

KIRKANDREWS ON ESK PARISH COUNCIL

Clerk: Allison Riddell
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5th March 2024

Dear Councillor,

You are summoned to a Meeting of **KIRKANDREWS ON ESK PARISH COUNCIL** that will be held in **MOAT VILLAGE HALL** on **MONDAY 11th MARCH 2024** at 7.30pm.

The meeting is open to members of the public and the press.
Please do not attend the meeting if you have Covid-19 symptoms.

Allison Riddell

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence and approve reasons for absence.

2. REQUESTS FOR DISPENSATIONS

The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

3. DECLARATIONS OF INTEREST

To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

4. MINUTES

To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 8th January 2024. (copy herewith)

5. PUBLIC PARTICIPATION SESSION

5.1 PUBLIC PARTICIPATION - To receive comments and representations from members of the public in relation to any item on the Agenda. *(Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Those items not on the agenda will not be debated but referred, if appropriate, to the next meeting. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman).*

5.2 CUMBERLAND COUNCIL REPORT – To receive a report from Councillor Pickstone, to include the following item:-

- Review of the installation of a SID on the A7 (west of the Esk bridge) as no response to an email sent to highways/police had been received.

6. REPRESENTATIVES' REPORTS

To receive reports by representatives on Outside Bodies.

7. TOWN AND COUNTRY PLANNING APPLICATIONS

To consider the following:-

7.1 HEATHER HEAD, LONGTOWN (24/0110) – Erection of first floor rear extension to provide en-suite bedroom; single storey side extension to provide kitchen/dining room; relocation of existing conservatory, erection of replacement detached outbuilding.

7.2 ENGLISHTOWN FARM, LONGTOWN (24/0078) – Demolition of existing sheds; erection of replacement cattle shed.

To ratify the following:-

7.2 WM ARMSTRONG LTD., TOWNFOOT LONGTOWN (23/0876) – Erection of wagon wash facility with canopy.

No observations.

7.3 CARWINLEY WATERMILL, CARWINLEY (24/0011) – Remodelling of existing dwelling; demolition of timber-framed side extension; ground floor kitchen extension to north east elevation; installation of solar panels; erection of replacement raised decking.

No observations.

7.4 ENGLISHTOWN FARM, LONGTOWN (24/0046) – Installation of concrete pad for silage storage and associated effluent storage tank.

No observations.

7.5 HIGH PLAINS FARM, LONGTOWN (24/0061) – Erection of agricultural building for housing livestock.

No observations.

(Information available on Cumberland Council website)

8. NOTIFICATION OF DECISIONS

To note the following information on an application on which the Parish Council had previously commented:-

- **23/0869 OAKBANK LAKES, LONGTOWN** – Extension to existing agricultural building.
WITHDRAWN BY APPLICANT

(Information available on Cumberland Council website)

9. FINANCIAL MATTERS -

9.1 BANK RECONCILIATION TO 28.02.24

To note a Report by the Clerk. (copy herewith)

9.2 EXPENDITURE TO APPROVE

To approve the expenditure detailed below and any other payments that are received between the time of agenda publication and the meeting:-

- £689.68 A. Riddell – net wage to 31.03.24 - cheque number 101100
- £260.05 Brampton PC – Office & SLCC contribution - cheque number 101101

9.3 MONITORING REPORT

To note the Monitoring Report detailing income and expenditure against the budget to 29th February 2024. (copy herewith)

9.4 BANK ACCOUNT

To consider moving the Parish Council's accounts to Unity Bank, to improve security and access. Clerk to report.

9.5 BECK BURN WIND FARM COMMUNITY POT -

9.5.1 To consider any current grant applications:-

9.5.1.1 LONGTOWN MEMORIAL HALL COMMUNITY CENTRE – To consider a grant towards a family Easter fun day. (Redacted copy herewith. Additional information circulated to members by email)

9.5.1.2 MOAT VILLAGE HALL ROOF REPAIRS – To consider an application towards roof repairs. (No information received at time of agenda publication, to be tabled at meeting if applicable)

9.5.2 JUBILEE TREES - To consider the costs for the replacement of Jubilee trees from the Community Pot – Councillor Bundred to report.

9.5.3 BROADBAND/SCREEN AT MOAT VILLAGE HALL (Min. 055/23.4) - To note a report from Councillor Bundred on the installation of Broadband in Moat village hall and receive an update on progress from the village hall committee.

9.5.4 INDOOR BOWLING CLUB (Min. - 072/23.5.1.2) - To note that confirmation had been received from Councillor Richardson that there were currently no members from the parish, as such the proposed grant for £200.00 would not be paid.

10. RISK ASSESSMENT

To review and consider the annual risk assessment. (copy herewith)

11. WEBSITE AND EMAILS

To note the information received from CALC regarding .gov.uk website domains and emails and consider setting up a new website to comply with proposed legislation. (Information circulated to members by email)

12. HIGHWAY ISSUES –

To note information and/or consider action on the following items:-

12.1 C1002 SARKBRIDGE TO BLACKBANK – To consider a proposal from Councillor Bundred to request an upgrade to the road. The last request in April 2019 received the following response from Highways - *routes don't normally get reclassified. There is rarely a need, classification relates more to the standard of the road following construction/adoption than anything more current. Some unclassified roads are busier than some A and B roads that are quiet. Changing the classifications would be a never ending task that delivered little benefit and plenty of confusion. Reclassification does not change the route or provide any maintenance improvement or change the HGV usage.*

12.2 FLY TIPPING AT BARRAS GATE – To consider a proposal from Councillor Bundred for the erection of signage to raise awareness on fly tipping.

12.3 CATTLE GRID IMPROVEMENTS – To consider a proposal from Councillor Bundred for improvements to the cattle grid on the approach to St. Andrew's Church.

12.4 SLIP ROAD FROM MOTORWAY HEADING SOUTH – To note the poor state of the road and consider what could be done as despite being reported to Highways the decision from them was to take no further action.

13. GREENMILL DITCH

To receive an update from Councillor Wilson on recent work carried out at the ditch.

14. CLERK'S REPORT

To receive a Report from the Clerk. (copy to follow)

15. D-DAY 80

To consider participating in the national event scheduled for June 6th 2024.

16. CALC

To note that all CALC emails have been circulated to members and the following require a formal decision :-

16.1 CUMBRIA FIRE AND RESCUE COMMUNITY RISK MANAGMEMNT PLAN CONSULTATION – To consider a request to take part in the consultation.

16.2 OFFICIAL PORTRAIT OF HM THE KING – To consider applying for a free portrait.

17. CORRESPONDENCE RECEIVED BY THE CLERK

To note that all items of correspondence received since the last meeting had been circulated to members and none required a formal decision.

18. AGENDA ITEMS FOR NEXT MEETING

To submit items for the next meeting and note that any further items for consideration should be submitted to the Clerk on or before 6th May 2024.

19. DATE OF NEXT MEETING

Monday 13th May 2024 – Moat Village Hall, 7.15pm.

Please note this will include the Annual Parish Meeting and the Annual Meeting of the Parish Council.

KIRKANDREWS ON ESK PARISH COUNCIL

MINUTES of the MEETING of KIRKANDREWS ON ESK PARISH COUNCIL held in MOAT VILLAGE HALL on MONDAY 8th JANUARY 2024 at 7.30pm.

PRESENT: Cllrs W. Bundred (Chairman), P. Armstrong, Z. Armstrong and L. Cragg.

IN ATTENDANCE: Clerk

087/23 APOLOGIES FOR ABSENCE

RESOLVED to note that apologies for absence were received and agreed from Councillors Richardson, Wallis and Wilson.

Cumberland Councillor Pickstone had also given his apologies to the Clerk.

088/23 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

089/23 DECLARATIONS OF INTEREST

RESOLVED to note there were no declarations of interest.

090/23 MINUTES

RESOLVED to authorise the Chairman to sign the minutes of the meeting held on 13th November 2023, confirmed as a true and accurate record.

ACTION: WB

091/23 PUBLIC PARTICIPATION SESSION –

091/23.1 PUBLIC PARTICIPATION

RESOLVED to note there were no members of the public present.

091/23.2 CUMBERLAND COUNCILLOR REPORT

RESOLVED to note that Cumberland Councillor Pickstone updated members on the Following by email:-

- **Request for speed indication device (SID) on A7 and replacement of SID at Moat –**
Passed to highways officer.

092/23 REPRESENTATIVES' REPORTS

RESOLVED to note that Councillor Bundred reported on the following:-

- **LONGTOWN DEVELOPMENT GROUP** – The group had split into 6 smaller groups and Councillor Bundred was on the group to reorganise and improve community buildings. Several zoom meetings had taken place recently.
- **BECK BURN WIND PANEL FARM** – Issues with memorandum still ongoing.

093/23 TOWN AND COUNTRY PLANNING

There were no applications for planning consent to be considered.

Signed (Chairman).....

Date.....

094/23 FINANCIAL MATTERS -**094/23.1 BANK RECONCILIATION to 31.12.23**

There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank account statements.

RESOLVED to receive and note the bank reconciliation and balances to 31st December 2023 of £22,051.90.

094/23.2 EXPENDITURE TO APPROVE

RESOLVED to authorise the following expenditure for payment:-

- £689.68 A. Riddell – net wage to 31.01.24 - cheque number 101094
- £294.80 HMRC – PAYE - cheque number 101095
- £871.20 Cumberland Council – grit bins - cheque number 101096
- £48.00 J. Robb – bus shelters - cheque number 101097

094/23.3 BUDGET 2024/25

The Clerk submitted a written report to help members set the precept for 2024/25. The report included background information, the precept, reserve balances, projected finances at 31.3.23, budget setting/calculation and council tax base information.

It was noted that Cumberland Council had not yet submitted the council tax base figures for 2024/25 but had given a deadline of 12th January 2024 for the parish council to submit its precept figure.

RESOLVED after further discussion to set the precept for 2024/25 at £10,260.00. Proposed by Councillor Bundred, seconded by Councillor P. Armstrong, agreed unanimously. This would equate to a 14p per week increase per Band D property based on the current 2023/24 council tax base figures. The Clerk would inform Cumberland Council.

ACTION: Clerk

094/23.4 BECK BURN WIND FARM COMMUNITY POT -**094/23.4.1 GRANT APPLICATIONS**

RESOLVED to note there were no applications to consider.

094/23.4.2 REPLACEMENT OF JUBILEE TREES

RESOLVED to defer the item to the next meeting.

ACTION: Clerk

095/23 SPEED INDICATION DEVICE (SID) AT MOAT

RESOLVED that the Clerk would contact Cumberland Highways again regarding reinstallation of the SID.

ACTION: Clerk

Signed (Chairman).....

Date.....

096/23 CALC

RESOLVED to note that all CALC emails had been circulated to members and the following required a formal decision:-

096/23.1 BUDGET CONSULTATION

Consideration was given to commenting on Cumberland Council's budget proposals for 2024/25.

RESOLVED to submit comments individually.

096/23.2 POLICING BUDGET PROPOSALS

Consideration was given to commenting on the proposed 2024/25 budget for Cumbria Constabulary.

RESOLVED to submit comments individually.

096/23.3 ELECTRIC VEHICLE POINTS

Consideration was given to the information received from Charge My Street.

RESOLVED that the Clerk would pass the information to the Moat village hall committee.

ACTION: Clerk.

096/23.4 FRAUD PREVENTION

Consideration was given to a talk on fraud prevention from Cumbria Police.

RESOLVED to note the information.

097/23 CORRESPONDENCE RECEIVED BY THE CLERK –

RESOLVED to note that all correspondence had been circulated to members and that none required a formal decision.

098/23 AGENDA ITEMS FOR NEXT MEETING

- Replacement of Jubilee trees – to consider costings received from Councillor Bundred.
- Slip road from motorway heading south – to note the poor state of the road and consider what action to take as despite being reported to highways, a decision had been made to take no further action.
- Greenmill ditch – To receive an update from Councillor Wilson on recent work.

RESOLVED to note that any further items for consideration should be submitted to the Clerk on or before 4th March 2024.

099/23 DATE OF NEXT MEETING

Monday 11th March 2024, Moat Village Hall, 7.30pm.

Meeting closed 8.00pm

Signed (Chairman).....

Date.....

KIRKANDREWS ON ESK PARISH COUNCIL

BANK RECONCILIATION AT 28th FEBRUARY 2024

Barclays Community Account - 40548464

Balance b/f at 31/12/23	21,253.26		
Income	0.00	Expenditure	3,903.68
		Balance c/f	17,349.58
	<u>21,253.26</u>		<u>21,253.26</u>

Bank Reconciliation

Balance per statement @28.02.24 17,349.58

Less o/s cheques

	0.00
	<u>17,349.58</u>

Income		Expenditure			
Date	£	Date	Detail	£	
		8.1.24	A Riddell	689.68	
		8.1.24	HMRC	294.80	
		8.1.24	Cumberland Council	871.20	
		8.1.24	J Robb	48.00	
		8.1.24	Longtown Young Farmers	2000.00	
	<u>0.00</u>			<u>3,903.68</u>	

Barclays Business Saver Account - 40548472 -

Balance b/f at 30/10/23	798.64		
		Expenditure	0.00
Interest rec'd		Balance c/f	798.64
	<u>798.64</u>		<u>798.64</u>

BANK BALANCES

	B/F	C/F
Community Account - 40548464	21,253.26	17,349.58
Business Saver Account - 40548472	798.64	798.64
	<u>£ 22,051.90</u>	<u>£ 18,148.22</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the date indicated.

Income

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES
Precept	9119.00												9119.00	9,119.00	0.00	Received as requested
City Council grants													0.00	0.00	0.00	
County Council grants													0.00	0.00	0.00	
Other grants													0.00	0.00	0.00	
CCF - community pot money													0.00	0.00	0.00	
Grantscape													0.00	0.00	0.00	
Village Hall grants													0.00	0.00	0.00	
Interest Received			1.65			2.13			2.77				6.55	0.15	6.40	
VAT													0.00	0.00	0.00	
	9119.00	0.00	1.65	0.00	0.00	2.13	0.00	0.00	2.77	0.00	0.00	0.00	9,125.55	9,119.15	6.40	
Expenditure																
	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	
Clerks wages/HMRC	255.80	641.40		881.40		881.40		835.52		984.48			4480.00	4904.61	-424.61	Bus,seating.grit bins, LYFC
Village Hall grants/donations													0.00	0.00	0.00	
Spending from BB comm pot		250.00	2000.00							2726.00			4976.00	8896.70	-3920.70	
SID maintenance						47.04							47.04	250.00	-202.96	
Grass cutting								1110.00					1110.00	850.00	260.00	
Insurance		391.91											391.91	385.00	6.91	
adverts													0.00	0.00	0.00	
CALC & SLCC subs		179.61											179.61	211.00	-31.39	
Members & training								5.00					5.00	200.00	-195.00	
Hall hire													0.00	115.00	-115.00	
Audit Fees		80.00											80.00	80.00	0.00	
Admin/newsletter costs													0.00	375.00	-375.00	
ICO							35.00						35.00	35.00	0.00	
Website				70.87									70.87	75.00	-4.13	
Election costs													0.00	2000.00	-2000.00	
Bus shelter maintenance		44.00								48.00			92.00	300.00	-208.00	
Cairn near churchyard													0.00	50.00	-50.00	
Tree risk assessment/maintenance													0.00	500.00	-500.00	
Misc repairs													0.00	250.00	-250.00	
s137								23.00					23.00	23.00	0.00	
Assets			2162.00										2162.00	0.00	2162.00	
Superfast Broadband Project													0.00	0.00	0.00	
Play area				450.00									450.00	550.00	-100.00	
Special Projects													0.00	0.00	0.00	
Sub total	255.80	1586.92	4162.00	1402.27	0.00	928.44	35.00	1973.52	0.00	3758.48	0.00	0.00	14,102.43	20,050.31	-5947.88	
VAT			252.40	14.17		9.41				145.20						
Total	255.80	1,586.92	4,414.40	1,416.44	0.00	937.85	35.00	1,973.52	0.00	3,903.68	0.00	0.00	14,523.61	Total including VAT		

Details of applications for funding made but not included in above	N/A		
Please include the following information and any include any additional details which may support your application	<ul style="list-style-type: none"> • The constitution or rules of your organisation/group (not required for registered charities) • The most recent annual accounts of your organisation/group • Bank statement from the last month from all accounts of the organisation/group • Quotes (if purchasing items you must provide quotes from at least two different sources) 		
Signature of Authorised Member			
Date of application	19/02/2024	Position in Organisation	Centre manager

Quotes/ Costings:

At our Kids Christmas party, we had 100 spaces and 106 children booked a free ticket. We had to cap the numbers due to funds available for Santa gifts. We expect a maximum of 120 children to book a space at our Easter fun day due to the numbers we had on our waiting list for cancellations. We will open as many spaces as possible.

- Easter treats for each child. £300- £360

Asda is currently running 4 for £10 on medium sized easter eggs. Total for 120 eggs would be £300. Tesco has the same sized easter eggs for £3 each so total would be £360.

- Hot dog for each child £44- £53

15 tins of 8 hotdogs £24 from Asda, similar hot dogs from Tesco would cost £30.
10 packs of hot dog rolls £20 from Asda, similar from Tesco £23.

- Fruit shoot similar bottled drink for each child.

5 packs of 24 fruit shoots from Costco £29.45 or from Bookers £29.25.

KIRKANDREWS ON ESK PARISH COUNCIL RISK ASSESSMENT SCHEDULE 2024/25

Definition of Risk Management

Risk is the threat that an event of action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structure and processes, standards of conduct and service delivery arrangements.

Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required

MANAGEMENT				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All current files and records are kept at the office of Brampton Parish Council. The Clerk makes both a daily & monthly back up of files. Word/Excel files are automatically stored remotely in OneDrive. In the event of the Clerk being indisposed the Chairman to contact CALC for advice and Brampton Rural Housing Society (016977 2323) for access to office.	Review when necessary. Ensure procedures detailed are undertaken.
Councillors	Insufficient Council members to function legally	M	When a vacancy arises there is a legal process to follow. This either leads to a by-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment. If there are more than 8 vacancies at any one time on the Council it becomes inquorate. The legal process of Cumberland Council appointing members takes place	Existing procedures adequate. Council to actively recruit new volunteers Procedures of another body are adequate
Meeting location	Adequacy Health and Safety	L	Meetings are held in Moat Village Hall. Councillor Bundred or Richardson collect the keys for access for meetings. The Hall and facilities are considered to be adequate for the Clerk, Councillors and any Public who attend, from a health and safety and comfort aspect.	Existing procedure adequate

Council Records	Loss through theft, fire or damage	L	The Parish Council's current records are stored at the office of Brampton Parish Council. The building is alarmed.	Damage or theft is unlikely and so provision adequate
Council Records - electronic	Loss through theft, fire, damage or corruption of computer	LM	The Parish Council's electronic records are stored on the office computer and on onedrive. Back-ups of the files are taken daily & monthly on a usb pen which is stored in a locked cabinet.	Existing procedure adequate
Transparency code	Not publishing required information	L	Smaller authorities should publish on a website: a. all items of expenditure above £100, b. end of year accounts, c. annual governance statement, d. internal audit report, e. list of councillors or member responsibilities, f. the details of public land and building assets, g. Minutes, agendas and meeting papers of formal meetings. The required information is uploaded onto the website by a volunteer who manages the website. Clerk and Chair also have access to the website.	Existing procedure adequate

FINANCE

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept Requirements not submitted to CC Amount not received by CC	L L L	The precept is an agenda item usually at the November or January meeting. To determine the precept amount required, the Parish Council receives budget update report, including actual position and projected position to end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Cumberland Council. This figure is submitted by the Clerk in writing to CC. The Clerk informs Council when the monies are received (approx April/May time).	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is taken (before the time of the policy renewal) of all insurance arrangements in place. Employers/Employee Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Ensure	Existing procedure adequate. Review insurance provision annually. Review compliance annually.

			compliance measures and fidelity checks are in place.	
Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of account.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary especially after an AGM and an election. Monitor the bank statements monthly.
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. The Council has no petty cash or float. Any cash transactions made by the Clerk, are fully receipted and then reimbursed by cheque on receipt of an invoice.	Existing procedure adequate. Review the Financial Regulations when necessary
Financial controls and records	Inadequate checks	L	Bi-monthly reconciliation prepared by RFO and checked at meeting and signed by a member of the Parish Council. Two signatories on cheques. Internal audit. If income & expenditure is under £25k, the council can certify itself exempt from a limited assurance review (external audit) but must publish all required financial and accounting information on its website. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted before any commitment. Any s137 payments must be recorded at time of approval.	Existing procedure adequate.
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. There have been no requests for information to date but the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the F of I Act.
Clerk	Loss of Clerk Fraud	M L	A contingency fund should be established to enable training for the Cilca qualification in the event of the Clerk resigning.	Include in financial statement when setting precept.

	<p>Actions Undertaken</p> <p>Salary paid incorrectly</p>	<p>L</p> <p>L</p>	<p>The requirements of the Fidelity Guarantee insurance must be adhered to.</p> <p>Clerk should be provided with relevant training, reference books, access to assistance and legal advice</p> <p>The Clerks salary is set by a formula agreed with NALC and the SLCC and is reviewed annually. Tax is calculated using an Inland Revenue computer programme updated by HMR&C on a regular basis. All tax payment are submitted as required and detailed in the Inland Revenue Annual Return.</p>	<p>Membership of CALC/SLCC maintained. Purchase revised books. Monitor working conditions.</p> <p>Existing payment scheme is adequate.</p>
VAT	Re-claiming	L	The Council has financial regulations which set out the requirements.	Existing procedures adequate
Annual Return	Not submitted within time limits	L	Annual Return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing then checked and sent out to the External Auditor within time limit.	Existing procedures adequate
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedure adequate. Parish Councillors request a copy of S137 rules if required.
Grants - receivable	Receipts of Grant	L	The Parish Council doesn't receive an annual grant. Any one-off grants awarded would come with terms and conditions to be satisfied. The Beck Burn community grant is allocated as per conditions from the Cumbria Community Foundation.	Existing procedures adequate
Best value Accountability	Work awarded incorrectly Overspend on services	<p>L</p> <p>M</p>	As per Financial Regulations normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Review Financial Regulations regularly.

ASSETS

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third part(ies)/property	L L	An annual review is undertaken for insurance provision, storage and maintenance provision.	Existing procedures adequate

LIABILITY

Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings, including a reference to the power used.	Existing procedures adequate
Minutes/Agendas/ Statutory Documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at next meeting. Minutes and agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedures adequate Undertake adequate training Members to adhere to Code of Conduct.
Public Liability	Risk to third party, property or individuals	M	Insurance is in place.	Existing procedures adequate
Employer Liability	Non-compliance with employment law	L	Undertake adequate training and seek advice from CALC or CCC.	Existing procedures adequate
Legal Liability	Legality of activities	M	Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures adequate
Members Interests	Conflict of interest Register of Members Interests	M L	Councillors have a duty to declare any interest at the start of a meeting. Register of Members Interest form should be reviewed regularly by Councillors.	Existing procedures adequate Members to take responsibility to update their register
Election Costs	Risk of election cost	LM	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process. When an election is due the Clerk will obtain an estimate of costs from CC for a full election and an uncontested election.	Existing procedure adequate

Play area	Inadequate maintenance of records	L	Ensure that proper records of all complaints/injuries are maintained	Existing procedure adequate Children's play area inspected weekly and report submitted to Clerk. Annual RoPSA safety inspection undertaken through Cumberland Council and report submitted. Any required action undertaken promptly.
	Inadequate insurance cover	L	Include all relevant risks on the councils insurance policy	
	Inadequate budget provision	L	Ensure that service requirements are detailed in annual budget process	
	Personal Injury	L	Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces. Arrange periodical inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of all inspections/maintenance. Ensure that a maintenance contract is in place.	
Village Hall	Damage/Injury	L	Village Hall Committee is responsible for the Village Hall. Adequate insurance cover. Parish Council representation on Management Committee (Management Committee to ensure proper procedures with regard to Health and Safety are followed.)	Existing procedure adequate Councillor Richardson is the Parish Council's representative on the Committee and regularly reports to the Parish Council.
Open Spaces/bus shelters	Vandalism	L	Regular inspections are undertaken and any vandalism to be reported to the local police and appropriate action taken against offenders	Existing procedure adequate
	Fly tipping	L	Regular inspections are carried out and reported to the appropriate authority.	
	Inadequate budget provision	L	Service income/expenditure to be detailed in budgetary process.	
	Property maintenance	L	Property is maintained through regular inspection/servicing	
Data protection	Policy provision	L	The Parish Council is registered with the Information Commissioner	Ensure annual renewal of registration

The information given above was agreed as being a correct record.

Signed

Chairman

Clerk

Dated