

MINUTES OF KERSEY PARISH COUNCIL ORDINARY MEETING HELD ON MONDAY 2 MARCH 2020 IN KERSEY VILLAGE HALL AT 7.30 PM

PRESENT

John Hume – Chair, Penny Calnan, Dave Finch, Pascoe Gibbons, Philippa Harris, Kevin Pratt, 3 members of the public and the Clerk – Sarah Partridge. Leigh Jamieson attended for part of the meeting.

29/20 APOLOGIES – Apologies were received and accepted from Andrew Rogers. Apologies were received from Robert Lindsay and Leigh Jamieson apologised that he would be arriving late.

30/20 ACCEPT MEMBERS' DECLARATIONS OF INTEREST

Philippa Harris declared a private interest in the planning application for Land to the rear of 1-6 The Street B/15/01196.

31/20 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS – None received.

32/20 REPORTS

Suffolk County Councillor – A report from Robert Lindsay was read. It is appended to these minutes. A question was asked about procedures for ensuring utility companies complete effective long-term road repairs following any underground work on the highways. The Clerk will follow up this query. Babergh District Councillor report received later in the meeting.

33/20 PARISH TIME

It was commented that last week a 'road closed, please find alternative route' sign was erected at the end of Vale Lane. The roadworks causing the closure were at the far end beyond most of the houses and it is a dead end so there is no alternative route.

34/20 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 3 February 2020 were signed and dated as being correct.

35/20 TO CONSIDER THE CONCERN OF HGV TRAFFIC TRAVELLING THROUGH WICKERSTREET GREEN

A business owner from Cox Hill, Boxford had been invited to the meeting to discuss the situation. He had given his apologies that he was unable to attend due to prior commitments. He had spoken to the Clerk stating that he was disappointed and somewhat surprised to hear the Parish Council had concerns that his business may be having an impact on traffic using roads in Kersey. He does not believe the new road sign preventing HGV traffic from using Sand Hill in Boxford will increase traffic travelling through Kersey. The vehicles are still free to use School Hill to enter the village of Boxford which is the quickest route and the one most satnavs use to find his business. He commented there are many rural businesses in the area which use large vehicles and have deliveries from large vehicles and he is surprised he is being individually picked out as causing a problem. Suffolk County Council highways and Babergh are both very supportive of his business which is providing employment and helping to keep the rural economy going, which is vital to ensure villages remain vibrant places to live. Councillors discussed the situation. They recognise that we live in an agricultural community where large vehicles are essential. It was agreed the Clerk would contact the business owner again and ask that he encourages any lorries delivering to his business use the route through Boxford which is approved for HGV's.

36/20 CLERK'S REPORT

Thanks was offered to all the volunteers who helped with the annual litter picking on Saturday. Kersey Primary School eco committee will be litter picking next week and will be doing the churchyard, the

school grounds and car park and the Glebe. The Kersey Volunteer Group (KVG) was officially launched at the annual litter collection. Volunteers have agreed to take on a particular area of the parish where they will regularly collect litter and report highways and other issues to the relevant authorities. The volunteers were briefed and given a risk assessment. They all signed registration and consent forms. SCC Highways has confirmed that the verges on Cherry Hill are on the schedule for seasonal verge cutting. The Emergency Plan has been updated. The Chair is now contacting volunteers to make sure they are happy for their details to be included. Once this has been completed the draft plan will be circulated to all Councillors before final publication. In conjunction with St Mary's Church who publish and distribute the newsletter a new welcome pack has been prepared to give to new residents in Kersey. Included in the pack is a newsletter, welcome letter from the Vicar, welcome letter from the Parish Council and a footpath map. It is hoped this will help residents feel welcome and give them more knowledge of the many community groups they could join in Kersey. The Clerk has been in contact again with the local SNT policing team who have confirmed that Kersey is now 7th on the list for the traffic recording data strips to be deployed. Once the data has been gathered it will be looked at to see whether it meets the criteria for deployment of the speed monitoring team. The Clerk had contacted the SNT policing team following a number of outbuilding and shed burglaries in Kersey recently. The police confirm they are investigating and prioritising increased patrols. They encourage anyone who sees any suspicious activity or vehicles to report them to the police on 101 or 999 as appropriate.

A Councillor commented they are keen to set up a way of communicating urgent information to residents or anyone interested. This could highlight things like recent burglaries and the need to be vigilant or it could notify of closed roads or events about to happen. She has come across an on-line system called Next door neighbour which can send out emails to those who have opted in to the system. She is going to set this system up, it will be completely independent of the Parish Council.

37/20 CORRESPONDENCE

All correspondence for the Parish Council has been circulated to Councillors. There are six items to note:

1. Hopkins Homes will donate a total of £10,000 split between the three charities who receive the most votes from the public (£7,000, £2,000 and £1,000 respectively). A shortlist has been put together by Hopkins Homes with help from the Suffolk Community Foundation and focuses on charities chiefly concerned with key themes of homelessness and displacement, deprivation and vulnerable people. The public are encouraged to vote by 13 March. <https://www.hopkinshomescharity.co.uk/suffolkvote>
2. UK Power Networks stakeholder roadshow Wednesday 25 March – Kevin Pratt will attend.
3. Suffolk County Council is consulting on updating the parking orders in Suffolk in preparation for taking over civil parking enforcement. They are not seeking to introduce any new parking-related restrictions – instead, they are updating provisions regarding the enforcement of the existing parking restrictions. Suffolk's existing parking-related Traffic Regulation Orders use terminology consistent with enforcement carried out by police officers. These variation Orders propose to update selected Articles and Schedules within the existing Orders, in order to be consistent with Civil Parking Enforcement from its inception across Suffolk.
4. Suffolk County Council has announced the opt-in process for those pupils who are eligible for SCC funded school travel for the 2020/2021 school year opens on 4 March 2020 with a deadline of 31 May 2020. Parents are reminded there is no automatic qualification all parents must opt in or no bus places will be allocated for their children.
5. SCC has confirmed the 112 service which travels from Hadleigh to Sudbury via Kersey on Tuesdays and Thursdays will cease on 3 April 2020.
6. Hadleigh Community Transport Group has been in touch with the Parish Council to remind residents that they can help with transport from Kersey to Hadleigh where onward travel to Sudbury would be possible on the Beestons 91 service. Their Connecting Communities bus service is regularly in Kersey. Please ring 01473 826242 for more information.

38/20 FINANCE

- a) A copy of the accounts to date and a financial statement, showing bank balances, receipts and payments for approval were tabled by the Clerk; these are appended to the minutes. All payments were approved.
- b) Councillors reviewed actual spending against budget, a copy is appended to the minutes.
- c) Kevin Pratt confirmed he had checked the bank reconciliations, which have been completed and he verified they were correct.
- d) Councillors reviewed and agreed to adopt the Reserves Policy, copy appended.
- e) The Clerk confirmed the level of fidelity guarantee insurance cover is adequate. It is estimated the total funds at the bank at the beginning of April 2020, including the first instalment of the precept, will be approx. £27,000. Therefore, the fidelity guarantee of £150,000 provides more than enough cover.
The Clerk, Sarah Partridge left the meeting room
- f) To approve a payment to the Clerk for additional hours worked.

At the Clerk's appraisal in October the Clerk had highlighted that she had been working more than her contracted hours due to an increased workload. The Chair had agreed the Parish Council would review the hours worked by the Clerk and consider an additional payment towards the end of the financial year in March. The Clerk had reported to the Chair she had worked 102 additional hours over and above her contracted hours. She had requested the Parish Council consider making an additional payment to cover some of these additional hours. Councillors discussed this and agreed to make a payment. They also agreed that in future they should be confirming in advance any additional work and the anticipated additional hours. Councillors would also like to support the Clerk to reduce the work load. There are insufficient funds in the budget for the current year to pay the Clerk for all additional hours. It was agreed to pay £1,100 in this financial year to come from contingencies and the council tax support grant reserve. Any further payment will be considered after the year end accounts have been completed.

Leigh Jamieson joined the meeting.

The Clerk, Sarah Partridge re-joined the meeting.

39/20 REPORTS

Babergh District Councillor – Leigh Jamieson gave a brief update on his report. It is appended to these minutes. Leigh answered questions from the floor.

40/20 PLANNING APPLICATIONS

a) Progress

DC/20/00875 Land at Cherry Hill, Kersey, Suffolk

Proposal: Notification of Works to Trees in a Conservation Area - Fell group of poplar trees
This application was received after the agenda was published so cannot be considered at the meeting. This new application is identical to an application which has now lapsed. This was supported by the Parish Council and approved by Babergh in July 2016. A response to the new application is required before the next Parish Council meeting. It was agreed to respond stating that due to the timeframe the Parish Council had not considered the application at a meeting but had supported an earlier application to fell the same group of trees.

b) Planning applications to consider

DC/20/00300 Barn Adjacent to Red House Farm, Wickerstreet Green, Kersey, Suffolk

Proposal: Full Planning Application - Conversion and alterations to agricultural building to form 1 no. dwelling (previously approved under B/17/00974) to include installation of additional roof lights. Erection of cart-lodge (Amendment of that approved under DC/18/01595)

The applicant was not present. Councillors had several concerns about this application. The Parish Council would like to see the barn converted into a residential dwelling and have supported an earlier application for conversion. However, the Parish Council resolved by a majority not to support the current application due to the lack of protection for wildlife and the inaccuracies in the application.

DC/20/00732 Kersey Mill, Hadleigh Road, Kersey, Ipswich Suffolk IP7 6DP

Proposal: Full Planning Application - Erection of 4no Commercial Units (Use Class A1, A2, B1 & D1)
The applicant was present and outlined the application and answered questions from Councillors. The application is for new commercial buildings, one unit will be for a pre-school nursery. The other units will facilitate the growth of other existing businesses on site which need more space. Councillors agreed the proposed buildings are sympathetic to the location and will not harm views or the setting of the listed Kersey Mill buildings. The new commercial buildings will support local businesses and provide local employment. The Parish Council voted unanimously to support the application.

Philippa Harris declared a private interest in the next application and left the meeting room.

B/15/01196 Land to The Rear Of 1 - 6, The Street, Kersey

Proposal: Erection of 7 No. two storey dwellings

The applicant was not present. The Chair, as the Parish Council representative, attended a site visit for Babergh District Council planning committee members. It is expected that this application will be considered by the Babergh Planning committee in the next few weeks.

New documents have been submitted by the applicant following questions at the site visit. The Parish Council resolved by a majority to continue to object to this application. There was nothing in the new documentation to change their earlier decision. The Parish Council had previously objected to this application and amendments to the application on four occasions.

One Councillor commented that she would have liked to visit the site since she was not a Parish Councillor when the original application was considered and was not familiar with the site.

Philippa Harris re-joined the meeting.

41/20 FOOTPATH WORKING GROUP - General report and approve budget

Kevin Pratt reported that the Footpath Working Group will meet on 24 March at 7.30 at The Bell. The group are looking for new volunteers to help with maintenance of the footpath network in Kersey. Some surface clearance of paths had already taken place. The mowers have both been serviced and are ready for use. A decision is awaited from the SCC Rights of Way department about the addition of path 21C to the cutting schedule. The budget was considered and approved by the Parish Council. Copy appended.

42/20 KCPC WORKING GROUP - General report and approve budget

A report from KCPC was read. It is appended to these minutes. The Parish Council agreed KCPC should apply for grant funding so new equipment and major maintenance can be funded. The budget was considered and approved by the Parish Council. Copy appended.

Leigh Jamieson and three members of the public left the meeting.

43/20 REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL SYSTEMS AND INTERNAL AUDIT

Councillors had all reviewed the Internal Control Systems document, appended. Most of the controls in place are discussed at meetings as evidenced by a review of the minutes of the meetings during the year. Kevin Pratt as lead Councillor for finance confirmed that he had carried out routine random checks of the accounts and records and found everything to be in order. He confirmed that the internal control systems were effective and operating as they should and covered all the risks facing the Parish Council. The Internal Auditor had reviewed the systems of internal control and confirmed she felt they were suitable and relevant to a council of this size. The Parish Council agreed the internal controls were effective and covered the needs of the Parish Council. The Internal Auditor had written to confirm she continues to be independent of the day to day business of the Parish Council. Councillors agreed she is competent for the task and were pleased to hear the Internal Auditor is happy to continue in the role. Councillors went through the review of effectiveness of internal audit table, appended, which confirmed the internal audit process is effective.

44/20 REVIEW AND ADOPT RISK MANAGEMENT POLICY

Following discussions last year, the Clerk has put together a new risk management. This policy incorporates guidance from the Governance and Accountability for Smaller Authorities publication. It was resolved to adopt this policy, which is appended.

45/20 REVIEW OF BUSINESS RISK REGISTER AND RISK ASSESSMENTS

The business risk register has been updated and improved in line with the new risk management policy, as well as guidance from SALC and NALC. The litter picking; mowing, strimming and hedge trimming; Parish Council office; and playground risk assessments were all reviewed and approved.

46/20 TRAINING

Information about training courses is regularly circulated to all Councillors.

47/20 REPORT FROM OTHER MEETINGS – None

Police and Parish Forum 12 February, Kevin Pratt attended. It was a brief forum with the main items for discussion being repeated burglaries and antisocial behaviour, particularly in Hadleigh. The Police are trying to patrol problem areas more and advise residents to protect outbuildings and sheds with good quality locks and good security.

48/20 FORTHCOMING MEETINGS

SALC Babergh Area Forum 16 March 7pm, Hadleigh Leisure Centre – Philippa Harris will attend.
Kersey Footpath Working Group 24 March 7.30 The Bell

49/20 ANY OTHER BUSINESS – AN OPPORTUNITY FOR COUNCILLORS TO BRING MATTERS TO THE COUNCIL'S ATTENTION

A concern was raised about the increasing coronavirus risk and what would happen if the Parish Council was unable to hold meetings. The Clerk confirmed that some of the work of the Parish Council would be able to continue remotely but the Parish Council can only make corporate decisions at a meeting held in public. Therefore, matters like planning would be delayed if the Parish Council was unable to meet.

There being no further business the meeting closed at 9.55pm.

Appended to these minutes are 28 pages:

- Suffolk County Council report from Robert Lindsay
- Babergh District Council report from Leigh Jamieson (2 pages)
- Kersey Parish Council receipts and payments to date (2 pages)
- Kersey Parish Council finance sheet for 2 March 2020
- Kersey Parish Council Budget comparison sheet
- Reserves Policy
- Footpath Working Group Budget
- KCPC Working Group report and Budget (2 pages)
- Internal Control Systems (2 pages)
- Review of Effectiveness of Internal Audit.
- Risk Management Policy (2 pages)
- Business Risk Register (4 pages)
- Risk Assessments for:
 - Litter picking; (2 pages)
 - Mowing, strimming and hedge trimming; (2 pages)
 - Parish Council office; (2 pages)
 - Playground (2 pages)

Kersey PC 2.3.20

Report from County Councillor Robert Lindsay

Ipswich Northern Route scrapped

SCC cabinet this week agreed to scrap the project to build a £550m road north of Ipswich. It agreed that the public support was not there, particularly for all the new houses that would be required to support it and particularly given the council has declared a climate emergency.

LED street lighting project

The cabinet has also agreed to spend £9.8m converting existing street lighting units to LED with the capability for dimming by up to 50% where there is lower traffic. About 27% of the county's 60,000 street lights were already converted to LED in an earlier project. The project is expected to begin this autumn and take about two years. The idea is to save money from power costs and save carbon emissions.

Buses

I have been working with Sudbury GoStart to provide a 112 replacement from Bildeston to Sudbury. GoStart have now applied for a section 22 licence to do this. Unfortunately this will not replace the Hadleigh - Kersey – Bildeston part of the route.

At a Scrutiny meeting in December, the deputy cabinet member for transport announced that the council was planning to bid for around £20 million from the Department for Transport for an electric bus pilot scheme. If the bid is successful, the council has said that it plans to launch the pilot scheme within 12-18 months in the Bury St Edmunds area.

Roadworks delays

Highways are implementing a new way to manage utilities doing road works. From April utilities will have to register to book the road and pay a registration fee to do so. This will allow SCC Highways to hire more enforcement staff in the Network Assurance dept. This in turn should reduce long over runs to road closures.

District Council Report

Budget Report

General Fund

The Councils 2019/20 gross expenditure is £33.5M with an income of £23.3M. The Net Cost of service of £10.2M was funded from

- Earmarked Reserves
- New Homes bonus
- S31 Grant
- Business Rates
- Collection Funds
- Rural Services Delivery Grant
- Council Tax

Over the course of the next four years the Council's cumulative deficit is estimated to be £1.1M. To address this the Council will need to deliver significant income and/or savings by reviewing, remodelling and re-inventing the way that it operates. Its key objectives are to become self-financing and to have more than enough funds to invest within the council itself and across the district.

Housing Revenue Account

The Housing Revenue Account (HRA) is a ring-fenced account which ensures that council housing does not subsidise, or is itself subsidised, by other local services.

A surplus position is forecast for 2020/21 of £334k which is a significant improvement on the 2019/20 position (deficit of £193k). This has been achieved by reducing both revenue and capital budgets. A fundamental review of the housing service has been undertaken during 2019/20 to identify savings, efficiencies and income generation opportunities to achieve a sustainable business plan into the future.

Right to Buy (RTB) sales for Babergh were lower than those projected in the business plan. In 2018/19 Babergh sold 15 against an original projection of 27 sales. The money received from RTB sales can only be used as a 30% contribution towards the cost of a replacement home. The remaining 70% of the replacement cost must be found from other HRA resources.

The HRA reserve is currently £12.9M and the current business plan estimates that this will fall to £12.6M by 2049/50.

General Fund Capital Expenditure

The main General Fund projects included in the Capital Programme for Babergh over the period 2020/21 to 2023/24 are Kingfisher Leisure Centre (£1.1m), Hadleigh Pool and Leisure Centre Refurbishment (£1.5m), Babergh Regeneration Investment Fund (£3m), Housing grants (£3.3m), Community Grants (£0.6m) and replacement vehicles (£2.3m).

Commercial Investments - Former Council Offices in Hadleigh

Babergh approved the conversion of the former Corks Lane Council office in Hadleigh into 31 new homes and also the construction of an additional 26 new homes on the site, all for market sale.

In March 2019 the Council created a new company, Babergh Growth Ltd, which entered into a joint venture with Norse Group Holdings Ltd, to complete the development and they will provide 50% of the finance.

A peak cash flow funding requirement of £3.57m is included in the capital programme, based on the assumption that Babergh will provide 50% of the development finance.

I asked John Ward when this work is expected to start, and he advised that it would be in late spring but was unable to provide an estimated completion date when I pushed him.

Babergh have purchased the Borehamgate shopping precinct in Sudbury, with development still in the early stages. They are also planning to redevelop the former swimming pool in Belle Vue, Sudbury, into a restaurant and Hotel.

Commercial Investments: Shares and Loans

The Councils invest through share ownership and giving loans to their wholly owned companies, special purpose vehicles or third parties (local organisations) as part of a strategy for generating a rate of return or improving the local economy.

CIFCO Ltd

The Councils invest indirectly in property, through two wholly owned holding companies, by a combination of shares (equity) and loans (debt), matching the funding requirements of the underlying investment and the returns required by the Councils. All debt financed investment complies with EU State Aid rules.

Babergh Growth Ltd

Mentioned above

1 to 6 The Street, Planning Application

The planning committee completed a site visit to view the location of this proposed application on the 19th Feb. Although all members of the committee were unable to attend, I believe it was a worthwhile visit, particularly for the new members. It allowed everyone to see the village and understand how this proposal sits in context to the village and the Historic asset in front of it.

The planning officer dealing advises that the application should now come before committee at some point this month.

KERSEY PARISH COUNCIL
1 April 2019 - 31 March 2020

Printed on 27/02/2020

RECEIPTS

Date	Credit ref	Detail	Precept	KCPC	Footpath	Other Receipts	VAT	Total Receipts	Sub total
1-Apr-19		Balance brought forward		£ 3,624.61	£ 2,198.20	£ 11,900.68		£ 17,723.49	
15-Apr-19	Direct C	Babergh 50% Precept	£ 3,995.00					£ 3,995.00	£ 21,718.49
2-May-19	bank	Credit for bank error inconvenience				£ 30.00		£ 30.00	£ 21,748.49
3-Jun-19	bank	Bank Interest 4 Mar-2 Jun				£ 9.13		£ 9.13	£ 21,757.62
2-Sep-19	bank	Bank Interest 3 Jun-1 Sep				£ 9.11		£ 9.11	
6-Sep-19	Direct C	SCC - Footpath mowing			£ 364.59			£ 364.59	
9-Sep-19	Direct C	Babergh 50% Precept	£ 3,995.00					£ 3,995.00	£ 26,126.32
6-Nov-19	100110	KCPC Quiz income		£ 1,126.00				£ 1,126.00	
6-Nov-19	101111	KCPC Quiz donation		£ 100.00				£ 100.00	
13-Nov-19	Direct C	HMRC VAT repayment					£ 352.27	£ 352.27	£ 27,704.59
2-Dec-19	bank	Bank Interest 2 Sep-1 Dec				£ 9.56		£ 9.56	
24-Dec-19	Direct C	SCC - Footpath mowing			£ 364.59			£ 364.59	£ 28,078.74
			£ 7,990.00	£ 4,850.61	£ 2,927.38	£ 11,958.48	£ 352.27	£ 28,078.74	

KERSEY PARISH COUNCIL
1 April 2019- 31 March 2020

Printed on 27/02/2020

PAYMENTS

Date	Cheque No	Detail	General Admin	Clerk's Salary & Staff Costs	Training/ external meetings	Street Lighting	KCPC	Footpath	S137	Other Payments	VAT	Total Payments	Sub total
8-Apr-19	101203	c MW Nice Ltd - KCPC					£ 691.80				£ 138.36	£ 830.16	£ 830.16
13-May-19	101204	c Suffolk.cloud - website hosting	£ 100.00									£ 100.00	
13-May-19	101205	c SALC - Annual Subscription	£ 178.87									£ 178.87	
13-May-19	101206	c M Banks - KCPC fencing labour					£ 450.00					£ 450.00	
13-May-19	101207	c S Partridge - Clerk's exp	£ 79.73	£ 14.17							£ 14.56	£ 108.46	
13-May-19	101208	c MW Nice Ltd - KCPC					£ 19.64				£ 3.93	£ 23.57	£ 1,691.06
17-Jun-19	101209	c R&R(S Marsh)-KCPC mower repair					£ 305.17				£ 61.03	£ 366.20	£ 2,057.26
8-Jul-19	101210	c K Pratt - Footpath exp						£ 69.45			£ 13.89	£ 83.34	
8-Jul-19	101211	c V Marsh - Footpath exp						£ 6.68			£ 1.33	£ 8.01	
8-Jul-19	101212	c S Partridge - Home work exp	£ 52.00									£ 52.00	
8-Jul-19	101213	c S Partridge - Clerk's salary		£ 1,196.65								£ 1,196.65	
29-Jul-19	101214	c Babergh - Parish Election costs								£ 732.79		£ 732.79	
29-Jul-19	101215	c R&R Garden M - KCPC mower					£ 61.79				£ 12.36	£ 74.15	£ 4,204.20
9-Sep-19	101216	c Kersey Village Hall - Hire	£ 40.00									£ 40.00	
9-Sep-19	101217	c WJ Green FP mower repair						£ 40.41			£ 8.08	£ 48.49	
9-Sep-19	101218	c S Partridge - Home work exp	£ 52.00									£ 52.00	
9-Sep-19	101219	c S Partridge - Clerk's salary		£ 1,196.65								£ 1,196.65	
9-Sep-19	101220	c Came & Company - insurance								£ 346.73		£ 346.73	
20-Sep-19	DD	d ICO - Data protection fee	£ 35.00									£ 35.00	£ 5,923.07
14-Oct-19	101221	c Playsafety Ltd - RoSPA insp								£ 86.00	£ 17.20	£ 103.20	£ 6,026.27
6-Nov-19	101222	c Kersey Village Hall - KCPC					£ 40.00					£ 40.00	
6-Nov-19	101223	c D Young - KCPC quiz raffle prizes					£ 99.99					£ 99.99	
6-Nov-19	101224	c Lenny's - KCPC quiz food					£ 441.15				£ 88.23	£ 529.38	
6-Nov-19	101225	c Community Heartbeat Trust								£ 126.00		£ 126.00	
6-Nov-19	101226	c St Mary's PCC								£ 420.00		£ 420.00	£ 7,241.64
16-Dec-19	101227	c SALC - Cllr training PH,PG,DF			£ 360.00						£ 72.00	£ 432.00	£ 7,673.64
3-Feb-20	101228	S Partridge - Home work exp	£ 52.00									£ 52.00	
3-Feb-20	101229	S Partridge - Clerk's salary		£ 1,196.65								£ 1,196.65	
3-Feb-20	101230	S Partridge - Clerk's exp	£ 9.61	£ 31.77							£ 0.30	£ 41.68	
3-Feb-20	101231	B Hurren - bench deposit								£ 133.00		£ 133.00	
			£ 599.21	£ 3,635.89	£ 360.00	£ -	£ 2,109.54	£ 116.54	£ -	£ 1,844.52	£ 431.27	£ 9,096.97	

**KERSEY PARISH COUNCIL
FINANCE**

Details for Parish Council Meeting on 2 March 2020

Bank Balances At 31 January 2020

Business Premium Account	£19,502.70
Current Account	£902.40
	<hr/> £20,405.10

Transfers between Business Premium and Current account since the last meeting

07-Feb-20 Transferred £1,500 from BPA to Current account

Income received since the last meeting

£0.00

Payments made since the last meeting

<u>Date</u>	<u>Chq no.</u>
	None

Payments Due

<u>Chq no.</u>		
101232	WJ Green - Footpath mowers servicing	£260.95
101233	Kersey Village Hall - Hire	£30.00
101234	Kersey Playing Field Association	£184.90
101235	S Partridge - Clerks Working From Home Expenses	£52.00
101236	S Partridge - Clerk's Salary	£1,196.65
101237	S Partridge - Clerk's Expenses	£33.54
		<hr/> £1,758.04

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council

KERSEY PARISH COUNCIL
Budget to 31 Mar 2020 and Precept for 2020/2021

VAT not included in budget figures	2019/20	2019/20	2019/20	2019/20	2020/21	
Parish Council	Budget/ Precept 2019/2020	Actual to 25 Feb 20	Estimated balance to 31 March 2020	Estimated total to 31 March 2020	Budget/ Precept 2020/2021	Notes:
Post/Tel/Stationery/copier cartridge	£135.00	£89.34	£45.66	£135.00	£135.00	
Clerk's working from home exp	£208.00	£156.00	£52.00	£208.00	£208.00	£4/week
Hall Hire:Parish Council 12 @ £5	£60.00	£30.00	£30.00	£60.00	£60.00	
Annual Parish Assembly @ £10	£10.00	£10.00	£0.00	£10.00	£10.00	
SALC subscription	£180.00	£178.87	£0.00	£178.87	£185.00	
External Audit	£100.00	£0.00	£100.00	£100.00	£0.00	External audit fees for 17/18 to 21/22 £200 unless exempt (£200 will be in reserve by 1.4.20)
Data Protection	£35.00	£35.00	£0.00	£35.00	£40.00	ICO reg currently £5 discount for DD payment
Website hosting	£100.00	£100.00	£0.00	£100.00	£110.00	Suffolk.cloud inc £10 fee for security certificate
Sub total for Admin	£828.00	£599.21	£227.66	£826.87	£748.00	
Clerk's Salary & Staff Costs	£4,905.00	£3,635.89	£1,269.11	£4,905.00	£5,400.00	19/20 new scale SCP20 £13.15/hr. Mileage £100. Inc element for extra hours
Training/External Meetings	£250.00	£250.00	£0.00	£250.00	£250.00	SALC whole Council 2hrs £220, Cllr £110, others approx £50
Street Lighting	£240.00	£0.00	£250.00	£250.00	£275.00	19/20 revised estimate is £250
Parish Council Insurance	£340.00	£346.73	£0.00	£346.73	£370.00	Oct 17 new 3 year Long term agreement with Came & Co
Glebe Insurance	£50.00	£0.00	£39.90	£39.90	£50.00	
Hedge Cut - The Glebe	£80.00	£0.00	£80.00	£80.00	£80.00	
Playground Safety Inspection	£87.00	£86.00	£0.00	£86.00	£90.00	
Dog Litter Bin emptying charge	£45.00	£0.00	£45.00	£45.00	£48.00	
St Mary's Church	£420.00	£420.00	£0.00	£420.00	£420.00	19/20 split £265 Churchyd £110 Nletter £45 Clock (last increased Nov 2017)
Defibrillator & Village Emergency Tel	£215.00	£126.00	£89.00	£215.00	£215.00	CHT memb'shp inc Defib managed solution £135, X2VETS £180 (19/20 reduced by £100 funded from Defib & VETS reserve)
Chairman's Allowance	£0.00	£0.00	£0.00	£0.00	£0.00	
Election costs	£25.00	£25.00	£0.00	£25.00	£165.00	Routine 4 yearly elections, contested May 2019 (costs shared with BDC £733) Full election costs £1,163
Church Walk future maintenance	£130.00	£0.00	£130.00	£130.00	£130.00	
Footpath Map printing reserve	£75.00	£0.00	£75.00	£75.00	£75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr)
Mowing The Glebe					£100.00	
Contingencies	£300.00	£0.00	£300.00	£300.00	£300.00	
Precept	£7,990.00	£5,488.83	£2,505.67	£7,994.50	£8,716.00	Precept for 2020/21 £8,716.00 Approved on 16 Dec 2019 Min ref 206/19
						20/21 Tax base 182.02 = £47.88 for a band D property, 6.8% increase.
Other PC income	£48.24					Credit for inconvenience due to bank errors and bank interest
PC Income	£8,038.24					
Agreed spending from PC reserves:	£100.00	£0.00	£100.00	£100.00	£100.00	Defibrillator costs funded from Defib and VETS reserve
Parish Election costs		£707.79				Funded from election costs reserve
Training/external meetings		£110.00				Funded from training reserve
Bench for playground		£133.00				Funded from fixed asset reserve
	£8,138.24	£6,439.62	£2,605.67	£8,094.50	£8,816.00	Total Budget
KCPC	£4,017.00	£2,109.54	£1,907.46	£4,017.00		
Footpath	£382.00	£116.54	£265.46	£382.00		
Millennium Book Fund	£0.00	£0.00		£0.00		
Total actual spend		£8,665.70				Precept for 2019/20 £7,990 Approved 28 Jan 2019 Min ref 24/19
						19/20 Tax base 178.23 = £44.83 for a band D property.
Reserves (Cash at Bank)	At 1.4.19	Added from budget			Estimate	
					at 31.3.20	Precept for 2018/19 £7953 (Budget approved 22 Jan 18 min ref 17/18)
KCPC Working Group (Ring fenced)	£3,624.61					Tax base 180.98 = £43.94 for a band D property
Footpath Working Group	£2,198.20					
Audit reserve	£100.00		£100.00		£200.00	
Defib & VETS reserve	£658.06					Precept for 2017/18 £7340 (approved 16 Jan 17 min ref 15/17)
Election costs reserve	£862.50		£0.00		£154.71	Tax base 183.47 = £40 for a band D property
Church Walk Maintenance Reserve	£1,690.00		£130.00		£1,820.00	
Training reserve	£334.19				£220.00	
Footpath Map printing reserve	£263.50		£75.00		£338.50	Precept for 2016/17 £6,786 plus CTax Support Grant £43.08
Fixed Asset Reserve	£2,293.15					Tax Base 181.25 = £37.44 for a band D property
Council Tax Support grant money	£729.50					
General Parish Council Reserve	£4,969.78					
	£17,723.49					Precept for 2015/16 £6,700 plus a CTax Support Grant £86.17
Millennium Book Fund Account	£2,855.08					Tax Base 180.31 = £37.16 for a band D property
General PC reserves - policy is to hold between 6-12 months gross expenditure (£4,706 - £9,412 (5 yr average)) General PC reserves vary from year to year partly due to VAT being paid one year and reclaimed the following year.						

KCPC Income 19/20 - Estimated £820.00. Actual to date £1226.00
Footpath Income 19/20 - Estimated £729.18. Actual to date £364.59
Millennium Book Fund Income 19/20 - Est £7.00. Actual £

VAT repayment
2019/2020 £352.27 rec'd

Kersey Parish Council Reserves Policy

Auditors recommend that general reserve levels should be for reasonable working capital. Kersey Parish Council policy is to aim for general unmarked reserves to lie between a range of 6-12 months gross expenditure. There should be reserves to meet objectives and commitments, also unforeseen additional costs ie maintenance of fixed assets, legal fees etc. Kersey Parish Council will hold earmarked reserves for a number of items in order to ensure funds are available for projects and irregular payments do not make the budget/precept fluctuate unnecessarily.

Millennium Book Fund, KCPC Working Group and Footpath Working Group

Funds held for the above groups are held as allocated reserves.

Defibrillator and Village Emergency Telephone

Funds for this project are held in an allocated reserve. Any defibrillator/VETS budget left at the end of a financial year will be added to the defibrillator/VETS reserve for use in future years.

Training reserve

New Councillors are all expected to attend initial training. Councillors and the Clerk will attend relevant training as needed. A reserve will be built up so there are funds available for necessary training, particularly following the election of new Councillors. Any training budget left at the end of a financial year will be added to the training reserve for use in future years.

An allowance will be allocated in the budget each year for the below items to build up an appropriate reserve.

Audit

Under the audit regulations the Parish Council may be exempt from external audit. This cannot be confirmed until after the end of the financial year. The reserve will cover audit fees should they be incurred.

Election Provision

If an election was a stand-alone contested election the cost would be approx. £1,200. The cost of a contested election held alongside another election would be approx. £750, if it was uncontested and held alongside another election then the costs would be reduced to approx. £110.

Church Walk Future Maintenance

Following the major surfacing works in September 2005 for Church Walk (the vehicular access road from Mill Lane, past the school to the Church Lych gate) the Parish Council agreed to start a fund which could be used as a contribution to any future maintenance of Church Walk. See minute ref 130/06.

Footpath Map

SCC and Kersey PC have jointly produced a footpath map splitting the cost 50:50. The cost to the Parish Council to print the maps is part of the Council's commitment to promoting tourism and Kersey, also educating people about the footpaths which the Parish Council helps to maintain.

Fixed Asset Reserve

To enable the Council to build up a fixed asset reserve to fund future replacement or repairs to assets without increasing the precept the Parish Council has agreed that any underspend on the budget at the end of every year should be put into the fixed asset reserve.

This Policy was approved at a Parish Council Meeting on 2 March 2020 Minute reference: 38/20

**Kersey Parish Council
Footpath Working Group Budget
Years ending 31 March 2020 & 2021**

Actual figures 2018/19		Budget for 2019/20	Actual figures to 26 Feb 19 2019/20	Budget for 2020/21
£1,736.75	Reserve as at 1 April	£1,736.75	£1,736.75	£2,195.70
	Estimated Income			
£729.18	Mowing Category 1 paths for SCC	£729.18	£729.18	£729.18
	Footpaths 6281m @5p/m x 2 cuts			
	Bridleways 722m @7p/m x 2 cuts			
£210.00	Sponsorship of dog bins			
£939.18	Total estimated Income	£729.18	£729.18	£729.18
	Estimated Expenditure			
£24.52	Fuel - Est petrol 30 L @ £1.20/L	£36.00	£24.52	£36.00
£0.00	Oil 2 L	£15.00	£0.00	£15.00
£0.00	New drive belt for mower	£26.00	£0.00	£0.00
£245.71	Mower parts, repairs, service	£300.00	£245.71	£350.00
£0.00	Safety equipment	£5.00	£0.00	£5.00
£207.50	Dog poo bins			
£477.73	Total estimated Expenditure	£382.00	£270.23	£406.00
£2,198.20	Estimated Reserve as at 31 March	£2,083.93	£2,195.70	£2,518.88

SCC pays the Parish Council as a contractor, reserves are built up to pay for replacement equipment as necessary.

Insurance for volunteers is included in the PC insurance package.

Budget for 2017/18 approved 6 March 2017 minute ref 30/17

Purchase of new TR4 mower approved min ref 87/17

Budget for 2018/19 approved 5 March 2018 minute ref 34/18

Budget for 2019/20 approved 4 March 2019 minute ref 41/19

KCPC Report 2 March 2020

The Working Group met on 27th February to discuss installation of a specialist piece of equipment (disabled swing).

Three quotes have been received: one we decided not to go further with (the company proved reluctant to provide any further information). The other two are for £4351 and £3762 (excluding VAT) respectively - both of these are for equipment, installation and laying down of grass matting.

There have been issues with grass matting previously; the two companies are being asked for further quotes on (a) installation of a soft consolidated rubber surface and (b) preparing the ground for the use of rubber bark chippings as under the other equipment. Once these are in, the working group will decide on which option to go for.

There is also a further piece of equipment, taken down last summer, which will need replacing, and maintenance work will need to be done on the posts of the climbing frame; we should soon get an estimate of costs for this maintenance work from Michael Banks (who replaced the paling fence around the ground). We will also consult with the school children about which piece of new equipment they would like to have - again, there will be costs associated with buying and installing this.

We estimate the overall costs for the disabled swing will be somewhere between £5,000 - £6,000; maintenance costs and the cost for the replacement equipment will be extra. There is £2,800 available in the Millennium Book Fund which the PC previously agreed could be used for the playground. If the PC is in agreement, bids for matching funding can be made, to Babergh MidSuffolk community funds and/or to the National Lottery Awards for England. These bids ideally would be made as soon as possible.

Other business dealt with at the 27th Feb meeting: the working group will carry out a routine inspection/light maintenance day on 28th March; the mowing rota will start for the year the weekend of 4/5 April; the date for this year's Annual Quiz night has been provisionally set for 13th November.

**Kersey Parish Council KCPC Working Group Budget
for Years ending 31 March 2020 & 2021**

Actual for 2018/19		Budget for 2019/20	Actual to 28 Feb 20	Budget for 2020/21
£2,889.33	Estimated Reserve as at 1 April	£3,624.61	£3,624.61	£2,741.07
	Estimated Income			
	Quiz			
£1,203.00	Income	£720.00	£1,126.00	£1,000.00
	Raffle	£100.00		
	Other income - donation for quiz questions		£100.00	
£1,203.00	Total estimated Income	£820.00	£1,226.00	£1,000.00
	Estimated Expenses			
	General KCPC running expenses			
	General maint & safety equip	£50.00		£50.00
£85.12	Mower maint/service Increased from £200	£600.00	£366.96	£400.00
	Mower fuel	£50.00		£50.00
	Rubber chippings top up			
	Rubbish sacks	£2.00		£2.00
	Printer Ink for KCPC secretary	£20.00		
	Quiz			
£40.00	Hall hire	£40.00	£40.00	£40.00
£342.60	food	£600.00	£441.15	£600.00
	prizes	£35.00	£99.99	£35.00
	Other quiz expenses	£20.00		£20.00
£467.72	<i>sub total of general KCPC running expenses</i>	£1,417.00	£948.10	£1,197.00
	One off additional expenses			
	Replace chestnut fencing £400 transferred to mower budget	£2,600.00	£1,161.44	
£467.72	Total Estimated Expenses	£4,017.00	£2,109.54	£1,197.00
£3,624.61	Estimated Reserve at 31 March	£427.61	£2,741.07	£2,544.07

Budget for 2018/19 approved 5 March 2018 minute ref 33/18

Budget for 2019/20 approved 4 March 2019 minute ref 40/19

Budget amended min 141/19

Internal Control Systems for Kersey Parish Council

It is the council as a whole that is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.

One of the most important tasks for a local council is to manage its finances through proper planning, control, risk management, safeguards against misappropriation and that it complies with applicable policies, procedures, laws and regulations. This is important as public money has to be accounted for and sensibly managed to maximise community benefit but also to minimise the risk of misappropriation. To safeguard Parish Council finances there are three systems of control:

- **Internal Control**
- **Internal Audit**

Internal audit is a key component of the system of internal control. Its purpose is to independently review, evaluate and report on the effectiveness of risk management, internal control and governance processes to ensure they are adequate, effective, and in line with current regulations. Internal audit does not actively seek evidence of fraud, corruption, error or mistakes, but can assist the Parish Council in its responsibility for the prevention and detection of such occurrences.

- **Limited Assurance Audit Review**

The Parish Council may be exempt from a limited assurance audit review. In which case an exemption certificate will be sent to the external auditor appointed by Smaller Authorities Audit Appointments and the Annual Governance and Accountability Return completed as necessary.

Internal control systems in place for Kersey Parish Council include the following:

The Parish Council has adopted:

- Suffolk Local Code of Conduct for Members
- Model Standing Orders, amended to suit Kersey Parish Council
- Model Financial Regulations, amended to suit Kersey Parish Council
- Freedom of Information Act 2000, Model Publication Scheme

The Parish Council complies with all the requirements of the Transparency Code for Smaller Authorities.

The Parish Council will follow the guidance in the Governance and Accountability for Smaller Authorities in England – A Practitioners Guide to Proper Practices 2019.

The Parish Council has opted in to the Smaller Authorities Audit Appointments sector led arrangements for audit purposes. The Parish Council will complete an Annual Governance and Accountability Return – this includes the Annual Governance Statement and Accounting Statements and will comply with the publication requirements.

The Parish Council has appointed the Clerk as Responsible Financial Officer.

An independent and competent Internal Auditor is appointed by the Parish Council who reports to Council with written reports twice a year and completes the Internal Audit Report in the Annual Return.

Internal Control Systems for Kersey Parish Council

The Parish Council carries out a risk assessment covering financial and business affairs, reviewed annually.

The Parish Council carries out a review of the Effectiveness of Internal Audit and Internal Control Systems annually.

A Councillor will review, verify and sign bank statements and bank reconciliations at least quarterly; the results of this verification will be reported to the Council at a meeting and minuted.

Councillors review the cashbook (a printout of receipts and payments) at least quarterly.

The Parish Council approves the annual budget at a meeting in November so the annual precept can be set and requested in January. As part of the budget process a sheet will be prepared showing the legal powers being exercised. When any new expenditure or activities are agreed the legal power will be noted in the minutes. The budget is monitored against actual spending during the year by Councillors.

All income is received and banked, intact, promptly in the Council's name and reported to the Council. The Parish Council holds no petty cash therefore payments are made by cheque or direct from the bank. Cheques are raised against invoices (addressed to Kersey Parish Council, where possible).

All invoices and payments are checked by the RFO and then approved and signed by two Councillors.

All cheques and cheque book stubs are signed by two Councillors.

The Parish Council takes out appropriate external insurance which includes cover for public liability, employer's liability and a fidelity guarantee.

A review of the Parish Council asset register, assets and external insurance is carried out annually in July; this includes a review of the fidelity guarantee insurance cover, which is also reviewed again in March before the first precept payment is received in early April.

A job appraisal for the Clerk is carried out annually in the autumn.

The Parish Council appoints a lead Councillor for finance. Their brief is to understand and check the accounts in support of the Responsible Financial Officer and the Council. Routine random checks carried out by the lead Councillor for finance to ensure accounting records are being properly completed include:

- Evidence that original finance/audit documents are reviewed at Council meetings
- The cashbook is correctly written up and mathematically correct
- Cheque amounts agree with invoices
- Bank reconciliation is regularly undertaken
- Income due is received
- VAT returns have been completed
- Salary payments agree with Council approved amounts
- Financial statements produced for Council meetings agree with accounting records
- The budget is reviewed against actual spending regularly

February 2020

Review of effectiveness of Internal Audit for Kersey Parish Council March 2020

Meeting the Standards

Expected Standard	Evidence of Achievement	Yes or No	Additional comments or action to be taken
Scope of internal audit	<p>Terms of reference were (re)approved by full Council (give date).</p> <p>Scope of audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p> <p>Is the Council satisfied with what the internal audit work covers?</p> <p>Is any additional internal audit work required?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p>	13 May 2019 Minute ref 69/19
Independence	<p>Internal Auditor has direct access to those charged with governance.</p> <p>Reports are made in own name to the council.</p> <p>Does the Internal Auditor have any other role within the council?</p>	<p>Yes</p> <p>Yes</p> <p>No</p>	Reports received 7 May 2019 min ref 71/19 and 16 Oct 19 min ref 173/19. Reports tabled at Council meetings.
Competence	<p>Is the internal audit work carried out ethically, with integrity, objectivity and a good understanding of local council legislation and procedures?</p>	Yes	
Relationships	<p>Clerk/RFO and Internal audit are consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files).</p> <p>The responsibilities for Clerk/RFO and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (see risk assessments, job descriptions, terms of reference, Standing Orders and Financial Regulations).</p> <p>The responsibilities of council members for financial management are understood; training of members is carried out as necessary. (See Councillor training record).</p> <p><i>Note: It is the council as a whole that is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.</i></p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Correspondence 4 May 19 and 28 Feb 20
Audit Planning and reporting	<p>Does the internal audit plan take account of all the risks facing the council?</p> <p>The Internal Audit Plan has been approved by the council (give date).</p> <p>Internal Audit has reported in accordance with the plan (give date).</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	13 May 2019 Minute ref 69/19 As above (7/5/19 & 16/10/19)

Reviewed and adopted on: 2 March 2020

Minute reference 43/20

Kersey Parish Council Risk Management Policy

This policy forms part of the Parish Council’s internal control and corporate governance arrangements and explains the Parish Council’s underlying approach to risk management.

Approach to Risk Management

A risk is anything that can threaten or impact upon the assets, finances, people, operation or reputation of the Parish Council. Risk Management is the planned and systematic approach to the identification, analysis and control of all risks. Controls take the form of policies, procedures, audits and reports which together ensure an efficient and effective operation.

Kersey Parish Council manages risks at two levels:

1. A risk register is maintained to identify and control ‘Council Business’ risks.

2. Individual ‘Risk Assessments’ are completed for specific hazardous activities / locations and will be provided to all those engaged in relevant activities. These will include, but not be limited to:
 - a. Working in the Parish Council Office;
 - b. Litter Picking;
 - c. Mowing, strimming and hedge trimming;
 - d. Playground.

Risk Management Process

The risk management process should be continuous and consists of the following main elements:

- **Identify:** identify and document the risks.

- **Assess:** assess the severity of each identified risk by assessing the impact and likelihood using the ‘9 box grid’ methodology.

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		

- **Address:** prepare and implement controls to mitigate risks.

- **Review and Report:** review key risks and the effectiveness of their controls, and annually review the performance of the risk management system.

Kersey Parish Council

Risk Management Policy

Role of the Clerk

The role of the Clerk is as follows:

- To implement policies on risk management and internal control systems.
- To raise significant risks faced by the Parish Council for its consideration.
- To provide adequate information in a timely manner to the Parish Council on the status of risk and controls.
- To arrange for the internal auditor to undertake an internal audit and provide reports to the Parish Council. The internal auditor should check the minutes for any suggestion of unusual activity and evidence that risks are being identified and managed.

Annual Review of Effectiveness

The Parish Council will, annually:

- Review the previous year and examine the Parish Council's track record on effectiveness of risk management and internal control to assess if any changes need to be made.
- Consider the internal and external risk profile of the coming year, noting any new areas of risk, and consider whether current internal control arrangements are likely to be effective.
- Review the Risk Register to ensure it covers all the risks faced by the Parish Council and ensure that measures to avoid, reduce or control any risks identified are in place.

This Policy was adopted by Kersey Parish Council at a meeting on 2 March 2020

Minute reference: 44/20

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Precept	Not submitted	Severe	Unlikely	Medium	Full Minute – Clerk follow up	Agenda reminder in November and January
	Not paid by District Council	Severe	Unlikely	Medium	Confirm receipt	Check bank statements, report receipt to meeting
	Adequacy of precept	Moderate	Unlikely	Low	Consider all PC expenses when setting the budget and regular review of budget/actual	Agenda reminder (March, July, Sept & Nov)
Other Income	Cash handling	Moderate	Unlikely	Low	Cash handling is avoided, but where necessary appropriate controls are in place - Two people present when counting cash and a bank paying in slip completed. Cash carried discretely. Appropriate fidelity guarantee insurance cover in place	Fidelity guarantee insurance cover, agenda reminder in March
	Cash banking	Moderate	Unlikely	Low	Check bank statements. Complete regular bank reconciliations. Cash banked promptly. Cash carried to bank discretely	Councillor to verify & sign bank reconciliations at least quarterly. Councillors review cashbook at least quarterly
Grants received	Claims procedure	Negligible	Unlikely	Low	Clerk check as required	Diary reminder
	Non receipt of grant when due	Moderate	Unlikely	Low	Clerk check as required	Diary reminder
Bank Deposits	Surplus funds	Negligible	Unlikely	Low	Review levels	Bank balances reported to ordinary meetings for all Councillors to review
Salaries	Wrong salary/ hours/rate paid	Negligible	Unlikely	Low	Check salary to minute, check hours and rate to contract and up-to-date pay scales from SALC	Councillor to verify
	Employment status challenged	Negligible	Unlikely	Low	Verify correct action via the HMRC website and record information on payslip.	Clerk to check HMRC website in April
Direct Costs and overhead expenses	Goods not supplied to Council	Negligible	Unlikely	Low	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	Negligible	Unlikely	Low	Check arithmetic on invoices and perform regular bank reconciliations	Councillor to verify
	Cheque payable is excessive or to wrong party	Negligible	Unlikely	Low	Cheque signatories sign invoice, cheque and stub	Approval check

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Grants & support distributed	No power to pay or no evidence of agreement of Council to pay	Moderate	Unlikely	Low	Minute council agreement with the power used to authorise payment	Councillor to verify
	Conditions agreed	Negligible	Unlikely	Low	Agree and document any reasonable conditions	Clerk to check
Election Costs	Invoice at agreed rate	Negligible	Unlikely	Low	Clerk check and consider budget	Clerk to verify
VAT	VAT analysis	Negligible	Possible	Low	All items in cash book list	Clerk to verify
	Charged on purchases	Negligible	Unlikely	Low	Consider all items & check supplier VAT number is on invoice	Clerk to verify
	Claimed within time limits	Negligible	Possible	Low	Reclaim VAT annually after the end of the financial year	Clerk to confirm once VAT reclaim received
Reserves – General	Adequacy	Moderate	Unlikely	Low	Consider at budget setting meeting in November, confirm at year end. Should have between 6-12 months gross expenditure.	Clerk to check and report at year end.
Reserves - Earmarked	Adequacy	Moderate	Unlikely	Low	Consider at budget setting meeting and on review of final year end accounts	Clerk to check and report at year end.
Assets	Theft, Loss, Damage etc	Moderate	Possible	Medium	Annual inspection, review & update insurance & asset register annually. Assets insured with appropriate values. Moveable assets stored securely.	Agenda reminder to review annually in July
	Risk or damage to third party property or individuals	Severe	Possible	High	Review adequacy of Public Liability Insurance	Agenda reminder to review annually in July
Staff	Loss of Clerk	Moderate	Possible	Medium	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate including annual appraisal. Have a contract and job description. Have a contract and job description. For business continuity in the event of the Clerk leaving have a list of procedures/tasks	Councillor opinion, annual Clerk job appraisal in autumn. Procedures & annual tasks list (agenda templates) compiled
	Short term incapacitation of Clerk	Moderate	Possible	Medium	Make arrangements for appropriate cover. To ensure business continuity in the event of incapacitation of the Clerk have a list of procedures/tasks. Chair can access emails, documents, website and laptop.	Contact SALC when necessary. Procedures and tasks list compiled.
	Fraud by Clerk	Moderate	Unlikely	Low	Fidelity guarantee insurance cover value appropriate. Internal Control Systems in place	Council to review annually agenda reminder in March

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Council meetings	Loss of Chairperson	Moderate	Possible	Medium	Elect a vice chairperson	AGM agenda in May
	Village Hall unavailable for meetings	Negligible	Unlikely	Low	Kersey School could be used for meetings & are aware of possible need, confirmed Apr 18	Contact school if/when necessary
Loss	Consequential loss due to critical damage or third-party performance	Moderate	Unlikely	Low	Review adequacy of insurance cover	Agenda reminder to review insurance in July
Legal Powers	Illegal activity or payment	Moderate	Possible	Medium	Educate Council as to their legal powers. Produce a list of powers with the budget	Clerk and Councillors to attend training.
Financial Records	Inadequate records	Moderate	Unlikely	Low	Clerk to complete and check financial records regularly and internal audit review and review by lead Councillor for finance.	Agenda reminder to complete internal audit in September and April after the year end accounts are complete
	Loss of records	Moderate	Unlikely	Low	Clerk to backup documents regularly and keep an electronic copy at a different location or in 'cloud storage'	Clerk to verify annually
Minutes	Accurate and legal	Moderate	Unlikely	Low	Review and sign at following meeting	Agenda
	Long term storage	Negligible	Unlikely	Low	To archive old minute books and other important documents with the Suffolk Records Office	Consider annually
All documents, records and electronic data	Loss of records due to fire, flood or computer failure affecting efficient running of the Parish Council or loss of privacy for Data subjects	Severe	Unlikely	Medium	Keep records/documents in filing cabinet/shelves/desk not on the floor. Review adequacy of insurance cover. Keep regular back-up of electronic data and keep a back-up off site or in 'cloud storage'. Ensure personal data is securely stored to protect privacy and comply with GDPR. Password protection used.	Agenda reminder to review insurance cover in July. Carry out annual data retention audit and delete as necessary. Remind Councillors to store data securely and delete securely.
Data Protection	Non-compliance with the General Data Protection Regulations including loss of personal data	Moderate	Possible	Medium	The Parish Council to s comply with the GDPR legislation. Councillors trained to understand requirements. Regularly update the Data Audit taking necessary actions.	Clerk to report progress towards compliance to meetings. Clerk to organise Councillor training. Renew consent every 5 years.

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
The Transparency Code	Non-compliance with the Transparency Code. This code ensures members of the public have access to relevant Council information.	Moderate	Possible	Medium	The Clerk to upload the relevant information to the website after every meeting. Website to be reviewed at the end of the financial year to ensure relevant annual information is uploaded.	Clerk to update website after every meeting. Councillors to regularly check the website.
Members Interests	Conflict of interest	Moderate	Possible	Medium	Declarations of interest to be minuted, any conflict to be addressed as appropriate	Agenda & minutes
Volunteers and employees	Injury/ill health	Moderate	Possible	Medium	Ensure Employers Liability Insurance is in place. All volunteers are covered under the Parish Council insurance when they are acting under the instruction of the Parish Council and using Parish Council owned equipment. Risk assessments carried out for work to be done by volunteers and advice given as necessary. Make a list of volunteers and tasks allocated.	Agenda reminder to review insurance cover in July. Review risk assessments in March. Update volunteer register.
Parish Council Reputation	Damage or loss of reputation by Clerk	Moderate	Unlikely	Low	The Parish Council employs a competent Clerk who attends regular on-going training as necessary.	Clerk to attend relevant training.
	Damage or loss of reputation by Councillors	Moderate	Possible	Medium	Parish Councillors are all expected to attend initial training and then to attend on-going training as necessary.	Clerk to ensure new Councillors are booked to attend initial training and all Councillors receive information about further training opportunities.
	Perceived lack of relevance within community	Moderate	Possible	Medium	Regular Parish Council reports in the Kersey Newsletter. Encourage attendance at Annual Parish Assembly.	Publicise Annual Parish Assembly widely.
	Reviewed by Kersey Parish Council on 2 March 2020				Minute Reference: 45/20	

Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Broken glass or sharp objects	Volunteer Cuts & serious injury	Medium	Volunteers to remove using the litter picker or shovel and brush. Avoid any contact with sharp objects by hand and if possible, wrap before bagging. Only remove sharp objects if safe to do so.	Ensure volunteers have a litter picker.
Drug related litter, hypodermic needles, unknown liquids in containers, asbestos	Volunteer Cuts, serious injury, illness or infection	Low	Volunteers should not move any of these hazardous items. Note the location and contact Babergh District Council public realm to request safe removal by trained staff. If there is ANY doubt about the safety of an item leave it and let Babergh know. In the event of a puncture wound from a syringe or needle: *Do not suck the wound. *Squeeze it to make it bleed. *Rinse and dress the wound. *Go to A & E immediately for medical attention (within 2 hours is possible).	Ensure volunteers have Babergh contact details: Public.realm@babergh.midsuffolk.gov.uk
Manual Handling/ Heavy Items	Volunteer Muscle strain	Low	Only collect light weight items using a litter picker. Do not over fill bags. If there are heavy items note the location and report to public realm at Babergh for safe removal. The need for manual handling tasks kept to a minimum. Good manual handling techniques used when lifting and carrying – keep back straight, bend knees, keep object close and don't twist back.	
Dog faeces	Volunteer Ill health	Low	Wash contaminated equipment and hands as necessary.	Volunteers to wear gloves.
Vegetation and plants	Volunteer Infection, ill health, splinter, allergy, eye injury	Low	Use gloves and avoid reaching into hedges in such a way as to expose face, eyes, skin to scratches from thorns. If you can't reach an item safely, leave it. Be aware that blackthorn can cause wounds to go septic. Be aware of common poisonous plants such as giant hogweed and hemlock.	
Working near public highway or right of way	Volunteer/Public/ animals Injury/death due to collision	Low	Work facing on-coming traffic. Do not remove litter from a live carriageway. High visibility clothing worn. Work only carried out during daylight hours in good visibility. Be careful near dogs & livestock.	Volunteers to wear hi-visibility clothing.
Lone Working	Volunteer	Low	Work with another person if possible. Take a mobile telephone with you. Tell someone where you are going & when you expect to return.	

Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Environment Uneven surface, Extreme weather	Volunteer Slips, trips, falls Other injury	Low	Avoid working on steep slopes including ditches. If litter can't be safely reached with a litter picker, leave it. Don't step in long grass/vegetation where rabbit holes and obstacles are not visible. Work suspended in extreme weather conditions. Stop work in an electrical storm. Wear clothing appropriate for weather. Work only during daylight hours.	
Environmental risks Insects, ticks & snakes	Volunteers Stings and bites	Low	Do not disturb insect nests. Ticks can carry Lymes disease – cover exposed skin by wearing long sleeves and trousers. Check for ticks and remove carefully – seek medical advice. Be able to identify adders; keep away, seek medical advice in unlikely event of bite.	
Dead Animals	Volunteer Contamination by rotting corpse	Low	Do not attempt to remove. Note the location and report to Babergh public realm for safe removal.	
Lack of awareness of risks	Volunteer	Low	Guidance given at briefing and a copy of the risk assessment shared with volunteers. Under 18's to be accompanied by a parent or guardian. For group events an attendance register to be kept.	Volunteers to confirm receipt of the risk assessment. Keep attendance register.

Volunteers are advised to wear suitable footwear and clothing appropriate for the weather.

Volunteers to wear gloves (gardening or disposable) and a hi-visibility reflective waistcoat and use a litter picker.

Volunteers to observe personal hygiene after litter picking washing hands and if necessary, clothing.

Volunteers have a duty to themselves and the public to work safely. If there are ANY doubts about the safety of any material leave it and give the details of the item and its location to Babergh Public Realm Team public.realm@baberghmidsuffolk.gov.uk who will arrange safe removal.

Volunteers (aged 16 to 90) are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment. Volunteers may use their own equipment, which is suitable for the task, but damage to their equipment will not be covered by the Parish Council insurance.

Risk Assessment carried out by: Sarah Partridge and John Hume

on: 19 February 2020

Review of Risk Assessment to be carried out annually.

Kersey Parish Council Risk Assessment for Mowing, Strimming and Hedge Trimming (using hand held tool)

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Use of equipment Moving blades, Vibration, Noise, Hot engine, Sharp blades	Volunteer Cuts & serious injury Hearing damage Burns	Medium	All operatives to wear suitable protective clothing, ie stout or steel toe capped boots, ear defenders, visors, protective gloves, long sleeves and long trousers. Volunteers made aware of safe handling and use of tools and equipment, training offered where necessary. Tools carried below waist level, sharp points downwards. Equipment inspected by operative prior to each use. Equipment fitted with appropriate safety cut-off switches. Time period of actually using strimmer/trimmer limited to 1 hr prolonged use. Take care near hot engine parts. Ensure there is 5 metres space between volunteers using a swinging tool.	Remind operatives of precautions when issuing mowing rota. Volunteers to acknowledge they have received and read the risk assessment.
Inadequate Maintenance	Volunteer Injury	Low	Maintained in accordance with manufacturers' instructions, carried out by suitably qualified/competent person. Maintenance records retained. Equipment inspected by operative prior to each use.	Operatives to report damage or mechanical issues to be rectified.
Clearing blockages	Volunteer Cuts & serious injury	Low	Mowers/strimmers/trimmers fitted with safety cut off devices. Operatives to wear safety gloves/goggles. Equipment is switched off and safe before clearing blockage.	
Stones/glass thrown up	Volunteer/Public Cuts & wounds	Low	Operatives to check area for glass/stones before cutting grass and remove as necessary. Ensure no members of public are within 9 metres when using equipment.	
Manual Handling	Volunteer Muscle strain	Low	The need for manual handling tasks kept to a minimum. Assistance from others is sought were necessary. Good manual handling techniques used when lifting and carrying – keep back straight, bend knees, keep object close and don't twist back.	
Dog faeces disturbed by equipment	Volunteer Ill health	Low	Operatives instructed to check area for dog faeces before cutting grass and carefully remove as necessary. Wash contaminated equipment and hands as necessary.	Operatives to wear disposable gloves.
Vegetation and plants	Volunteer Infection, ill health, splinter, allergy, eye injury	Low	Use gloves and eye protection. Do not cut anything above 4m in height. Do not use cutting tools above your shoulder height. Ensure the area is clear of other volunteers when cutting taller vegetation. Be aware that blackthorn can cause wounds to go septic. Be aware of common poisonous plants such as giant hogweed and hemlock – if in doubt leave alone. Do not cut bracken the spores should not be breathed in; a respirator must be used when cutting bracken.	

Kersey Parish Council Risk Assessment for Mowing, Strimming and Hedge Trimming (using hand held tool)

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Working near public highway or right of way	Volunteer/Public/ animals Injury/death	Low	High visibility clothing worn. Work only carried out during daylight hours. Stop work if public are present. Do not leave tools/equipment unattended. Be careful near dogs & livestock – stop work if necessary to avoid spooking animals	
Refilling equipment with fuel mixture	Volunteer Fire/ Spillage/ Inhalation of fumes	Medium	Re-fuel when engine is cool in a well-ventilated area. No smoking observed. Fuel kept and transported in approved containers. Funnel or spout used for decanting the fuel. Caps replaced carefully after refill. Fuel stored away from ignition sources, in a cool, dark place. Mower/trimmer/trimmer stored and used away from ignition sources. Spilt fuel cleared immediately, cloth stored away from ignition sources before disposal Rubber gloves provided. Operative instructed to wash hands after completing job.	Remind operatives of precautions when issuing mowing rota.
Storing Petrol	Volunteer/Public Fire hazard/ Spillage/ Fume inhalation	Low	No smoking observed. Area is properly ventilated. Fuel kept and transported in approved containers. Appropriate safety signs e.g. ‘no smoking’ and ‘Petroleum Spirit’ ‘Highly Flammable’ in place. Overall security of the storage area assessed.	
Environment Uneven surface, Extreme weather	Volunteer Slips, trips, falls Other injury	Low	Operative to visually inspect work areas to minimise slip and trip hazards, removing any hazards as appropriate. Keep tools and equipment tidy. Work suspended in extreme weather conditions. Stop work in an electrical storm. Wear clothing appropriate for weather. Work only carried out during daylight hours.	
Environmental risks Ticks & snakes	Volunteers Bites	Low	Ticks can carry Lyme disease – cover exposed skin by wearing long sleeves and trousers. Check for ticks and remove carefully – seek medical advice. Be able to identify adders; keep away, seek medical advice in unlikely event of bite.	
Lone Working	Operative	Low	Work with another person if possible. Take a mobile telephone with you. Tell someone where you are going & when you expect to return.	

Volunteers (aged 16 to 90) are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment. Volunteers may use their own equipment, which is suitable for the task, but damage to their equipment will not be covered by the Parish Council insurance.

Risk Assessment carried out by: Sarah Partridge

on: 26 February 2020

Review of Risk Assessment to be carried out annually.

Kersey Parish Council Risk Assessment for the Parish Council Office

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Working in home office	Operative/Clerk Personal injury, trips and falls	Low	Cables not left trailing, all kept tidily out of the way. Documents and files stored neatly on shelves/desk or in filing cabinet. No items left on the floor creating trip hazards. Steps used to reach high shelves. Employers Liability Insurance in place	Council to review insurance in July
Use of office equipment ie computer, printer, photocopier	Operative/Clerk Electric shock Dust inhalation	Low	Equipment regularly inspected to check that it is good working order. The plugs and cables are checked to ensure they are secure and no wires are exposed. Ensure cables are not left trailing. Ensure all equipment is fully maintained as appropriate. Follow manufacturer's instructions when replacing toner and ink cartridges.	Remind operatives to check equipment regularly.
Use of office equipment ie computer, and screen/monitor	Operative/Clerk Back problems, repetitive strain, eye strain	Low	A suitable chair which can be adjusted to the appropriate height is used. Operative to take regular breaks to reduce the risk of repetitive strain and eye strain.	
Cash handling	The Parish Council through potential loss. Clerk and Volunteers Threat to personal safety, stealing, dishonesty	Low	Cash handling is avoided, but where necessary appropriate controls are in place. The Parish Council does not hold petty cash. No cash payments are made from cash received, all cash is banked intact. Cash receipts from fundraising events are counted by two people and the money prepared for banking and the paying in slip completed by two people. Cash is promptly banked and carried to the bank discretely. Appropriate fidelity guarantee insurance cover in place.	Council to review annually, agenda July
Payment of small/sundry expenses	Parish Council/ Clerk/Volunteers Fraud, stealing, dishonesty	Low	Small items of expenditure for Clerk's expenses or other small sundry items purchased as agreed in the budget or at a meeting which cannot be purchased with an invoice made out to the Parish Council for payment by cheque, should be purchased and a VAT receipt given to the Clerk. The payment will be authorised in the usual way, as for all payments, with 2 councillors signing the receipt, cheque and cheque stub. Repayment to individuals for expenses should be made on a regular basis.	

Kersey Parish Council Risk Assessment for the Parish Council Office

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
			All payments are made by cheque.	
Loss of Documents and Data	Parish Council Business continuity fire, flooding, computer failure, data subjects	Medium	Keep records/documents in filing cabinet/shelves/desk not on the floor. Review adequacy of insurance cover. Keep regular back-up of electronic data and keep a back-up off site or in 'cloud' storage. Ensure personal data is securely stored to protect privacy and comply with data protection legislation	Council to review insurance cover annually, agenda July
Lone Working	Clerk Personal safety	Low	When arranging to meet an unknown member of the public on Parish Council business, arrange to meet them while accompanied by a Councillor. Take a mobile phone, tell someone where you are going & when you expect to return.	
Manual Handling	Operative Muscle strain	Low	The need for manual handling tasks kept to a minimum. Assistance from others is sought were necessary.	
Use of contractors	Operative/Public Various injuries/death	Low	All contractors asked for Health & Safety policy All contractors asked to produce a Risk Assessment for the associated work activities. Contractor to have public liability insurance cover of at least £5 million. All work of contractors is monitored and recorded.	

Risk Assessment carried out by: Sarah Partridge

on: 26 February 2020

Review of Risk Assessment to be carried out annually.

Kersey Parish Council Playground Risk Assessment

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Defective Surfaces – Safety surfaces, Open grass	Volunteers/public Slips, trips, falls	Medium	Regular inspections for defects e.g. holes, mole hills, glass etc (recorded). Loose fill surfaces regularly levelled. Rubber matting checked to ensure edges are firmly held down. Rapid response to defect repairs. Warning signs erected as necessary Mossy areas cleared regularly Public Liability insurance in place	Remind volunteers to check when mowing. Also checked at quarterly inspections Council to review Insurance in July
Playground Equipment	Volunteers/public injury	Medium	Play equipment regularly inspected for damage/vandalism (recorded) Quarterly inspection carried out by competent person (recorded) Annual inspection carried out by RoSPA Defects repaired asap Dangerous equipment removed from use Fixing bolts/screws/welds regularly inspected	Remind volunteers to check when mowing. Also checked at quarterly inspections RoSPA inspection in Sept
Fencing	Volunteers/public Cuts	Low	Fences regularly inspected (recorded). Rapid response to defect reports. Fence removed if in dangerous condition and temporary one erected.	Remind volunteers to check when mowing. Also checked at quarterly inspections
Seating	Volunteers/public Injury	Low	Facilities regularly inspected (recorded). Defects repaired asap. Dangerous equipment removed from use. Facilities constructed of durable materials. Facilities secured to ground to minimise vandalism.	Remind volunteers to check when mowing. Also checked at quarterly inspections
Dog Fouling	Volunteers/public Infection/ill health	Low	‘NO Dogs’ signs erected. Bin provided and emptied regularly. Grass walked and fouling removed prior to grass cutting.	Remind volunteers to check when mowing. Also checked at quarterly inspections
Gates	Volunteers/public Entrapments	Low	Closures inspected regularly. Rapid response to defect reports	Remind volunteers to check when mowing. Also checked at quarterly inspections

Kersey Parish Council Playground Risk Assessment

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Bins	Volunteers/public Cuts, ill health	Low	Inspected regularly and repairs done as needed. Dangerous bins removed from use. Bin constructed of toughened material. Bins regularly emptied.	Remind volunteers to check when mowing. Also checked at quarterly inspections
Vegetation	Volunteers/public Poisoning, cuts	Low	Hazardous vegetation removed and/or cut well back.	Remind volunteers to check when mowing. Also checked at quarterly inspections
Mowing and strimming	Volunteers/public Various		SEE SEPARATE 'MOWING' RISK ASSESSMENT	

A RoSPA inspector visits the Playground every September to carry out a thorough safety inspection. Their report is kept by the Parish Council.

Quarterly inspections are carried out by a competent person using a thorough check list. This ensures that everything is checked. The quarterly inspections are looking for defects, faults, corrosion and wear as well as generally checking the whole playground for any problems or hazards. Quarterly inspection reports are kept in a file by the Parish Council.

Regular inspections are carried out by volunteers when they mow the playground, their inspections are recorded in a book kept with the mower near the playground.

Volunteers (aged 16 to 90) are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment.

Risk Assessment carried out by: Sarah Partridge
Review of Risk Assessment to be carried out annually.

on: 26 February 2020