



## Compton Parish Council

Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP  
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[www.comptonparishcouncil.org](http://www.comptonparishcouncil.org)

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 13<sup>th</sup> May 2024 at 7.00pm  
**PLACE:** Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

*S. Marshman*

Dr S. Marshman, PSLCC, Clerk to the Council

7<sup>th</sup> May 2024

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## Agenda

1. To consider the election of Chair of the Council for 2024/25 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 2024/25 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/tables 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 15<sup>th</sup> April 2024](#)
7. To discuss any matters arising from the previous meeting
8. To receive a report from the District Councillor

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

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

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

- 10.1 Burial Ground
- 10.2 Village Enhancement
- 10.3 Digital
- 10.4 Street lighting
- 10.5 Sports Pavilion
- 10.6 Allotments

11. Planning Applications

- 11.1 To consider the following new planning applications:

- [24/00676/HOUSE Church House, Aldworth Road, Compton, RG20 6RD](#) - Removal of existing oil tank. Installation of Vaillant Arotherm Plus 10kw heat pump in place of old oil tank. Heat pump dimensions: 0.49M x 1.1M x 1.565M height (0.843 cubic metres)
- [24/00572/HOUSE Redhaven, Cheap Street, Compton, RG20 6NH](#) – Two Storey Side Extension

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

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

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

12. Finance:

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

- 12.2 To note the most recent Bank Reconciliation – *N.B. This has not been updated since the previous meeting*

- 12.3 To receive any reports from the Internal Controller

- 12.4 To note the Quarterly Budget Report *(if applicable)*

13. Committees and working parties:

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

[Personnel Committee](#)

[Planning Committee](#)

- 13.2 To appoint any new committees in accordance with standing order 4

- 13.3 To appoint members to the following committees – see [previous membership](#)

Personnel Committee *(3 members)*

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

- 13.4 To review current working groups and consider appointing any new working groups required – see [previous membership](#)

14. To review the [Scheme of Delegation](#) for staff and to review whether any delegation arrangements are required for other local authorities
15. To review the [inventory of land and assets](#) including buildings and office equipment
16. To confirm the arrangements for insurance cover in respect of all insured risks
17. Policies: To review the following policies
  - 17.1 [Standing Orders](#)
  - 17.2 [Financial Regulations](#) – *please note that a new model document is due to be released shortly*
  - 17.3 [Complaints Procedure](#)
  - 17.4 [Code of Conduct](#)
  - 17.5 [Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998](#)
  - 17.6 [Media Policy](#)
  - 17.7 [Grant Allocation Policy](#)
  - 17.8 [Training and Development Policy](#)
  - 17.9 [Internal Controls Policy and Procedure](#)
18. To review the [Council's and/or Staff Subscriptions to other bodies](#)
19. To review the [direct debits](#) approved by the Council
20. To determine the [time and place of ordinary meetings](#) of the full council up to and including the next annual meeting of full council
21. To consider Parish Council [areas of responsibility and representation on outside bodies](#)
22. To consider the [Risk Assessment for 2024/25](#)
23. To receive the internal audit report from the Council's internal auditor and to consider any actions required – see the [full internal auditor's report](#) and Page 3 of the [AGAR](#)
24. Annual Governance Review 2022/23: To consider, approve, and sign and date the Annual Governance Statement - Page 4 of the [AGAR](#)
25. Accounting Statements 2022/23: To consider, approve, and sign and date the Accounting Statements - Page 5 of the [AGAR](#)
26. To consider appointing an internal auditor for the 2024/25 accounts and to agree the [scope of audit](#)
27. To review the [Earmarked Reserves](#)
28. To consider quotes for a water main installation for the memorial garden

29. To receive an update on vandalism and anti-social behaviour (ASB) in the village
  
30. To receive reports on the following:
  - 30.1 Recreation Ground
  - 30.2 Rights of Way
  - 30.3 Village Hall
  - 30.4 Downland Practice Patient Participation Group
  - 30.5 Communications
  
31. To discuss matters for future consideration and for information
  
32. To resolve under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable that the Public and Press be temporarily excluded from this meeting, and they are herewith instructed to withdraw
  
33. To consider a legal request from Sovereign

Date and time of next scheduled meeting:  
Full Council: Monday 3<sup>rd</sup> June 2024 at 7 pm

## Supporting Documentation

### 3. 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 5<sup>th</sup> 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

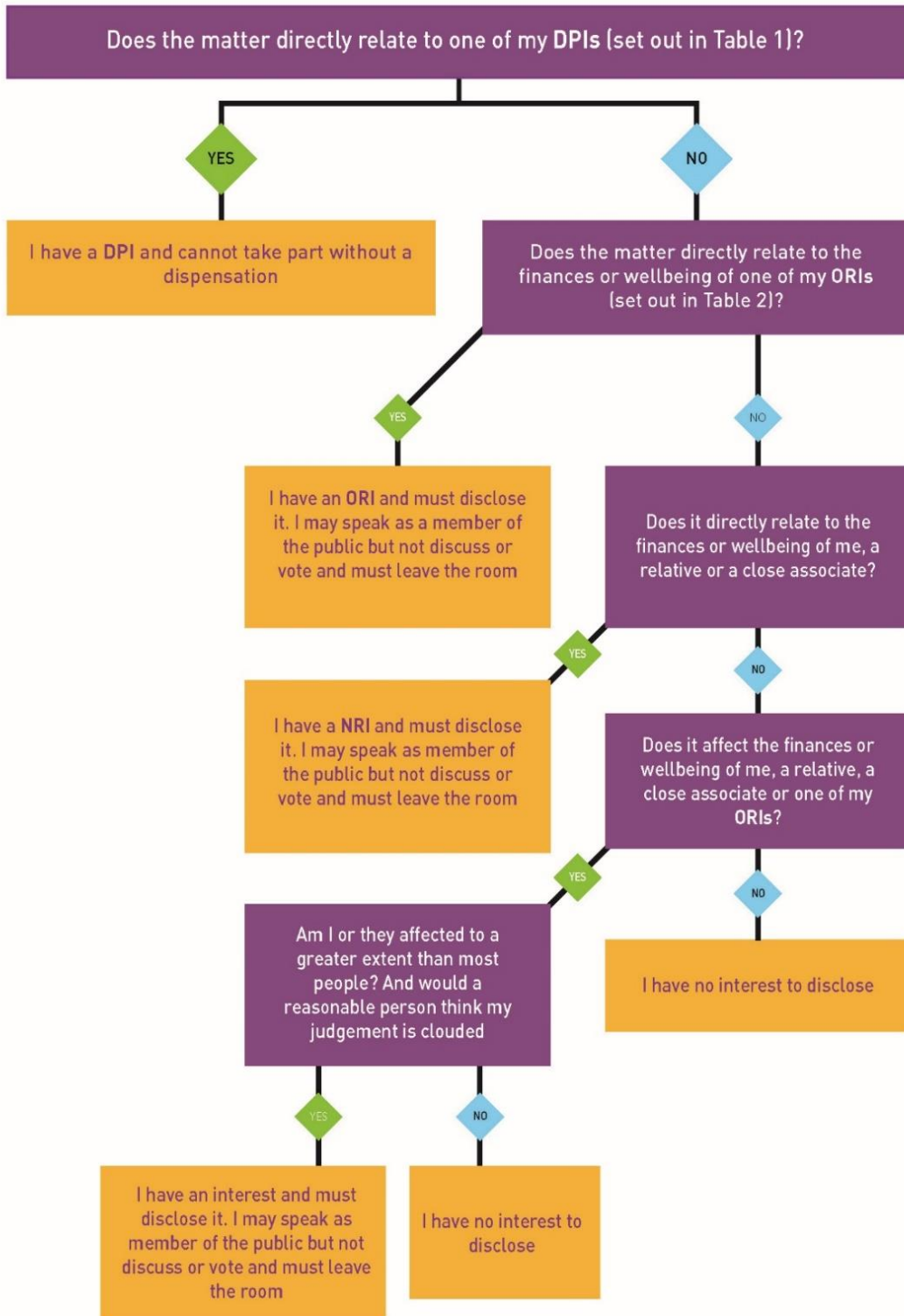


Table 1: Disclosable Pecuniary Interests

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<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>
<b>Contracts</b>	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 — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and property</b>	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.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (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.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or

	(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.
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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"> <li>1. any unpaid directorships</li> <li>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</li> <li>3. any body <ol style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(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</li> </ol> </li> </ol>
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## 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:

- 24/00410/PASOL Church House, Aldworth Road, Compton, Newbury RG20 6RD - Application to determine if prior approval is required for a proposed Installation or alteration of solar equipment on domestic premises: removal of old solar thermal panels from, and installation of new solar photovoltaic (PV) panels to, Church House's Annex and Garage flat roofs

## 10. Finance:

### Finance Report

#### Status at last bank reconciliation 31st March 2024

Account	Amount
Unity Trust Current Account	£5,473.71
Unity Trust Savings Account	£83,457.20
Lloyds Multipay Corporate Card	-£104.65
<b>Total</b>	<b>£88,826.26</b>

#### Income received 9th April - 3rd May 2024

Account	Income Detail	Amount
Current	Allotment rent	£331.25
Current	Pavilion/pitch hire	£100.00
Current	Precept	£33,272.00
Current	CCLA Interest	£7.16
<b>Total</b>		<b>£33,710.41</b>

#### Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	08-Apr-24	Microsoft	Software	£12.36
CC	02-May-24	Lloyds	Monthly card fee	£3.00
<b>Total</b>				<b>£15.36</b>

#### Payments from Unity Trust Current Account to be approved

Method	Date	Payee	Payment Detail	Amount
DD	18-Apr-24	Vodafone	Phone	£10.83
DD	26-Apr-24	SSE Energy Solutions	Lighting electricity Mar	£695.78
BACS	13-May-24	Heelis & Lodge	Internal audit 23/24	£260.00
BACS	13-May-24	ICCM	Membership 24/25	£100.00
BACS	13-May-24	Playsafety Ltd	Play equipment safety inspection	£141.60
BACS	13-May-24	Tactical Facilities Management	Refuse disposal April	£289.02
<b>Total</b>				<b>£1,497.23</b>

#### Transfers

Method	Date	From Account	To Account	Amount
BACS	27-Mar-24	Unity Savings	Unity Current	£5,000.00
DD	16-Apr-24	Unity Current	Lloyds	£107.65
BACS	25-Apr-24	Unity Savings	Unity Current	£25,000.00
BACS	25-Apr-24	Unity Savings	CCLA	£25,000.00
<b>Total</b>				<b>£55,107.65</b>

### 13. Committees and working parties:

#### 13.3 To appoint members to the following committees:

The current members of the committees are:

<b>Committee</b>	<b>Current Members</b>
<b>Personnel Committee</b>	Rebecca Pinfold Alison Strong Ian Tong Reserve: Sharon Tiller
<b>Planning Committee</b>	Dave Aldis Rebecca Pinfold Stephen Dearn Linda Moss Alison Strong Sharon Tiller

#### 13.4 To review current working groups and consider appointing any new working groups required

The current members of the working parties are:

<b>Role</b>	<b>Role Holder</b>
<b>Burial Ground Working Group</b>	Dave Aldis Rebecca Pinfold Alison Strong
<b>Digital Working Group</b>	Linda Moss Stephen Dearn Ian Tong
<b>Footway Lighting Working Group</b>	Rebecca Pinfold Alison Strong
<b>Institute Working Group</b>	Set up but no members agreed as yet
<b>Planning Working Group</b>	This consists of members of the Planning Committee Dave Aldis Rebecca Pinfold Stephen Dearn Linda Moss Alison Strong Sharon Tiller
<b>Sports Pavilion Working Group</b>	Rebecca Pinfold Alison Strong Sharon Tiller
<b>Village Enhancement Working Group</b>	Linda Moss Rebecca Pinfold Alison Strong

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

Description	Date Acquired	Purchase Value	Location
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	CLlrM
EQ010 - Line Marking Machine	06/2021	£654.16	
EQ011 - Whiteboard	09/2021	£105.51	Sports Pavilion
EQ012 Laptop	23/06/2022	£802.62	Clerk
EQ013 Monitor	23/06/2022	£185.22	Clerk
EQ014 CCTV Equipment	21/03/2023	£5,678.94	Recreation Ground, Burrell Road
FL001 Footway Lights x68 (see separate list)	Various	£67,390.51	
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
Speed Indicator Device (SID)	22/05/2023	£1,605.50	
YS001 - Youth Shelter	07/2015	£5,872.00	Recreation Ground, Burrell Road

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

<b>Body</b>	<b>Last renewal</b>	<b>Subscription cost at last renewal</b>
Berkshire Association of Local Councils (BALC) / Hampshire Association for Local Councils (HALC)	May 2024	£ 371.75
Campaign to Protect Rural England (CPRE)	July 2023	£ 36.00
Community Council for Berkshire (CCB)	December 2021	£ 35.00 +VAT
Community Buildings Advice Service (through CCB)	March 2024	£ 150.00 +VAT
National Allotment Society	December 2023	£ 55.00 +VAT
Society of Local Council Clerks (SLCC)	January 2024	£ 178.73

## 20. To review the direct debits approved by the Council

<b>Payee</b>	<b>Reason</b>
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



## 21. 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.

<b>Date of Meeting</b>	<b>Time</b>	<b>Type of Meeting</b>
<b>Monday 3<sup>rd</sup> June 2024</b>	7pm	Full Council
<b>Monday 17<sup>th</sup> June 2024</b>	7:30pm	Personnel Committee
<b>Monday 1<sup>st</sup> July 2024</b>	7pm	Full Council
<b>No meeting scheduled for August</b>		-
<b>Monday 2<sup>nd</sup> September 2024</b>	7pm	Full Council
<b>Monday 7<sup>th</sup> October 2024</b>	7pm	Full Council
<b>Monday 21<sup>st</sup> October 2024</b>	7:30pm	Personnel Committee
<b>Monday 4<sup>th</sup> November 2024</b>	7pm	Full Council
<b>Monday 2<sup>nd</sup> December 2024</b>	7pm	Full Council
<b>Monday 13<sup>th</sup> January 2025</b>	7pm	Full Council
<b>Monday 3<sup>rd</sup> February 2025</b>	7pm	Full Council
<b>Monday 24<sup>th</sup> February 2025</b>	7:30pm	Personnel Committee
<b>Monday 3<sup>rd</sup> March 2025</b>	7pm	Full Council
<b>Monday 17<sup>th</sup> March 2025</b>	7pm	Annual Parish Meeting
<b>Monday 7<sup>th</sup> April 2025</b>	7pm	Full Council
<b>Monday 13<sup>th</sup> May 2025</b>	7pm	Annual Parish Council Meeting

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

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

The roles assigned in the previous year were as follows:

<b>Role</b>	<b>Role Holder</b>
<b>Allotments</b>	The council has decided not to assign the role currently.
<b>Downland Practice Patient Representation Group representative</b>	Alison Strong Linda Moss
<b>Electronic Documentation</b>	Ian Tong
<b>Footpaths and Rights of Way</b>	Alison Strong Linda Moss
<b>GDPR</b>	Ian Tong
<b>Internal Controller</b>	Ian Tong
<b>Neighbourhood Action Group / Police Liaison</b>	Linda Moss
<b>Play Area &amp; Inspections</b>	Rebecca Pinfold
<b>Social Media</b>	Rebecca Pinfold
<b>Village Hall Representative</b>	Sharon Tiller

## 23. To consider the Risk Assessment for 2024/25

# Compton Parish Council

## Risk Register 2024/2025



Version number	1	Minute reference	
Adopted by	Full Council	Review due	APCM May 2025
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. Therefore, it is important that Councils have 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.

<b>Likelihood</b>	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)
		<b>Impact</b>		

*Category 1: Assets*

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Rating</b>	<b>Management Control</b>	<b>Further Action</b>
Damage to – or loss of – fixtures and fittings	<b>M/2</b>	<b>M/2</b>	<b>M/4</b>	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	<b>L/1</b>	<b>L/1</b>	<b>L/1</b>	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	<b>L/1</b>	<b>M/2</b>	<b>L/2</b>	Continual backup to cloud storage is made of the Parish Council files.	
Asset Register is out of date	<b>L/1</b>	<b>L/1</b>	<b>L/1</b>	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*

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Rating</b>	<b>Management Control</b>	<b>Further Action</b>
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

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Rating</b>	<b>Management Control</b>	<b>Further Action</b>
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 <sup>th</sup> 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 <sup>st</sup> 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*

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Rating</b>	<b>Management Control</b>	<b>Further Action</b>
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*

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Rating</b>	<b>Management Control</b>	<b>Further Action</b>
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 <sup>th</sup> 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 <sup>th</sup> edition of 'Local Council Administration' by Charles Arnold-Baker is used as a reference.	
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.	

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Rating</b>	<b>Management Control</b>	<b>Further Action</b>
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.	
Formal advice is not sought when required.	L/1	M/2	L/2	Continue with memberships of BALC/HALC and SLCC.	

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Rating</b>	<b>Management Control</b>	<b>Further Action</b>
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.	

## 28. To consider appointing an internal auditor for the 2024/25 accounts and to agree the scope of audit

### Scope for Internal Audit

The check list below is drawn from the 'Annual Internal Audit Report 2023/24' section of the 'Annual Governance and Accountability Return 2023/24 Form 3'.

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.
- H. Asset and investments registers were complete and accurate and properly maintained.
- I. Periodic bank account reconciliations were properly carried out during the year.
- 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.
- K. IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt.
- 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.

- 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.
- N. The authority has complied with the publication requirements for 2022/23 AGAR.
- O. Trust funds (including charitable) – The council met its responsibilities as a trustee.

## 27. To review the Earmarked Reserves

The table below shows the earmarked reserves throughout the 2023/2024 financial year.

<u>Reserve</u>	<u>Opening Balance</u>	<u>Transfers/ Spend</u>	<u>Receipts</u>	<u>Current Balance</u>
<b>Earmarked</b>				
1. Flood Grant	245.00			245.00
2. Burial Ground - s106 Grant (Lowbury Gardens)	47,879.85			47,879.85
3. Burial Ground - s106 Grant (The Laurels)	6,844.82			6,844.82
5. Burial Ground - s106 Grant (Greens Yard)	22,014.77			22,014.77
8. Parish Grant Funding	253.03	-253.03		0.00
10. CIL	9,151.71	-16,727.04	7,575.33	0.00
11. Street Light Replacement				0.00
12. Burial Ground (from precept)	5,653.50			5,653.50
13. Election Fees	1,315.00	-1,315.00		0.00
14. Tree Works				0.00
15. Professional Advice	2,000.00	-1,468.85		531.15
16. Village Events		293.88		293.88
17. Sports Pavilion (Grant Funding)		1,000.00		1,000.00
<b>Total Earmarked</b>	<b>95,357.68</b>	<b>-18,470.04</b>	<b>7,575.33</b>	<b>84,462.97</b>
<b>GENERAL FUND</b>				4,363.29
<b>TOTAL FUNDS</b>				88,826.26