

**GREAT CORNARD PARISH COUNCIL**

Minutes of the Meeting of the **POLICY & RESOURCES COMMITTEE**

held in The Stevenson Centre at 7:42pm on Monday 27th February 2023

**Present**  Councillors A C Bavington **Chairman**

 Mrs S Bowman K Graham

T J Keane S M Sheridan

 Mrs P White C G Wright

 Council Manager Mrs N Tamlyn

Council Administrator Miss E Skuce

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors M D Newman and T M Welsh.

Councillor Mrs Wilson did not attend the meeting.

1. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Councillor Bavington declared a non-pecuniary interest in any item relating to Thomas Gainsborough School as he volunteers at the School and a family member is employed by the Trust.

1. **DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE.**

1. **ITEMS BROUGHT FORWARD – FOR NOTING**

Members reviewed and **NOTED** the Items Brought Forward list.

The Chairman made a number of minor amendments to the Brought Forward List including the addition of the rearranged date for a meeting to take place with the Council’s solicitor to progress the Village Hall Lease, which had now been set for 6th March 2023. **NOTED.**

1. **TO CONSIDER BDC’S REQUEST FOR THREE ROAD NAMES FOR THE NEW DEVELOPMENT AT 182A BURES ROAD, GREAT CORNARD**

Members reviewed the request from Babergh District Council which had asked the Council to suggest approximately three road names to be considered for the new development at 182a Bures Road.

Members reviewed the Street Name List already agreed by the Council, together with a draft set of names yet to be considered **(see Appendix A).** Many of the names were discussed, including suggestions put forward by Councillor Newman and Councillor Mrs Baker, who is not a member of the Policy and Resources Committee.

The Chairman advised that Babergh District Council had produced a Street Naming and Numbering Policy which was yet to be considered by the Parish Council. The Policy excludes first and surnames which is different to the Parish Council’s policy but this shouldn’t necessarily be changed especially as the Council had not been consulted.

It was **AGREED** for the Council Manager to respond to Babergh District Council and suggest three names in the following priority order:-

1. MARY LEFTWICH
2. ALF EADY
3. DOUGLAS PICKFORD

**6. TO REVIEW THE ANNUAL GROUNDS MAINTENANCE CONTRACT WITH SUDBURY GARDEN SERVICES**

Members reviewed the grounds maintenance agreement with Sudbury Garden Services, which covers the Cemetery, St Andrew’s Churchyard and The Stevenson Centre and Stacey Ardley hedges and **NOTED** that since the contract had started in March 2021, there had been no price increases. The contractor has, for FY23/24, proposed an approximate increase of 10% on all charges which is in line with the current rate of inflation and had been factored into the Budget.

Members agreed to **RECOMMEND** to Full Council that it accepts the proposed charge increases for FY23/24 and to continue the agreement with Sudbury Garden Services at an approximate annual cost of £11,115.

1. **TO REVIEW THE COUNCIL’S RISK MANAGEMENT POLICY AND RISK ASSESSMENT SCHEDULE FOR FY22/23**

Members reviewed the Council’s Risk Management Policy and Risk Assessment Schedule for FY2022/2023 **(see Appendix B)**. The Council Manager explained that both documents had been updated and amended to include the recent Reinstatement Cost Assessments and the adoption of the Procurement Policy. **NOTED.**

Members agreed to **RECOMMEND** to Full Council that it accepts both documents in their entirety.

Following a discussion at the Art, Sports and Leisure Committee meeting this evening regarding the completion of the Allotment car park resurfacing, it was also **AGREED** that the Council Manager would check whether the Procurement Policy included protocol for handovers when large projects were completed. If it did not, then it would be amended accordingly and brought back to a future meeting of this Committee.

1. **FINANCIAL MATTERS**
2. **To approve the latest list of payments**

Members reviewed and **NOTED** the latest list of payments **(see Appendix C).**

**Meeting closed at 8:12pm**

**APPENDIX A**



**GREAT CORNARD PARISH COUNCIL**

**STREET NAME LIST – AGREED NAMES**

|  |  |
| --- | --- |
| **NAME** | **USED** |
| **Alf EADY -** Cornard born and bred – Old Cornardfamily. Parish councillor and District Councillor for many years | **Proposed -** **182a Bures Rd** |
| **Mary LEFTWICH -** Long Serving Head Teacher at Pot Kiln School  | **Proposed****182a Bures Rd** |
| **Jon COLLEER –** Head Teacher at Pot Kiln School |  |
| **Douglas PICKFORD –** First Head Teacher at Cornard Upper School | **Proposed** **182a Bures Rd** |
| **Philip ROBERTS –** Head Teacher at Wells Hall School |  |
| **Carmel BAVINGTON –** Assistant Head Teacher at Thomas Gainsborough School |  |
| **Christine WARD –** Girl Guide Leader in Great Cornard |  |
| **Stewart SHERIDAN –** Parish Council Chairman/Scout Leader in Great Cornard |  |
| **Ray CHAPLIN –** Great Cornard Town Land Charity |  |
| **Leslie BANNISTER –** Great Cornard Town Land Charity |  |
| **Joan LYNTON –** Great Cornard Town Land Charity |  |
| **Sylvia BYHAM –** Parish Councillor/District Councillor **(added November 2021)** |  |

**Last full review - October 2017**

**NAMES TO BE CONSIDERED FOR INCLUSION ON THE**

**GREAT CORNARD PARISH COUNCIL STREETNAME LIST**

|  |  |
| --- | --- |
| **CATEGORY**  | **USED** |
| **OLD CORNARD FAMILY NAMES** |
| Geoffrey BAKER |  |
| Robert BAKER |  |
| Christina (Tina) BAKER | Asked to be removed |
| **HEAD TEACHERS** |
| Michael FOLEY – Head Teacher at Great Cornard Upper School |  |
| Wayne LLOYD – Head Teacher at Thomas Gainsborough School |  |
| Jim CLEAVER – Head Teacher at Wells Hall Primary School (passed away 2021) |  |
| Robert (Bob) HEWETT – Head Teacher of Sudbury Secondary School and later Uplands Middle School |  |
| **PARISH COUNCIL CHAIRMAN / COUNCILLORS** |
| Raj NANDI – Parish Council Chairman |  |
| Peter K BEER – Parish Council Chairman/County and District Councillor |  |
| Mark NEWMAN – Parish Councillor/District Councillor |  |
| Humphrey TODD – Parish Council Chairman/District Councillor |  |
| Pamela WHITE – Parish Council Chairman |  |
| Neil MACMASTER – Parish Councillor/District Councillor |  |
| Wil GIBSON – Parish Councillor/County Councillor |  |
| Maureen NANDI – Parish Councillor/Support Worker |  |
| Jo TREACY – Parish Councillor/GCUS Caretaker |  |
| **GREAT CORNARD CHURCH LEADERS** |
| Chris RAMSEY – St Andrew’s Church Vicar |  |
| David ROUT – Elder at Cornard Christian Fellowship/Local Builder |  |
| **PROMINENT COMMUNITY ROLES** |
| Manuel ANDRES – Community Officer |  |
| **GREAT CORNARD WAR MEMORIAL – WWI** |
| Rifleman John Henry ALLEN |  |
| Private Arthur BAREHAM |  |
| Private Percy BAREHAM |  |
| Private Edgar BRUCE |  |
| Private William BRUCE |  |
| Private Arthur Harold CANT |  |
| Private Frederick William CARTER |  |
| Company Sergeant Major James CARTER |  |
| Private David James CHAPLIN |  |
| Private George Stanley FARROW |  |
| Private William FARROW |  |
| Private Ernest Harold FOSTER |  |
| Company Sergeant Major Walter Thomas GARDINER |  |
| Private Robert Cecil HOCKLEY |  |
| Company Sergeant Major Wilfred Samuel HUNT |  |
| Sergeant Stanley KING |  |
| Lance Corporal William Charles LEE |  |
| Gunner George LINCOLN |  |
| Sergeant Robert MANSFIELD |  |
| Private Stanley Percy NUNN |  |
| Lance Corporal Percy Albert OUTING |  |
| Lance Corporal Robert William PARMENTER |  |
| Private Henry William PARTRIDGE |  |
| Private Alan Frank PEARSON |  |
| Private Frederick Charles PEARSON |  |
| Private William Henry PEARSON |  |
| Sergeant Ernest PILGRIM |  |
| Private Frederick PILGRIM |  |
| Private Sidney James SARGENT |  |
| Private Peniston Thomas Henry WOOLLEY |  |
| Private Russell William WORDLEY |  |
| **NAMES NOT RECORDED ON WAR MEMORIAL (WWI)** |
| Corporal Horace Bernard BELSHAM |  |
| Chief Stoker Walter Abraham FENSOME |  |
| Lieutenant Denzil Mitford H. HENRIZ-SMITH |  |
| Able Seaman Harry MUMFORD |  |
| **GREAT CORNARD WAR MEMORIAL – WWII** |
| Private Ernest Alfred BELL |  |
| Reginald Ernest DRURY (Home Guard) |  |
| Maxine Thomas Frederick HARRINGTON |  |
| Private Frederick Louis MINNS |  |
| Able Seaman Joseph John MOORE |  |
| Flight Lieutenant Walter Francis NEWELL |  |
| Flight Sergeant David Robert NEWMAN |  |
| Gunner Frank POLLEN |  |
| Corporal Leonard Arthur PORFLEET |  |
| Lance Corporal Donald Herbert THEOBALD |  |
| **NAMES NOT RECORDED ON WAR MEMORIAL (WWII)** |
| Guardsman Conrad Marshall BRIGHTON |  |
| Sergeant Robert Mitchell CUTTING |  |
| **FEATURED IN CORNARD NEWS UNDER ‘CORNARD PEOPLE’** |  |
| **NAME** | **ISSUE OF CORNARD NEWS** |  |
| Roger BURDEN | Summer 2004 (issue 18) |  |
| Brenda POWELL | Autumn 2004 (issue 19) |  |
| Stuart HUME | Winter 2004 (issue 20) – British Legion |  |
| Laurie BURROUGHS | Spring 2005 (issue 21) |  |
| Gerald BROWNE | Winter 2005 (issue 24) |  |
| Richard FOX | Summer 2006 (issue 26) |  |
| Audrey WOOD | Winter 2006 (issue 28) |  |
| Fred BLOYS | Summer 2007 (issue 30) |  |
| Mike MARSH | Autumn 2007 (issue 31) |  |
| Joy WEAVERS | Winter 2007 (issue 32) |  |
| Margaret MILLS | Summer 2008 (issue 34) |  |
| Bill NORFOLK | Winter 2008 (issue 36) |  |
| Lesley FORD-PLATT | Spring 2009 (issue 37) |  |
| Len FISHER | Autumn 2010 (issue 43) – Founder member of GC Labour Party |  |
| Tina WHITING & Ann ROSS | Winter 2010 (issue 44) |  |
| Jacqueline JOUET | Summer 2011 (issue 46) |  |
| Penny THEWLIS | Autumn 2011 (issue 47) |  |
| Michael HOWARD | Winter 2011 (issue 48) |  |
| Colin SMITH | Spring 2012 (issue 49) |  |
| Colin BARNES | Summer 2012 (issue 50) |  |
| Kenneth George SANSUM | Autumn 2012 (issue 51) |  |
| Bob and Wendy HEDLEY | Winter 2013 (issue 56) |  |
| Molly KIRBY | Summer 2014 (issue 58) |  |
| Charlie HAYLOCK | Autumn 2014 (issue 59) |  |
| Kelly Jane EASTING | Summer 2015 (issue 62) |  |
| Nancy COLE | Autumn 2015 (issue 63) |  |
| Eileen LOUGH | Winter 2015 (issue 64) |  |
| Tony LUDLOW | Autumn 2016 (issue 67) |  |
| Vera BURRELL | Spring 2017 (issue 69) |  |
| Shirley SWALLOW | Autumn 2014 (issue 71) |  |
| Robert BAKER | Summer 2019 (issue 78) |  |
| Hilda DURRANT | Winter 2019 (issue 80) |  |
| **OTHERS** |
| Keith MARTIN – Resident and Local Builder |  |
| Steve THOMSON – Chairman of Cornard Bowls Club |  |
| Robin WEAVER – Chairman of Cornard & Chilton Horticultural Society |  |
| Sylvie THOMAS – Knitting Group (Queen Mother’s Guild) / Cornard News team |  |
| Elizabeth STEWART – St Andrew’s Church Lunch ClubIris KING – St Andrew’s Church Lunch ClubSam BEADLE – St Andrew’s Church Lunch Club |  |
| Sabby PETTIT – Phoenix Marchers |  |
| Canel MCLEISH – Phoenix Marchers |  |

**APPENDIX B**

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**GREAT CORNARD PARISH COUNCIL**

 The Stevenson Centre

 Stevenson Approach

 Great Cornard CO10 0WD

 01787 373212

 e-mail: councilmanager@greatcornardpc.co.uk

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| **GREAT CORNARD PARISH COUNCIL****RISK MANAGEMENT POLICY AND****RISK ASSESSMENT SCHEDULE** **2022-2023****Reviewed and Adopted by the Full Council** **March 2023** |

**GREAT CORNARD PARISH COUNCIL (GCPC)**

**RISK MANAGEMENT POLICY**

Great Cornard Parish Council is committed to identifying and managing risks using the following procedures, and to ensuring that risks are maintained at an acceptable level. Any action that is felt necessary will be taken by Great Cornard Parish Council.

The Manager will review risks on a regular basis, including any newly identified risks, and will report to the Policies & Resources Committee. The review will include identification of any unacceptable levels of risk.

The Local Councils’ Governance and Accountability Guidance makes the following observations regarding risk management.

1. Risk management is not just about financial management: it is about setting objectives and achieving them in order to deliver high quality public services.
2. The new approach places emphasis on local councils strengthening their own corporate governance arrangements, improving their stewardship of public funds and providing assurance to taxpayers.

It goes on to make the point that Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. Members should, therefore: -

 a. take steps to identify key risks facing the Council

b. evaluate the potential consequences to the Council if an event identified as a risk takes place

1. decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

To identify the risks facing a council, the Guidance recommends beginning by grouping the three main types of decisions that have to be taken into the following areas:

1. Areas where there may be scope to use insurance to help manage risk

(ii) Areas where there may be scope to work with others to help manage risk

(iii) Areas where there may be need for self-managed risk.

All sections take into consideration the Council’s responsibility as Trustees and Sole Managing Trustee of:

Village Hall, Charity Number 304889

Olivers Sports Ground, Charity Number 304888

Crampthorns Playing Field, Charity Number 304887

The Stevenson Centre, Charity Number 1067925. Section 4 refers to the management of The Stevenson Centre.

**COVID-19**

The Parish Council will continue to monitor the data and Government Guidelines on Covid-19 and act upon any necessary changes.

**SECTION 1**

 **AREAS WHERE THERE MAY BE SCOPE TO USE INSURANCE TO HELP MANAGE RISK**

*1A RISK IDENTIFICATIONS*

**a Protection of physical assets e.g. buildings, furniture, equipment and regalia**

All physical assets are insured with Zurich Municipal Insurance under Policy: YLL-272003-6743.

In October 2019 the Parish Council adopted a Risk Schedule which details the Council’s assets and responsibilities and timetable of inspections.

**b Risk of damage to third party property or individuals as a result of the Council providing services or amenities to the public**

GCPC has a Public Liability Insurance of £10,000,000. It also has Personal Accident Liability cover for employees, members and volunteers under the above policy.

**c Risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)**

 Included in insurance policy cover

**d Loss of cash through theft or dishonesty (fidelity guarantee)**

The Council has Fidelity Guarantee cover up to £500,000 for all Members and employees. Large unexpected withdrawals invite a telephone check from the bank.

**e Legal liability as a consequence of asset ownership (public liability)**

See (b) above

f **Business Interruption Cover**

In April 2019 the Parish Council entered into a new 5 Year Agreement with Zurich Municipal Insurance which includes business interruption cover.

Following the outbreak of the COVID-19 pandemic, Zurich confirmed that its business interruption cover did not provide cover in relation to the COVID-19 pandemic.

*1B**INTERNAL CONTROLS*

**a Maintain an up-to-date register of Assets and investments**

 An Asset Register is compiled annually by the Responsible Financial Officer and presented to Council with the Annual Accounts each year.

 An Asset Register for The Stevenson Centre Charity has been maintained

 separately since October 2018.

 Charity buildings and land and any associated capital items are recorded on the Council’s Asset Register in a way that could easily identify it as belonging to the Charity. The value of these Charity items are not shown in the Council’s annual return. They are, however, included in the insurance schedule.

**b Regular maintenance for physical assets**

All Council and The Stevenson Centre staff undertake regular inspections of the facilities. Maintenance of buildings, sites and equipment is undertaken on a responsive basis, in addition to budgeted Capital Projects for major refurbishment. Playground equipment is checked daily by the Community Wardens and an annual safety inspection is carried out by Zurich.

**c Annual Review of risk and the adequacy of insurance cover**

The Responsible Financial Officer reviews the insurance cover annually, makes recommendations to the Policies and Resources (P&R) Committee and updates cover as required.

*In October 2022, the Parish Council instructed Harcourt-Powell Chartered Surveyors to carry out an Reinstatement Cost Assessment for buildings insurance purposes. All Council owned buildings were inspected and an assessment of the re-building cost included in the Report.*

*The Report was submitted to Zurich Municipal on 10th January 2023 and the Council’s Insurance Policy was updated with the new reinstatement costs.*

**d Ensuring robustness of insurance providers**

Following a review of the Council’s insurance provision, the Parish Council entered into a new 5 Year Insurance in April 2019 with Zurich Municipal.

 The Parish Council is confident that Zurich Municipal Insurance cover is sufficiently robust.

Zurich Municipal is endorsed by the National Association of Local Councils.

1C *INTERNAL AUDIT ASSURANCE*

**a Review of internal controls in place and their documentation**

Internal controls are reviewed as necessary by the Manager and Internal Auditor. Recommendations from the Manager and Internal Auditor are submitted to Council through its P&R Committee.

**b Review of management arrangements regarding insurance cover**

This forms part of the Manager’s review at time of annual renewal.

**c Testing of specific internal controls and reporting findings to management**

This is undertaken as part of the audit process. Internal Auditor reports are presented to the Policies & Resources Committee and minuted accordingly.

**SECTION 2**

 **AREAS WHERE THERE MAY BE SCOPE TO WORK WITH OTHERS TO HELP MANAGE RISK**

*2A RISK IDENTIFICATION*

**a Security for vulnerable buildings, amenities or equipment**

The Stevenson Centre employs a Caretaker and two daily Cleaners who, as well as the Council Officers, ensure the building is secure. In the event of any breaches of security, appropriate measures are taken as soon as practicable to re-secure the property.

In October 2019 the Parish Council adopted a Lone Worker Policy for all staff employed by the Parish Council and The Stevenson Centre Charity.

Up to date CCTV systems are installed at The Stevenson Centre, Cornard United Clubhouse and Cornard Dynamos Pavilion.

**b Maintenance for vulnerable buildings, amenities or equipment**

 All premises are maintained within the approved budget unless the Contingency Budget has to be used for emergency measures. In-house maintenance is undertaken where possible and contractors used as needed, with quotations received in advance where required by the Council’s Standing Orders.

 A major project to extend and refurbish The Stevenson Centre was completed in 2018 and included the installation of a comprehensive CCTV system which is serviced annually. A programme of inspections/maintenance is included in the Risk Schedule.

In July 2021 the Parish Council carried out major refurbishment works to the Blackhouse Lane Pavilion which included the installation of a state of the art CCTV system. A programme of inspection/service agreements is included in the Risk Control and Assessment Schedule.

**C The provision of services being carried out under agency/partnership agreements with principal authority**

 ***Babergh District Council is a Best Value Principal Authority***

* Babergh District Council – Bin Emptying Contract
* Suffolk County Council – Street Light Contract

**d Banking Services**

Reviewed annually by the Council Manager. Orders for payment are in accordance with the Council’s Standing Orders and Financial Regulations.

**e Professional services, contractors etc**.

The Council endeavours to ensure that wherever possible it has the opportunity to select (from several) the provider of any professional service it requires, including BDC & SCC’s list of approved contractors (if available). Any professionals whose services it uses are well established and often selected on recommendation.

 *In December 2021 the Parish Council adopted a Procurement Policy which details a transparent procurement process in accordance with its Financial Regulations and Standing Orders for Procurement.*

*2B INTERNAL CONTROLS*

**a Standing Orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment**

The Council has Standing Orders that govern the awarding of contracts. These were last reviewed in December 2021 *and refers to the Council’s Procurement Policy which was adopted in December 2021.*

**b Review of contracts**

Contracts are reviewed by the Manager and subsequently by the Council as part of its budget process.

**c Clear statements of management responsibility for each service**

 Under Standing Orders the Council’s Committees have no delegated

 management responsibility for expenditure. Recommendations are made to

 Full Council as appropriate. Powers of expenditure may be delegated to the

 Policies and Resources Committee in relation to specific projects.

**d Regular scrutiny of performance against targets**

A statement of performance against budget (Financial Management Report) is considered bi-monthly by the Council’s Policies and Resources Committee.

**e Arrangements to detect and deter fraud and/or corruption.**

 Invoices are subjected to scrutiny by both the Manager and the Bank account signatories, who are Councillors.

**f Regular bank reconciliations, independently reviewed**

Bank statements are received weekly and are seen by the Manager.

A reconciliation with the Council’s computer accounting system is carried out monthly and checked by the Internal Control Member quarterly.

*2C INTERNAL AUDIT ASSURANCE*

**a Review of internal controls in place and their documentation**

 Internal controls are reviewed as necessary by the Manager and Internal Control Member. Recommendations from the Manager and Internal Control Member are submitted to Council through its P&R Committee.

A Councillor is appointed by the Council to be the Internal Control Member and regularly reviews internal control measures.

**b Review of Minutes to ensure legal powers are available and the basis of the powers recorded and correctly applied**

The Manager undertakes to ensure that the Council does not act ‘Ultra Vires’ when a decision is taken. It is recorded if the Council decides against the Manager’s advice. Where appropriate, legal powers bestowed on the Council will be recorded in the Minutes against decisions taken. The minutes of meetings are also reviewed during the audit process.

**c Review and testing of arrangements to prevent and detect fraud and corruption**

The use of Standing Orders, internal controls and consideration by the Council are all methods which contribute to prevent and deter fraud and corruption.

**d Review of adequacy of insurance cover provided by suppliers**

Any contractors working for GCPC are asked for proof of insurance cover and a Risk Assessment which covers the instructed works.

**e Testing of specific internal controls and report findings to management**

This is undertaken as part of the audit process. Reports are presented to the P&R Committee and minuted accordingly. The Internal Control Member has been appointed by the Council to regularly review internal control.

**SECTION 3**

 **AREAS WHERE THERE MAY BE A NEED TO SELF-MANAGE RISK**

*3A RISK IDENTIFICATION*

**a Keeping proper financial records in accordance with statutory requirements**

Financial records kept in accordance with the statutory requirements fall within the responsibility of the P&R Committee and are reviewed as part of the Audit process.

**b**  **Ensuring all business activities are within legal powers applicable to Parish Councils**

See Section 2 Internal Audit Assurance (b).

**c** **Complying with restrictions on borrowing**

The Manager is responsible for ensuring that all Council borrowing receives the necessary sanction.

**d Ensuring that all requirements are met under employment law and Inland Revenue regulations**

 Inland Revenue calculations are made by the Manager and subject to the Audit process. Salary forecasts are undertaken as part of the budget setting process and incremental increases are approved by the Council. Independent legal advice is taken as necessary.

**e Ensuring all requirements are met under Customs and Excise Regulations (especially VAT)**

 All such requirements are met by the Manager and the Internal Audit process.

**f Ensuring the adequacy of the annual precept within sound budgeting arrangements**

An annual budget is prepared in accordance with the Council’s Standing Orders and approved by Full Council at its January Estimates meeting.

The annual budget for The Stevenson Centre is agreed in January and any grant support required by the Charity is taken into consideration as part of the Budget process.

Due to the cost of inflation and the rising cost of goods, services and energy,

both the Council and The Stevenson Centre’s finances continue to be

uncertain and the Council continues to adopt a prudent approach to its

finances.

**g Monitoring of performance against agreed standards under partnership agreements**

See Section 2 Internal Controls.

**h Ensuring the proper use of funds granted to local community bodies under specific powers or Section 137**

Grant applications are considered by the Full Council. Section 137 grants are listed separately in the annual accounts.

**i Proper, timely and accurate reporting of the Council business in the Minutes**

Council Minutes are prepared by the Council officers. They are distributed to Members marked ‘DRAFT’ in advance of the subsequent meeting, verified as a correct record as the first business of that meeting and signed at the meeting. Failure to do so is recorded. Actions and resolutions from Committee Minutes are adopted at the next Full Council meeting. Committee Minutes are approved at the next Full Council meeting.

**j Responding to electors wishing to exercise their rights of inspection**

The right of inspection by electors is adhered to in accordance with current legislation. In accordance with the Freedom of Information Act, all relevant documents are available on demand (during office hours) or by post, and in addition, meeting schedules and Minutes will be available on the Council’s website. A schedule of charges will apply.

**k Meeting the laid down timetables when responding to consultation invitations**

Every effort is made to meet specified timetables when responding to consultation invitations.

**l Proper document control**

Paperwork is retained in accordance with national guidelines and is available for viewing during office hours.

**m Register of Members’ interests and gifts and hospitality in place, complete, accurate and up to date**

The Members’ Register of Interests is held by Babergh District Council and hardcopy is kept by the Council Manager. To the best of the Manager’s knowledge these are accurate and up-to-date. It is the responsibility of Members to notify the Manager of changes.

*3B INTERNAL CONTROLS*

**a Regular scrutiny of financial records and proper arrangements for the approval of expenditure**

Comprehensive measures are in place for the internal and external approval of expenditure.

**b Recording in the Minutes the precise powers under which expenditure is being approved**

See Section 2 Internal Audit Assurance (b).

**c Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the Council, systems of updating records for any changes in relevant legislation**

Inland Revenue returns are duly completed by the Manager on an annual basis. Salaries are calculated by the Manager and checked during internal audit. Staffing issues are referred to HR Committee.

**d Regular returns of VAT**

The Manager as RFO is responsible for VAT returns and submitting to HMRC quarterly.

**e System of performance management**

 The Council Manager’s performance is monitored by the Council’s HR Committee and in the case of other staff, by the Manager.

**f Procedures for dealing with and monitoring grants, or loans, made or received**

 See Section 3. Risk Identification (h).

**g Minutes properly numbered and paginated with a master copy kept in safekeeping**

All Council and Committee Minutes are correctly numbered and page numbered. These are loose leaf and signed copies are sent to Suffolk Records Office at appropriate intervals. Further copies are retained in the Council Offices.

**h Documented procedures to deal with enquiries from the public**

 Calls and letters are dealt with as soon as practicable unless referred to Council or Committee. In such cases acknowledgement of enquiry is made.

**i Documented procedures to deal with responses to consultation requests**

Consultation requests are referred to Council or to the appropriate Committee. They may be further delegated to a working group. The course of action taken is minuted. Copies of responses are available to all Members on request.

**j Documented procedures for document receipt, circulation, response, handling and filing**

The Manager receives and distributes all mail. All relevant mail is listed with Council or a Committee for consideration or for information. Mail for action by administration staff is dealt with accordingly and filed when actions are completed.

**k Procedures in place for recording and monitoring members’ interest and gifts and hospitality received**

See Section 3. Risk Identification (m).

**l Adoption of Codes of Conduct for members and employees**

*The Council adopted the Councillor Code of Conduct on 23rd May 2022.*

The Council adopted a Protocol Governing Staff/Member Relations as well as an Anti-Harassment & Bullying Policy and Grievance and Disciplinary Procedures.

*3C INTERNAL AUDIT ASSURANCE*

**a Review of internal controls in place and their documentation**

Internal controls are reviewed as necessary by the Manager and Internal Control Member. Recommendations from the Manager and Internal Control Member are submitted to Council through its P&R Committee.

**b Review of Minutes to ensure legal powers in place, recorded and correctly applied**

 See Section 2 Internal Audit Assurance.

**c Testing of income and expenditure from Minutes to Quickbooks accounts package, from bank statements to Quickbooks, from Minutes to statements etc.**

The testing of these procedures forms part of the internal controls currently in place. The system is also tested during the audit process.

**d Review and testing of arrangements to prevent and detect fraud and corruption**

See Section 3. Internal Audit Assurances (c).

**e Testing of specific internal controls and reporting findings to management**

 Where appropriate, the results of such testing as part of the internal controls will be reported to the appropriate Committee or Council. Similar reporting to Council will be made as part of the internal audit.

**f Computer data safety**

 All necessary procedures and documents are computerised and all relevant areas of both office computers are backed up. The Parish Council uses the services of 3IT Limited to provide a Hosted Exchange, Antivirus Protection and Cloud backup.

**g Valuable documents**

All valuable documents, Deeds etc. are held by the Council’s solicitors.

**Section 4**

**THE STEVENSON CENTRE CHARITY**

The Parish Council is the Sole Managing Trustee of The Stevenson Centre Charity and is responsible for the day-to-day management of The Stevenson Centre. The Parish Council acts as one single corporate trustee (the Parish Council) and as such, individual Parish Councillors are not Trustees of the Charity; instead the Council as a corporate body act properly as a Charity Trustee.

**a Meetings**

Meetings as Charity Trustees are governed by the same Standing Orders that are adopted by the Council. Meetings should have separate Agendas (with the same notice periods as for other Council meetings) and Minutes.

The meetings of The Stevenson Centre are not public meetings and are held in private. There is a requirement for the Trustees to submit a report at the Annual Parish Meeting.

**b Banking**

A separate bank account for the Charity is required as the Charity receives income from its activities.

The Charity has adopted the same practices as set out in the Council’s Financial Regulations (e.g. Bank signatories).

**c Accounts**

The Stevenson Centre’s accounts are administered by the Council Manager as RFO.

The Charity instructs the services of Lambert Chapman LLP to prepare the annual accounts for approval and submission to the Charity Commission.

**d Charity Commission Returns**

The Charity Commission requires all charities with a gross income over £25k to produce and submit a Trustees Annual report. The Stevenson Centre’s Trustees Annual report is approved by the Parish Council whilst acting as Trustees and signed by both the Trustee Chairman and Lambert Chapman LLP.

The Charity Commission also requires charities to complete an Annual Return if the income exceeds £10k. The Update provides simple administrative information about the Charity. The Update should be completed by the Manager and submitted online.

**e Insurance**

There is no need for the Parish Council to have separate insurance cover in place for the Stevenson Centre and capital items owned by the Charity or for insurance cover (e.g. Public Liability Insurance), so long as the Parish Council’s insurance policy provides suitable and adequate cover. The Parish Council has an insurable interest in the property. The Stevenson Centre’s portion of the Parish Council’s premium is paid for by the Charity.

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**GREAT CORNARD PARISH COUNCIL**

**THE STEVENSON CENTRE CHARITY**

**RISK ASSESSMENT SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **FREQUENCY** | **LAST REVIEWED** | **DUE DATE** | **COMMENTS/ACTIONS** |
| **INSURANCE – INCLUDING:-** |
| * Public & Employers Liability
* Money & Fidelity Guarantee
* Personal Accident
* War Memorial
 | Annually | March 22 | March 23 | Zurich 5yr agreement |
| **BUILDINGS COVER FOR PARISH OWNED PROPERTY/COMMUNITY ASSETS** |
| * Blackhouse Lane Pavilion
* Cemetery & Buildings
* The Stevenson Centre
* Cornard United Clubhouse
* Village Hall
 | Annually | March 22 | March 23 | Zurich 5yr agreement |
| **PUBLIC LIABILITY – PUBLIC OPEN SPACE** |
| Crampthorns Playing Field (Bowls Club – grounds only) | Annually | March 22 | March 23 | Zurich 5yr agreement (under public liability) |
| Oliver Sports Ground (Recreation Ground) | Annually | March 22 | March 23 | Zurich 5yr agreement (under public liability) |
| * St Andrew’s Churchyard (closed)
* Country Park
* Village Green
* Shawlands Local Nature Reserve
* Great Cornard Cemetery
* Allotments
 | Annually | March 22 | March 23 | Zurich 5yr agreement (under public liability) |
| **REINSTATEMENT COST ASSESSMENT FOR BUILDING PURPOSES** |
| Reinstatement Cost Assessment on all Council owned property | 5 yearly | Dec 22 | Dec 27 |  |
| **BUILDING REGULATIONS/CERTIFICATES** |
| **Blackhouse Lane Pavilion** |
| Asbestos |  | June 21 |  | Part of renovation works  |
| Legionella Assessment and checks | 5 yearlyMonthly  | June 21 | June 26 | Regular Checks -Tenant |
| Electrical Safety Check | 5 yearly | Nov 22 | Nov 27 |  |
| Gas | NONE |  |  |  |
| Fire Extinguishers | Annually | Dec 22 | Dec 23 | Tenant responsibility |
| Fire Risk Assessment |  |  |  | Requested copy - O/S |
| CCTV | 6 monthly | Aug 22 | Feb 23 | 1yr serv agreement - STC |
| Automatic Toilet Doors | 6 monthly | Jan 23 | July 23 | 1yr serv agreement - Healthmatic |
| **Cornard United Clubhouse** |
| Asbestos |  | Feb 20 |  | No asbestos found |
| Legionella Assessment and checks  | 5 yearly Monthly  | July 22 | July 27 | Regular checks - Tenant |
| Electrical Safety Check | 5 yearly | Sept 20 | Sept 25 |  |
| Gas | NONE |  |  |  |
| Fire Extinguishers | Annually | Dec 22 | Dec 23 | Tenant responsibility |
| Fire Risk Assessment |  |  |  | Requested copy - O/S |
| **Great Cornard Cemetery and Buildings** |
| Asbestos |  | Aug 03 |  |  |
| Electrical Safety Check | 5 yearly | Oct 19 | Oct 24 |  |
| **The Stevenson Centre** |
| Asbestos |  | June 18 |  | Part of renovation works |
| Legionella Assessment and checks  | 5 Yearly Monthly  | Nov 21 | Nov 26 | Reg Check – SC caretaker |
| Electrical Safety Check | 5 yearly | Sept 18 | Sept 23 |  |
| Gas (Heaters & boiler) | Annually | Jan 23 | Jan 24 | Serviced by Lindsey Grp |
| PAT Testing | 2 yearly | Sept 21 | Sept 23 |  |
| Fire Alarm | Quarterly |  |  | Serv agreement – TP Fire |
| Fire Risk Assessment | 5 yearly | Dec 21 | Dec 26 | Annually/5 yearly |
| Fire Extinguishers | Annually | Dec 22 | Dec 23 |  |
| Staff Fire Training |  | May 22 |  |  |
| CCTV  | Annually | Oct 22 | Oct 23 | 1yr Serv agreement - STC |
| Defibrillator | Monthly |  |  | Staff monthly check |
| Automatic Doors | 6 monthly | Dec 22 | July 23 | 1 yr Serv agreement - GEZE |
| Staff First Aid Training  |  | Nov 21 | Nov23 | Refresher bi-annually |
| **Village Hall** |
| Asbestos |  | Aug 03 |  |  |
| Legionella Assessment and checks | 5 yearlyMonthly  | Oct 17 | Oct 22 | To be put in hand Regular checks - Tenants |
| Electrical Safety Check | 5 yearly | Sept 19 | Sept 24 |  |
| Gas | Annually | March 22 | March 23 | Tenant Reimbursement  |
| Fire Extinguishers | Annually | Dec 22 | Dec 23 | Tenant responsibility |
| Fire Risk Assessment |  |  |  | Requested copy - O/S |
| Defibrillator | Monthly |  |  | GCPC staff monthly check |
| **Inspection of Playground Equipment by Qualified Inspector** |
| * Recreation Ground Play Area
* Adult Exercise Area
* Hedgerows Play Area
* Country Park Assault Course
 | Annually  | June 22June 22June 22March 22 | June 23June 23June 23March 23 | Inspections carried out by Zurich Municipal  |
| Inspection of playground equipment by Parish Council and Community Wardens | Weekly |  |  | Visual inspections carried out weekly and issues detected reported to the Council Manager immediately |
| **OTHER INSPECTIONS/MAINTENANCE** |
| **Trees** |
| Tree maintenance | Every 1-2 years | Oct 22 | Oct 23 | CM/Chair of AS&L - ongoing and subject to outcome of tree inspections |
| Tree Safety Policy | 4 yearly | Sept 19 | Sept 23 |  |
| Inspections carried out:-* Recreation Ground
* Cemetery
* Churchyard
* Stacey Ardley
* Hedgerows
* Village Hall
* Allotments
* Country Park\*
* Shawlands Local Nature Reserve\*
 |  | Aug 22 | Aug 23 | All inspections carried out by Evergreen Landscapes & Fencing (formerly Eastern Landscapes & Fencing) with the exception of the Country Park & Shawlands LNR which is undertaken by \*Sudbury Common Lands Charity |
| **St Andrews Church Clock** |
| Servicing | Annually | Feb 22 | Feb 23 | 3yr serv agreement - Smith of Derby |
| Regulation | Monthly |  |  | Undertaken by B Smith – volunteer |
| **STANDING ORDERS** |  |  |  |  |
| Standing Orders | Ongoing | Dec 21 | Dec 25 | Under review |
| Financial Regulations | Ongoing | Dec 21 | Dec 25 |  |
| **FINANCE MATTERS** |
| Banking arrangements | Annually | Feb 22 | Feb 23 | Risk Management Policy |
| Insurance providers | 5 year policy | April 19 | April 24 | Policy reviewed annually for index linking |
| VAT Recorded and Reclaimed  | Quarterly |  |  | Internal Audit check  |
| Salary review &Appraisals | Annually | Nov 22 | Nov 23 | In line with NJC |
| Salary/NI/PAYE payment check | Quarterly |  |  | Reviewed by Internal Control Member and reported to Full Council |
| Elections/By-elections | 4 Yrly/When requested |  |  | Election Earmarked Fund  |
| **Others** |
| Budget Agreed Monitored & reported | AnnuallyBi-monthly  | Jan 23 | Jan 24 | Financial Management Report – CM |
| Precept requested | Annually | Jan 23 | Jan 24 | Internal Audit check  |
| Payments approval procedure | Financial Regulations | Dec 21 | Dec 25 |  |
| Bank reconciliation | Monthly by CM |  |  | Reviewed quarterly by Internal Control Member and reported to Full Council |
| Internal Audit | 6 monthly | May 22 | Feb 23 | Internal Auditor - Mrs A Reavell |
| External Audit | Annually | June 22 | June 23 | PKF Littlejohn appointed new 4 year contract |
| Internal check of income and expenditure including Petty Cash | Quarterly |  |  | Reviewed by Internal Control Member and reported to Full Council |
| **Review of Charges** |
| Burial Authority | Annually4 yearly | Mar 22Mar 20 | Mar 23Mar 24 | CM - increase RPIFull Council |
| The Stevenson Centre | Annually4 yearly | Mar 22Mar 19 | Mar 23Mar 23 | CM - increase RPIFull Council |
| The Allotments | Annually4 yearly | Dec 22Dec 22 | Dec 23Dec 26 | CM - increase RPIFull Council |
| **POLICIES AND PROCEDURES** |
| Risk Management and Risk Assessment Schedule | Annually | March 22 | March 23 | AGAR requirement |
| Risk Assessments for all areas  | Annually | August 22 | August 23 | Reviewed by CM |
| Health and Safety | All 4 yearly | Dec 22 | Dec 26 |  |
| Equality and Diversity |  | Dec 22 | Dec 26 |  |
| Environmental Policy Statement |  | Sept 18 | Sept 22 | To be reviewed Mar23 |
| Children and Vulnerable Adults Safeguarding Policy |  | Dec 22 | Dec 26 |  |
| CCTV Policy |  | Dec 18 | Dec 22 | To be reviewed Mar23 |
| Tree Safety Policy |  | Sept 19 | Sept 23 |  |
| Grant Application Policy |  | April 21 | April 25 |  |
| Allotments Policy |  | April 21 | April 25 |  |
| Allotments Code of Conduct |  | Aug 21 | Aug 25 |  |
| Data Protection Policy |  | Oct 19 | Oct 23 |  |
| Freedom of Information 2000 |  | Oct 02 |  |  |
| Document Retention Policy |  | 2000 |  |  |
| Lone Working Policy |  | Oct 19 | Oct 23 |  |
| Cemetery Memorial Bench Policy |  | Oct 19 | Oct 23 |  |
| Country Park Memorial Bench Policy |  | Oct 19 | Oct 23 |  |
| Protocol for Reporting at Meetings |  | Oct 19 | Oct 23 |  |
| Protocol for Public Participation in Council Meetings |  | Oct 19 | Oct 23 |  |
| Virtual Meetings Protocol |  | Oct 19 | Oct 23 |  |
| Metal Detecting Policy |  | Dec 20 | Dec 24 |  |
| Anti-Harassment and Bullying Policy |  | July 21 | July 25 |  |
| Grievance Procedure |  | June 22 | June 26 |  |
| Disciplinary Procedure |  | June 22 | June 26 |  |
| Capability Procedure |  | June 22 | June 26 |  |
| Protocol Governing Staff/Member Relations |  | June 22 | June 26 |  |
| Procurement Policy |  | Dec 21 | Dec 25 |  |
| Defibrillator Policy  |  | June 22 | June 26 |  |
| **RECORD KEEPING** |
| Minutes properly numbered etc. | Ongoing |  |  |  |
| Asset Register | Annually | March 22 | Mar 23 | Update as and when |
| Back-up taken of computer files | Daily | iCloud |  | 3iT Provider |
| **GDPR COMPLIANCE**  |  |  |  |  |
| Audit/ Impact Assessment, Privacy Notices, Subject Access Requests, Data Breach Procedure, Data Retention & Disposal Policy  | Ongoing  | May 18 |  |  |
| **EMPLOYEES AND CONTRACTORS** |
| Contracts of Employment | Ongoing |  |  | P&R Committee |
| Employee Handbook | Ongoing | Aug 08 |  | Replaced by HR Policies |
| **Contractor’s Indemnity Insurance** |
| Ad hoc contractors | Per job |  |  | As and when required |
| M J Maynard & Son | Annually | Jan 22 | Jan 23 |  |
| Gary Smith Gravediggers | Annually | May 22 | May 23 |  |
| Sudbury Town Council - Community Wardens | Annually | Mar 22 | Mar 23 |  |
| Countrywide Grounds Maintenance | Annually | Feb 22 | Feb 23 |  |
| Sudbury Common Lands Charity | Annually | July 22 | July 23 |  |
| Sudbury Garden Services | Annually | Sept 22 | Sep 23 |  |
| P Sparkes (Cemetery ashes contractor) | Annually | Oct 22 | Oct 23 |  |
| STC Solutions | Annually | July 22 | July 23 | CCTV |
| Geze Limited | Annually | Aug 22 | Aug 23 | TSC Automatic doors  |
| Healthmatic  | Annually | June 22 | June 23 | BHL Pav. Toilet doors  |
| **Written arrangements with Contractors** |
| Countrywide Grounds Maintenance | Annually | March 22 | March 23 |  |
| Sudbury Garden Services | Annually | Feb 22 | Feb 23 |  |
| Sudbury Town Council | Annually | Jan 23 | Jan 24 |  |
| Sudbury Common Lands Charity | Rolling | March 22 | March 23 |  |
| **Contractors Performance**  |  |  |  |  |
| Reporting on performance by contractor | Ongoing  |  |  | Process to be reviewed by P & R  |
| **MEMBERS’ RESPONSIBILITIES** |
| Councillor Code of Conduct | Adopted  | May 22 |  |  |
| Register of Interests completed and updated | Ongoing | May 19 |  | Held by BDC - Members reminded at ACM |
| Declaration of Acceptance of Office  | Ongoing |  |  | Election/By-Election |
| Register of gifts and hospitality | Ongoing |  |  | Minuted |
| Declaration of Interests | Ongoing |  |  | Minuted |

The information given above was agreed at the Full Council meeting held on 13th March 2023 as being a correct record

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Council Manager

This updated version of Great Cornard Parish Council’s Risk Assessment Schedule was produced on 13th March 2023

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Nadine Tamlyn

 Council Manager

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX C**

**SUMMARY OF INCOME AND EXPENDITURE FOR**

**GREAT CORNARD PARISH COUNCIL UNTIL 27TH FEBRUARY 2023**

|  |  |  |  |
| --- | --- | --- | --- |
| **INCOME UPTO** |   |   |   |
| **27/02/2023** | **Source** | **Amount** | **Details** |
|   | Allotments  | £1,095.00 |   |
|   | Cemetery  | £258.00 |   |
|  |   |   |   |
|  |   |   |   |
|   | TOTAL  | **£1,353.00** |   |
| **EXPENDITURE** |   |   |
| **Direct Debits**  | **Company** |  | **Details** |
|  |  |  |  |
| **14/02/2023** | Intuit  | £34.80 | Accounts Support Software |
| **BACS**  | **Company** |  | **Details** |
| **15/02/2023** | Salaries | £4,693.00 |  |
|  | HMRC | £1,311.26 | NI and Tax Payover  |
|  | SCC Pension Fund  | £1,719.61 | Pension Payover  |
| **27/02/2023** | Wicksteed Leisure Ltd | £128.76 | Replacement Swing Seat  |
|  | SCC | £609.40 | Replacement Lantern Unit 430 WH Road  |
|  | Babergh District Council | £11.12 | Litter Bin - Clover Court Qrtrly charge  |
|  | Anglian Water  | £26.84 | Cemetery Water Bill - Qrtrly |
|  | Anglian Water  | £52.93 | Allotment Water Bill - Qrtrly  |
|  | Anglian Water  | £354.93 | BHL Sport Fields - Qrtrly |
|   |   |   |   |
|   |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  | **TOTAL Salaries @ 15/02/23** | **£7,723.87** |   |
|  |   |   |   |
|   | **TOTAL** | **£1,183.98** |   |
|   |   |  |   |