public Liability (£10M), Employers Liability (£10M), Personal Accident and Fidelity	L/1	L/1	L/1	The Clerk reviews the insurance policy before presenting to the Council. The Council reviews the policy at the point of renewal and at the Annual Parish Council Meeting.	

Category 5: Councillor Propriety

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Members do not declare their interests, gifts or hospitality	L/1	L/1	L/1	<p>The Clerk maintains a Register of Interest, which all Councillors are required to keep up to date. An agenda item at each meeting gives members the opportunity to declare Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests. A flow chart to assist Councillors to determine the type of interest they have is included within each agenda pack.</p> <p>Members are requested to review their Register of Interest at the start of each Municipal Year.</p>	

Category 6: Business Continuity

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Loss of Clerk	L/1	M/2	L/2	All electronic files are backed up to the Cloud. The Chairman possesses a sealed envelope containing the relevant passwords in order to be able to access the files should this be required.	

Category 7: Legal Compliance

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Motions adopted by the Council are not legal	L/1	M/2	L/2	The Clerk advises members if she considers a motion may be illegal. A new set of Standing Orders, based on the NALC standard, were adopted on 4 th February 2019, minute 18/19-191. These are reviewed at each Annual Meeting of the Parish Council. They are updated whenever a new model document is released. The 12 th edition of 'Local Council Administration' by Charles Arnold-Baker is used as a reference.	

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Committees and officers exceed their terms of reference	L/1	M/2	L/2	Committee Terms of Reference and Delegated Powers are reviewed annually at the Annual Meeting of the Parish Council. The Clerk has a detailed Job Description.	
Minutes and agendas are not produced in a timely manner or made available to the public	L/1	L/1	L/1	Signed agendas for all meetings are produced by the Clerk. The agendas are emailed to members at least 3 clear days before each meeting and are posted on the Council notice board in the Parish on the Tuesday before each Monday meeting. Minutes are produced within 4 weeks of the meeting and are posted on the website and the notice board.	
Council documents are not controlled properly	L/1	L/1	L/1	All documentation is produced using version control mechanisms. All important documents received are filed in a Correspondence File available to all members. Documents are filed in a lockable filing cabinet via a classification index at the home of the Clerk. Some historical documents are filed in lockable cabinets in the Village Hall. Electronic documents are filed using a folder structure.	
Effectiveness of internal audit is not considered.	L/1	M/2	L/2	An annual review of the effectiveness of internal audit must be undertaken and recorded in the minutes at the next meeting after the report has been received. Appropriate steps should be taken to deal with matters raised in reports from the internal auditor through agenda items.	

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Formal advice is not sought when required.	L/1	M/2	L/2	Continue with memberships of BALC/HALC and SLCC.	
Failure to comply with data protection registration	L/1	M/2	L/2	The Council is registered with the Information Commissioner's Office and the registration fee is paid annually by direct debit.	
Failure to comply with Freedom of Information request	L/1	M/2	L/2	The Council has a Model Publication scheme in place. The Parish Council and the Clerk are aware that if a substantial request came in it could create a number of additional hours' work. The Clerk is able to claim overtime should this be required.	
Failure to comply with the General Data Protection Regulations	L/1	M/2	L/2	The Clerk has attended GDPR training. The Councillors complete a GDPR checklist to advise them of the requirements they must meet.	

25. Internal Audit Report

HEELIS & LODGE

Local Council Services • Internal Audit

Internal Audit Report for Compton Parish Council – 2022/2023

The following Internal Audit was carried out on the adequacy of systems of control.
The following recommendations/comments have been made:

Income: £75,119.65 Expenditure: £113,329.68 EMR: £96,466.21 GR: £7,560.98

AGAR 2022 / 2023 Completion:

Section One: **No**

Section Two: **Yes - unsigned**

Annual Internal Audit Report 2022 / 23: **Yes**

Certificate of Exemption: **Not applicable**

Proper book-keeping Cash Book, regular reconciliation of books and bank statements.
Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year-end accounts.

*The cashbook is referenced providing a clear audit trail.
Supporting paperwork is in place and well referenced.*

Financial regulations Standing Orders and
Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: **Yes**

Reviewed: **9th May 2022 (Ref: 22/23-020)**

Financial Regulations in place: **Yes**

Reviewed: **9th May 2022 (Ref: 22/23-020)**

VAT reclaimed during the year: **Yes**

Registered: **No**

General Power of Competence: **Yes**

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Risk Assessment

Appropriate procedures in place for the activities of the council Compliance with Data Protection regulations

Risk Assessment document in place: *Yes*

Data Protection registration: *Yes - ZA097171 Expiry 04/02/2024*

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Privacy Policy published: *Yes*

Insurance was in place for the year of audit. The Risk Assessment was reviewed at a meeting held on 9th May 2022 (Ref: 22/23-025). Internal Controls were reviewed at a meeting held on 4th July 2022 (Ref: 22/23-071)

The Council have good internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Fidelity Cover: £250,000

The level of Fidelity cover is within the recommended guidelines of year-end balances plus 50% of the precept.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: *No*

Website: www.comptonparishcouncil.org

The Council is not subject to the requirements of the Transparency Code for smaller Councils.

Under **The Accounts & Audit Regulations 2015 13(1a&b)** councils must publish on their website:

Statement of Accounts, External Audit report and Annual Governance statement.

2022 Annual Return, Section One Published – Yes

2022 Annual Return, Section Two Published – Yes

2022 Annual Return, Section Three Published – Yes

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** a council is required to display AGAR's for the five years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 on their website. The council has complied

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

Notice of period for the exercise of public rights
Published – Yes

Period of Exercise of Public Rights

Start Date 16th June 2022

End Date 27th July 2022

Budgetary controls

Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £51,000 (2022 / 2023) Date: 25th January 2022 (Ref: 21/22-237)

Precept: £57,000 (2023 / 2024) Date: 9th January 2023 (Ref: 22/23-197)

Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross-referenced with the Cash Book and bank statements.

Petty Cash

Associated books and established system in place

A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: **Yes – PAYE Tools**

Employer PAYE Reference: 120/FA56514

P60's issued: Yes

The Council continue to operate RTI in accordance with HMRC regulations. All supporting paperwork is in place and a P60 has been produced as part of the year-end process. The Council have joined the LGPS pension scheme.

It is noted that the Council undertook a review of salaries at a meeting held by the Personnel Committee on 21st June 2022 (Ref: PER22/23-012) and the 7th December 2022 (Ref: PER22/23-025).

Asset control

Inspection of asset register and checks on existence of assets
Cross-checking on insurance cover

A separate asset register is in place. Values are recorded at cost value. The total value of assets is recorded at £257,853. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end-of-year accounts and bank reconciliations for all accounts.

Reconciled Bank Balances as at 31st March 2023 were confirmed as:

Unity Current £ 5,203.80

Unity Savings £ 98,944.39

Lloyds Corporate Card -£ 121.00

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have general reserves of £7,560.98 (13.26% of Precept) and has

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents

Verifying sample payments and income

Checking creditors and debtors where appropriate

End-of-year accounts is prepared on a Receipts & Payments basis.

Sole Trustee

The Council has met its responsibilities as a trustee
The Council is not a sole trustee.

Internal Audit Procedures

*The 2022 Internal Audit report was considered by the Council at a meeting held on 6th June 2022 (Ref: 22/23-047)
A review of the effectiveness of the Internal Audit was carried out on 6th June 2022 (Ref: 22/23-050)
Heelis & Lodge were appointed as Internal Auditor at a meeting held on 6th June 2022 (Ref: 22/23-050)*

External Audit

*The Council formally approved the 2022 AGAR at a meeting of the full Council held on 6th June 2022 (Ref: 22/23-048 & 049)
The External Auditor's report was considered at a meeting held on 3^d October 2022 (Ref: 22/23-120)*

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Parish meeting was held on 9th May 2022. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for the quality of documentation presented in the Audit File.

**Dave Crimmin PSLCC
Heelis & Lodge**

20th April 2023

Contact details : 1 Hembling Terrace, Mill Lane, Campsea Ashe, Suffolk IP13 0PP 5
Tel: 07732 681125 Email: heather@heelis.eu
Heather Heelis Dip HE Local Policy PILCM
Lynne Lodge Dip HE Local Policy

26/27. Annual Governance and Accountability Return (AGAR)

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – **External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015. For a complete list of codes that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Annual Governance and Accountability Return 2022/23 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities*

Page 1 of 6

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minutes references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must, in this order, consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not fully explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, must set the commencement date for the exercise of public rights of 30 consecutive working days which must include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2) Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

COMPTON PARISH COUNCIL

WWW.COMPTONPARISHCOUNCIL.ORG

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not Covered*
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received; based on agreed prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			<input checked="" type="checkbox"/> REMOVED FROM AGAR
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H. Asset and investment registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR risk 'not covered'.)			<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>		
O. (For local authorities only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (let any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

20/04/2023

Name of person who carried out the internal audit

DAVE CUMMINS (on behalf of HELEN TOLSON)

Signature of person who carried out the internal audit

Date

20/04/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Compton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		What checks best describes your response to this authority?
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintain an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to see that no one (i.e. there are no officers of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect; or the officer of his authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to be heard and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a contracted person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responsive to external insight to its attention by internal and external audit.
8. We considered whether any legal liabilities or commitments, debts or transactions occurring either during or after the year-end, have a financial effect on the authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. Our own councils (or) Trust funds (including charities) in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has met all of its responsibilities when, as a body corporate, it is a sole managing trustee or a local trust or trust.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DDMM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

<http://www.comptonparishcouncil.org/>

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

[WEBSITE/WEPAGE ADDRESS](#)

Section 2 – Accounting Statements 2022/23 for

Compton Parish Council

	Year ending		Notes and guidance Please round all figures to nearest £1. Do not leave any empty boxes and in part 20 in 2023 column. All figures must agree to underlying financial records
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	163,303	142,237	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to line 7 of previous year
2. (+) Precept or Rates and Levies	49,050	51,000	Total amount of precept (or for LOBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total of other receipts	14,363	24,120	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	18,353	19,163	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employees' NI contributions, employers' provision contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	65,126	94,167	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	142,237	104,027	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	142,237	104,027	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March. To agree with bank reconciliation.
9. Total fixed assets plus any other investments and assets	248,829	257,853	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PAYLE).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		<input checked="" type="checkbox"/>		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			<input checked="" type="checkbox"/>	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practice and present fairly the financial position of the authority.
Signed by Responsible Financial Officer before being presented to the authority for approval
SIGNATURE REQUIRED
DDMM/YYYY
Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

MINUTE REFERENCE
Signed by Chairman of the meeting where the Accounting Statements were approved
SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is not a full **statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for these local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with **Proper Practices** which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Insert in the margins reported below) or the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (Delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We **certify/do not certify*** that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DDMM/YYYY

28. To consider appointing an internal auditor for the 2023/24 accounts and to agree the scope of audit

The check list below is drawn from the 'Annual Internal Audit Report 2012/23' section of the 'Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2022/23'.

This check list is designed to assist you in identifying the areas that should be covered during the audit; you are, of course, at liberty to include any other checks you consider necessary in addition to these.

- A. Appropriate accounting records have been properly kept throughout the financial year.
- B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
- C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.
- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.
- N. The authority has complied with the publication requirements for 2022/23 AGAR
- M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).
- H. Asset and investments registers were complete and accurate and properly maintained.
- I. Periodic bank account reconciliations were properly carried out during the year.
- K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

L .The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.

29. To review the Earmarked Reserves

Earmarked Reserve as on 1st April 2023:

<u>Reserve</u>	<u>Current Balance</u>
Earmarked	
1. Flood Grant	£245.00
2. s106 Grant (Lowbury Gardens)	£47,879.85
3. s106 Grant (The Laurels)	£6,844.82
5. s106 Grant (Greens Yard)	£22,014.77
8. Parish Grant Funding	£253.03
10. CIL	£9,151.71
11. Street Light Replacement	£0.00
12. Burial Ground	£5,653.50
13. Election Fees	£1,315.00
14. Tree Works	£0.00
15. Professional Advice	£2,000.00
TOTAL EARMARKED RESERVE	£95,357.68
GENERAL FUND	£8,669.51
TOTAL FUNDS	£104,027.19

31. To consider whether to reincorporate East Ilsley into Compilations, including the associated costs

Since its inception, Compton and East Ilsley both contributed articles and to the printing costs of Compilations – and the name **Comp-Il**-ations was chosen to represent both **Compton** and East **Ilsley**. However, East Ilsley Parish Council chose to stop contributing financially to the newsletter in April 2020 and the newsletter no longer includes information specific to East Ilsley as a result.

Since this time, the income from advertising usually covers the costs of printing, with expected printing costs for 2023 of £2,258.34 (this is assuming the number of pages stays the same as currently) and advertising revenue currently received of £2,287.50.

East Ilsley Parish Council (EIPC) has recently approached Compton Parish Council (CPC) for an indication of costs if it were to begin contributing again, requesting 100 copies of the newsletter are provided for distribution throughout the village. It is predicted this would lead to an additional 4 pages of content per issue.

It is expected that CPC will continue the administrative activities related to the newsletter printing and advertising.

Recommendation

It is recommended, should Compilations reincorporate East Ilsley into the newsletter, that advertising costs are used initially to cover the costs of the Compton issues. If the advertising revenue for a single issue is greater than the cost of producing the copies distributed in Compton, it can then contribute towards reducing the costs for EIPC. If the advertising costs do not cover the full costs of the Compton issues, then EIPC will see no discount to its costs for that issue. The calculation of advertising income and the invoicing of the cost of the newsletter should be carried out on the receipt of the invoice from West Berkshire Council for each issue.

33. To consider adopting a revised CCTV Policy, Privacy Impact Assessment and Subject Access Request Form

CCTV Policy

Version number	2.0	Minute reference	
Adopted by	Full Council	Review due	AMPC May
Date adopted			

Project aims and objective:

Compton Recreation Ground.

CCTV was installed after a number of years of reports of misuse in the area such as vandalism and anti-social behaviour, including the presence of alcohol and cannister items.

There will be two cameras installed, one located on the Sports Pavilion and one located in the car parking area. Access to the camera data is from a system locked in a secure box within the kitchen of the Sports Pavilion.

Guiding Principles

Principle 1: The use of a surveillance camera system must always be for a specific purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need:

The use of the CCTV is to ensure the Recreation Ground is a safe place to be for all the community. The Council will operate a system of 2 CCTV cameras located at the Sports Pavilion and in the car park at Compton Recreation Ground, for the prevention and detection of crime and antisocial behaviour. The CCTV will be monitored by the Parish Clerk and where results show offenders causing damage or misuse of the area, this will be shared with the police.

In a closed, confidential session of the Parish Council images will be shown to the Councillors to see if anyone can identify anyone in the images. Any information from this will be forwarded to the police. The images will not leave the meeting room and Councillors can only view them at the closed session and not take images away with them. Information will remain confidential to that part of the meeting.

Principle 2: The use of a surveillance system must take into account its effects on individuals and their privacy with regular annual reviews to ensure its use remains justified.

Whilst captured data is not assessed as personal data, a review of a privacy impact assessment has been undertaken and will be periodically reviewed – see the privacy impact assessment.

The Council shall not: deploy surveillance camera systems in public places where there is a high expectation of privacy. All cameras will be facing outward of the pavilion and not inside. The cameras will also not be overlooking the neighbouring properties into their gardens.

Principle 3: There must be as much transparency in the use of a surveillance camera as possible including a published contact point for access to information and complaints.

The Council shall ensure that sufficient signage is in place in all areas covered by any surveillance system, and that the Council's privacy policy, CCTV and surveillance policy, complaints policy, and other relevant documents are published on its website.

The Parish Clerk can be contacted on 07748 591920 or cmoptonparish@gmail.com for any queries related to the CCTV.

Principle 4: There must be a clear responsibility and accountability for all surveillance camera system activities including image and information collection, held, and used.

The Recreation Ground is owned and managed by Compton Parish Council.

The Data Controller and Data Owner (Compton Parish Council) shall have overall ownership for the surveillance systems in place, with the System Manager (Parish Clerk) having responsibility for ensuring that proper governance arrangements are in place and ensuring that such arrangements are communicated to and adhered to by any system users such as any Councillors who have been authorised to have access.

Principle 5: Clear rules and procedures must be in place before a surveillance camera system is used and these must be communicated to all who need to comply with them.

The System Manager will ensure that all system users are aware of the contents of this policy and have sufficient training to use the equipment safely and securely.

Principle 6: No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance system and such images and information should be deleted once their purpose has been discharged.

As a default, all images captured shall be deleted without review, unless the system manager is satisfied beforehand that there is a legitimate reason, under Principle 1, for it being accessed and viewed. CCTV Images are stored for a period of up to 30 days, following which they are automatically overwritten. Any data passed to the police will then be in accordance with the powers and duties under the General Data Protection Regulations and the Regulations of Investigatory Powers Act.

The Parish Clerk will regularly log into the CCTV system to ensure it is working correctly. No images will be downloaded unless anti-social behaviour or detections of crime have occurred.

Principle 7: Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

Access to all images by any permitted users is solely for the purposes set out in Principle 1 above. Access to stored images is restricted to the System Manager.

Where footage is extracted for the purposes of passing this to a third party (e.g. the Police for the identification of an offender) the Council shall ensure this complies with any data protection legislation, and any stipulations in its Data Retention Statement and Privacy Policy. The Council shall also take reasonable steps to ensure the third party has in place practices and procedures to comply with data protection regulations.

Principle 8: Surveillance camera system operators should consider any approved operational, Technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

The System Manager shall ensure that the operation and management of CCTV, and that all surveillance equipment meets any such standards as made available by the Surveillance Camera Commissioner. The CCTV shall undergo regular maintenance to ensure it is working and cameras are all in the correct direction and location.

Principle 9: Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

The System Manager shall follow guidance as outlined in the Amended Surveillance Camera Code of Practice. All CCTV DVRs and SD cards used to capture images shall be password protected. The system is in a locked cabinet which only the Parish Clerk can access.

Principle 10: There should be effective review and audit mechanism to ensure legal requirements, policies and standards are complied with in practice and regular reports should be published.

The Data Controller shall review this policy and privacy impact assessments, along with the number and positioning of surveillance cameras, in line with the Amended Surveillance Camera Code of Practice 2022.

Principle 11: When the use of a surveillance camera is in pursuit of a legitimate aim and there is a pressing need for its use, it should then be used in the most effective ways to support public safety and law enforcement with the aim of processing images and information of evidential value.

The Data Controller shall ensure that the quality and positioning of any surveillance equipment is such so as to achieve the highest quality and most useful images, including the use of HD cameras and IR night vision. Where images are to be used for law enforcement and criminal proceedings, the Council

will ensure that there is an audit trail of all images used, and that such images are available in a readily exportable format without the loss of forensic integrity. These images shall only be shared with the Police and not available to the general public.

In a closed, confidential session of the Parish Council, images will be shown to the Councillors to see if anyone can identify anyone in the images. Any information from this will be forwarded to the police. The images will not leave the meeting room and Councillors can only view them at the closed session and not take images away with them. Information will remain confidential to that part of the meeting.

Principle 12: Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

The Council does not have, nor has no intention of using, a reference database for the purposes of matching data captured from its surveillance systems. Any data to be used with regards to criminal activity shall be passed to the police for them to take action.

CCTV Privacy Impact Assessment

Version number	1.0	Minute reference	
Adopted by	Full Council	Review due	June 2024
Date adopted			

Overview

Compton Parish Council has installed CCTV cameras in the Recreation Ground in response to complaints of anti-social behaviour and occasional vandalism.

Compton Parish Council seeks to prevent and detect crime in this area. It has two cameras, one on the Sports Pavilion, the other in the car park area.

The purpose of recording images is to prevent crime, anti-social behaviour or fraud, and to detect it where prevention has failed.

The system captures images of the ground around the Pavilion and the car park. Images are recorded on digital recorders which are stored in a locked cabinet within the kitchen in the Sports Pavilion.

Images are only accessible from the system using a password controlled by authorised operators.

System Operator

The System Operator is Compton Parish Council.

System Users

The System Users are operators authorised by Compton Parish Council. This is the Parish Clerk.

Aims and Benefits

The aims are:

- To prevent crime and anti-social behaviour, and, where necessary, detect it.
- To provide secure footage of detected crimes or incidents in order that they can be reported to and investigated by the Police.

The benefits of the installations are:

- Crime is deterred by the presence of CCTV and signage.
- Crime is detected where prevention fails and action can be taken to ensure that the site is safe and secure for use by the users of the premises.

The benefits to other parties are:

- Crime is detected and images recorded in order to help the Police with any investigations.
- The users of the Recreation Ground are able to use the facilities safely and securely.

Needs Identified

This location includes a football pitch, a play area, a sports pavilion and a car park. There have been incidents of vandalism and anti-social behaviour.

The Parish Council, after correspondence with users and residents, has concluded that a CCTV system would be the most effective deterrent to protect users of these sites.

Other options apart from CCTV

There are no staff on site to monitor this area and ensure users comply with the conditions of use.

Increased lighting would not serve a useful purpose as this would have an impact on neighbouring properties.

Information Flows

Information is continuously recorded on digital recorders located in the Sports Pavilion. These are fed from two cameras on the site.

Footage is kept until the system overwrites previous information which lasts 30 days.

In the event of crime being reported the footage is reviewed by an authorised operator of the Parish Council.

The company which installed the system will provide support to the Parish Council to access information when required.

The system is managed by the Parish Council. Access to the CCTV account can be obtained by the Parish Council and all cameras can be viewed using the equipment stored securely in the Sports Pavilion. Access is strictly controlled through the Parish Council.

The system stores high-definition images only – no sound is recorded. Images are recorded as colour during the day and in black and white at night. The cameras are positioned and aimed so that only information about individuals using the facilities is captured. The cameras do not record images of people in their dwellings.

Face recognition and number plate identification software is not used.

Individuals will be told about the scheme by signage being erected in the area covered by the cameras.

The contact details of the Parish Council as the scheme operator will be clearly displayed, as will the purpose of the scheme – the prevention and detection of crime.

Personal data will only be recorded for the purposes of the prevention and detection of crime, anti-social behaviour or fraud and will not be used for any other purposes.

Risks

The key risk associated with the project is that personal information in the form of video footage will be used for purposes other than the objectives of the project – the prevention and detection of crime at the facilities.

Mitigation/Privacy Solutions

The risk is mitigated by limiting access to the data to authorised persons and ensuring that the data is only provided to the Police for the investigation of crime, fraud or anti-social behaviour.

In a closed, confidential session of the Parish Council, images will be shown to the Councillors to see if anyone can identify anyone in the images. Any information from this will be forwarded to the police. The images will not leave the meeting room and Councillors can only view them at the closed session and not take images away with them. Information will remain confidential to that part of the meeting.

Any requests for data to be used in other ways will be denied.

Data is to be kept under secure conditions – a locked cabinet protected by physical security (a locked cabinet inside a locked building) and software security (password protected software to access video footage).

Further, the deletion of data on a rolling recording process means that images recorded more than 30 days ago will be routinely overwritten.

Conclusion

The Parish Council believes that this PIA demonstrates that the CCTV installations represent an appropriate response to ongoing crime and security issues.

This PIA has identified the risks and proposed mitigation or privacy solutions that protect the public whilst ensuring that the CCTV scheme can achieve its objectives.

CCTV Subject Access Request

Individuals have the right to access a copy of or view an image of themselves in accordance with the Data Protection Act 2018. This document contains advice and information about how members of the public can access their personal information held on the CCTV system.

Your Rights

You have a right to be told whether any personal data is held about you. You also have a right to a copy of that information in permanent form except where the supply of a copy is not possible. Compton Parish Council will only disclose that information if it is satisfied of your identity and if you have provided sufficient detail to enable the information to be found.

Compton Parish Council will make the final decision about any disclosures. Compton Parish Council is not obliged to comply with an access request under the following circumstances:

- If there is infringement upon another individual's rights and they do not wish to give their consent to disclose or cannot be contacted.
- If the disclosure might prejudice the detection of crime.
- If the request is deemed excessive or manifestly unfounded.

Use of CCTV Images

The full details of the principles and Compton Parish Council's CCTV policy can be found on our website within the list of policies. This complies with the guiding principles of the Surveillance Camera Code of Practice.

Recorded images and videos will be retained for 30 days, at which point, the recorded images and videos will be overwritten which will permanently delete them. Legitimate requests for retention of the recordings must occur within this time period or all videos and images will be permanently deleted or overwritten.

If you wish to request access to your personal information held on the CCTV system, please fill out the accompanying Subject Access Request form. All sections of the form must be completed; failure to do this will delay your application. All requests will be responded to within 1 calendar month.

Section 1 asks you to give information about yourself that will help us to confirm your identity. Compton Parish Council has a duty to ensure that the information it holds is secure and it must be satisfied as to your identity.

Section 2 asks you to provide details to help us find the information you require.

Section 3 asks you to provide 2 official documents that between them clearly show your name, date of birth and current address. One of them must have a full-face photograph of yourself on it.

Section 4 asks you to confirm how you wish to receive the information.

Section 5 asks you to sign and date a declaration that the information provided is correct.

When you have completed the form, please email it with the required 2 identification documents and photograph to ComptonParish@gmail.com

All data released will remain the property of Compton Parish Council.

Compton Parish Council
Subject Access Request Form

SECTION 1 – About Yourself

The information requested below is to help us satisfy ourselves as to your identity and find any data held about you.

Full name:	
Gender:	
Height:	
Date of birth:	
Contact number:	
Current address:	

SECTION 2 – To help us find the information

If the information you have requested refers to a specific offence or incident, please complete this section

Are you: (tick box)	
A person reporting an offence or incident	
A witness to an offence or incident	
A victim of an offence	
A person accused or convicted of an offence	
Other – Please give details:	
Date(s) and time(s) of incident:	
Place incident happened:	
Details of incident:	

SECTION 3 – Proof of Identity

To help us establish your identity, your application must be accompanied by 2 official documents that between them clearly show your name, date of birth and current address. For example: driving licence, medical card, passport or other official document that shows your name, address and a full-face photograph of yourself.

Failure to provide this proof of identity may delay your application

