



Christchurch Town Council

Old Town Hall
30 High Street
Christchurch
Dorset, BH23 1EA

Resources Committee Agenda

Tuesday, 6 August 2019, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at Druitt Hall, High Street, Christchurch BH23 1AJ on **Tuesday, 6 August 2019 at 6.00pm.**

Membership:

Chairman: Cllr P Hilliard

Vice Chairman: Cllr A E Coulton

Honorary Freeman Cllr C Bungey

Cllr Mrs S Bungey

Cllr C A Gardiner

Cllr W Grace

Cllr F Neale

Cllr Mrs S Spittle

Cllr M J Tarling

The business to be transacted is set out overleaf

Daniel Lucas

Town Clerk

30 July 2019

Agenda

1. Apologies for Absence

To receive apologies for absence.

2. Declaration of Interests

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

3. Public Participation

In accordance with the Council's Standing Orders the period of time designated for Public Participation cannot exceed 15 minutes unless directed by the Chairman of the meeting and a member of the public shall not speak for more than 5 minutes.

4. Public Questions

Members of the public who wish to ask a question at the meeting shall give notice to the Town Clerk of the question no later than 12 noon on the working day before the meeting is on. The question stated in the notice shall be the question asked at the meeting. The Chairman will call on those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes. Those wishing to speak shall state their name and address.

5. Minutes

4 - 6

To confirm as a correct record the Minutes of the meeting of the Planning Committee held on 9 June 2019 (copy attached) Exempt Minutes withheld from agenda pack but to be confirmed also.

6. Town Clerk's Report

7 - 8

Income/Expenditure July 2019 for information.

7. Risk Management Schedule

9 – 28

To consider the Council's Risk Management Strategy and Risk Management Schedule.

8. **Local Government Pay Award – Exempt To consider passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the financial and business affairs of the authority and other authorities.**

Local Government Pay Award 2019 (Exempt)

Update on back-dated pay award to one of the Council's job roles.

Verbal
Report

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

ITEM 5

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 9 July 2019 at 6.00pm at the Druitt Hall, High Street,
Christchurch BH23 1AJ

Present:-

Chairman: Cllr P Hilliard

Vice-Chairman: Cllr A Coulton

Present: Cllr Mrs S Bungey, Cllr C A Gardiner, Cllr W Grace, Cllr F Neale,
and Cllr M J Tarling.

Apologies: Hon Freeman C Bungey, Cllr A Coulton and Cllr Mrs S Spittle.

Officers present: Daniel Lucas, Town Clerk
Susan Roxby, Administrative Support Officer

38. Declarations of Interest

There were no declarations of interest on this occasion.

39. Minutes

The minutes of the previous meeting held on 11 June 2019 were agreed and signed as an accurate record.

40. Public Participation

There was no public participation on this occasion.

41. Public Questions

There were no questions from the public on this occasion.

42. Adoption of Policies

The Town Clerk provided Members with an overview of the staff-related policies.

RECOMENDED that Full Council Adopt the following staff-related policies:

- a) **Grievance Policy**
- b) **Disciplinary Policy**
- c) **Sickness Absence Policy**

Voting: unanimous

43. Town Clerk's Report

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Town Clerk provided Members with an overview of the income and expenditure for June 2019.

Members were informed that the Council was exploring options with Stour Valley and Poole Partnership (SVVP) for the outsourcing of allotment invoicing.

Members were updated that the Council's internet provider advised it would not be possible to provide a cheaper email option for Councillors email address' of @christchurch-tc.gov.uk. Other options would result in unreliable and unprotected emails without a backup.

RESOLVED that the report be noted.

Voting: unanimous

44. Budget Monitoring Report

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The Town Clerk provided Members with an overview of the quarterly budget statement of the Council's current budgetary position.

A member questioned who would be paying for the Christmas Lights and was advised that Bournemouth, Christchurch and Poole Council would be providing the funding.

The Town Clerk informed Members that there was no provision in the Council's budget to purchase a Performing Rights Society (PRS) Licence. The PRS managed the royalties when music was played at events. It did not have to be the Council who paid for the PRS licence, but the Council did need to check with each event organiser that they had their own PRS licence.

Members felt that they would wait to see what effect this had for the first year of events held before considering whether the Council should buy a PRS Licence.

RESOLVED that the report be noted.

Voting: unanimous

The meeting ended at 7.09pm

CHAIRMAN

ITEM 6

Christchurch Town Council Payments List Payments List 01.07.19 - 31.07.19

Expenditure:

Number	Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount
1	02.07.19	1266	Payroll & Tax Accountants Ltd	Monthly Payroll charge	£48.00	£9.60	£57.60
2	01.07.19	TEL5783	Rejuvenate	Phone charges	£75.03	£15.01	£90.04
3	01.07.19	9514	Rejuvenate	Web design & anti various charge	£1,486.60	£297.32	£1,783.92
4	03.07.19	CT2	Regent Centre	Druitt Hall bookings x 2 meetings & key deposit	£94.00	£0.00	£94.00
5	18.07.19	9623	Rejuvenate	Managed IT service	£22.40	£4.48	£26.88
6	19.07.19		Payroll & Tax Accountants Ltd	Monthly Payroll			£6,194.12
7	24.07.19	9648	Rejuvenate	Creation of Councillor email accounts	£56.00	£11.20	£67.20
Total payments:					£1,782.03	£337.61	<u>£8,313.76</u>

Payroll figures:	Christchurch	July
Wages		3026.21
Wages		1208.71
Paye		1152.9
Pru		300
Pen Ers		105.63
Pen Ees		400.67
Refund Pen Ers		-818.26
Refund Pen Ees		-252.92
		6194.12

Bank Account Reconciliation

Date	Details	Receipts	Payments
12.07.19	Music Festival-event licence	£192.00	
17.07.19	A Topaloglu-allotment rent	£31.00	
	Totals:	£223.00	£0.00
	Balance as at 01.06.2019	£5,236.41	
	Receipts	£223.00	
	Less Payments	£0.00	
	Balance as at 31.07.2019	£5,459.41	

RISK MANAGEMENT STRATEGY AND SCHEDULE

Report Type:	Public Report for Information
Purpose of Report:	To outline to Members the Town Council’s Risk Management Strategy and the Risk Management Schedule.
Recommendations:	It is RECOMMENDED that: (a) Members note the Risk Management Schedule; (b) Recommends to Full Council the adoption of the Risk Management Strategy and Schedule.
Wards:	All Wards
Contact Officer:	Daniel Lucas – Town Clerk

1.0 BACKGROUND

1.1 The Town Council’s Financial Regulations require the Clerk/Responsible Financial Officer to take:

- Measures to ensure that risk is properly managed;
- And, to prepare for approval by the Council risk management policy statements in respect of all activities of the Council.

1.2 This report introduces the Risk Management Schedule and those areas of risk identified in providing and maintaining services to enable business continuity. The Schedule also describes the measures taken to manage the risk effectively. The accompanying Risk Management Strategy also provides the policy statement and context within which effective and lawful decisions are made bearing in mind any identified risks.

2.0 RISK MANAGEMENT SCHEDULE and STRATEGY

2.1 The schedule identifies those areas of risk which are apparent for the year 1 operation of the Town Council. Others have been identified which are obvious but shall not immediately impact the Town Council (for example an unforeseen election). The Schedule also provides a matrix for how the risk is assessed in terms of the impact of the risk and the likelihood.

2.2 The accompanying Risk Management Strategy describes the Council's policy statement in terms of how risk is managed to achieve policy objectives. It also sets-out the procedures adopted and responsibilities of those involved in the identification and subsequent assessment of risk. Going forwards, it is anticipated that these documents shall have to be reviewed upon an annual basis. The Town Clerk is conscious that as a newly established Town Council a solid grasp of risk management and its controls will need to be both robust and effective.

3.0 IMPLICATIONS

Legal

3.1. The schedule identifies those areas where legal liability or adverse regulatory findings could be made against the Council (i.e Ombudsman, Information Commissioner, Audit etc..). The schedule also helps discharge and evidence compliance with certain statutory duties (Health and Safety at Work etc Act 1974).

Environmental

3.2 None associated with this report

Financial and Risk

3.3 The Council's Financial Regulations require a sound grasp of those areas of risk identified and the management and control of the risks expressed. This schedule shall be maintained upon a yearly basis as the Town Council grows and services become transferred to (for example further play parks and equipment) or are enhanced in due time.

Equalities

3.4 None associated with this report.

Consultation and Engagement

3.5 None required.

4.0 CONCLUSION

4.1 Members are asked to consider the report and to approve the recommendations outlined.

Appendices:

Risk Management Strategy and Risk Management Schedule.



Christchurch Town Council

Risk Management Strategy

Policy name	Version	Owner	Date Adopted	Review Date
Risk Management Strategy	V1.0	Clerk	August 2019	August 2020

RISK MANAGEMENT STRATEGY

1 Introduction

1.1 This document forms the Council's Risk Management Strategy. It sets out:

- What is risk management;
- Why does the Council need a risk management strategy;
- What is the Council's philosophy on risk management;
- What is the risk management process;
- Roles and responsibilities;
- Future monitoring.

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management through the ownership and management of risk as part of all decision making processes; and
- Manage risk in accordance with best practice.

2 What is Risk Management?

2.1 'Risk is the threat that an event or 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, structures and processes, standards of conduct and service delivery arrangements.' Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worse-case scenario Government intervention.

Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3 Why does the Council need a Risk Management Strategy?

3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

3.2 The Risk Management Strategy will help to ensure that all Committees/ service areas have an understanding of risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3 Strategic risk management is also an important element in demonstrating continuous service improvement.

3.4 There is a requirement under the Accounts and Audit Regulations 2011 to establish and maintain a systematic strategy, framework and process for managing risk.

4. Risk Management Policy Statement

Christchurch Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk. Risk management is an integral part of the Council's management processes.

5. Implementing the Strategy

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists;

Reduction – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring ;

Transfer – the financial impact is passed to others e.g. by revising contractual terms;

Sharing - the risk is shared with another party;

Insuring - insure against some or all of the risk to mitigate financial impact; and

Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

5.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.3 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored using a matrix. This will require a numeric

value to be given to both the likelihood of the risk happening and the impact of the impact if it did, based upon the scoring identified in the Risk Management Schedule Risk Matrix.

6 Roles and Responsibilities

6.1 It is important that risk management becomes embedded into the every day culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

6.2 Elected Members – risk management is seen as a key part of the Elected Member’s stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted, including:

- (a) Approval of the Risk Management Strategy;
- (b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- (c) Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
- (d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

6.3 Employees – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Town Clerk.

6.4 Town Clerk – will act as the Lead Officer on Risk Management and be responsible for overseeing the implementation of the Risk Management Strategy. The Town Clerk will:

- (a) provide advice as to the legality of policy and service delivery choices;
- (b) provide advice on the implications for service areas of the Council’s corporate aims and objectives;
- (c) update the Council on the implications of new or revised legislation;
- (d) assist in handling any litigation claims;
- (e) provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury;
- (e) advise on any health and safety implications of the chosen or proposed arrangements for service delivery;

6.5 Responsible Finance Officer – as the Council’s Section 151 Officer the Town Clerk will:

- (a) assess and implement the Council’s insurance requirements;
- (b) assess the financial implications of strategic policy options;

- (c) provide assistance and advice on budgetary planning and control;
- (d) ensure that the Council's financial procedures allows effective budgetary control;
- (e) maintain the Council's Risk Management Schedule;

6.6 Role of Internal Audit – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively. Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud. Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

6.7 Resources Committee – Review and future development of the Risk Management Policy and Strategy will be overseen by the Resources Committee and shall make recommendations for its adoption to Full Council.

6.8 Training – Risk Management training will be provided to Elected Members and staff through a variety of mediums. The aim will be to ensure that both Elected Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

6.9 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.

7 Future Monitoring

7.1 Review of Risk Management Strategy - This Strategy will be reviewed annually.

8 Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

RISK MANAGEMENT

Notes

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimize them. In conducting this exercise the following plan was followed.

- Identify the areas to be reviewed.
- Identify what the risk may be and level of risk
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

This report will be reviewed and is updated on an annual basis.

July 2019.

Key

L low risk

M Medium Risk

H High Risk.

ASSESSMENT OF RISK

Each risk identified will be objectively assessed in terms of its “likelihood” and “impact” upon the Town Council.

Likelihood

		Probability	Frequency
4	Almost Certain	>90%	Frequent Occurrence
3	Likely	>60%	Regular Occurrence
2	Possible	>10%	Occasional Occurrence
1	Unlikely	<10%	Has never occurred

Impact

		Risk Threat
4	Major	Financial Impact >£400,000 Fatality/life-changing injuries to staff or public/regulatory intervention – prosecution/service disruption/extensive legal proceedings against the Council.
3	Serious	Financial Impact >£200,000 Adverse media attention/public complaints/adverse findings by auditors -ICO- Ombudsman/significant service disruption/project delivery delayed or suspended/legal action.
2	Significant	Financial Impact >£50,000 Adverse service-user complaints/Some service disruption/Minor injuries or “near-misses” to staff and public

1	Minor	Financial Impact less than £5,000/isolated complaints/Minor service disruption.
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Risk Matrix

Likelihood	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
		Impact			

Area	Risk(s) Identified	Impact	Likelihood	Level	Controls of risk/management (bold indicates areas where work is needed)	Review/assess/revise
Assets	Protection of workplace assets	1	1	L	Office and office furniture insured.	Ensure all equipment is fit for purpose, review insurance annually.
		2	2			Continuing contract arrangements with alarm providers.

	Security of buildings, equipment etc*			M	Double Lock on door Old Town Hall Door. Burglar alarm and fire alarms installed and maintained and checked annually.	Review contract annually and diarise checks as appropriate.
	Maintenance of buildings etc	3	2	M	Roof inspections required as appropriate. Listed building so checks required annually. Recent work to cupola currently in tender and budgeted for. Play parks currently managed by a Service-Level Agreement with BCP Unitary Council and includes maintenance and inspections.	Diarise roof inspections on an annual basis. Review SLA with BCP Council and seek extension where necessary, or look to procure maintenance/inspections of open-spaces.
	Mayoralty and items of value (Mayor's Chain, Regalia) risk of theft.	3	1	L	Items are currently insured (mayor's chain and civic regalia). Mayor to be accompanied at civic functions to reduce risk of robbery when in civic regalia.	Update and review insurance annually.
Finance	Banking	1	1	L	Funds all held at Unity Trust bank.	Ensure the bank accounts are relevant and fit for purpose.
	Risk of consequential loss of income	1	2	L	Unlikely, annual events held at Christchurch Quay and the Bandstand and neighbouring Town	Adequately controlled

					Council land. Ensure fees policy is up-to-date and fit for purpose.	
	Loss of cash through theft or dishonesty	1	1	L	No cash handled regularly all infrequent cash held safely in office and paid in asap preferably on the same day of receipt. Receipt given to payee.	Existing procedures adequate
	Financial controls and records	1	1	L	Monthly reconciliation prepared by clerk/administration Officer and reported publicly to Members. Two signatories on cheques and counter-signed by clerk. Financial regulations approved. Internal and external audit.	monitor
	Comply with HMRC Regulations	2	2	M	Use help line when necessary. VAT payments and claims calculated by Clerk. VAT reclaimed at least annually. Internal and external auditor to provide double check.	Existing procedures adequate
	Sound budgeting to underlie annual precept	4	1	M	Budget approved by full council from figures prepared by clerk.	Existing procedures adequate
		1	1			Existing procedures adequate

	Complying with borrowing restrictions			L	No new borrowing likely at present. If a loan is considered current financial regulations to be followed.	
Insurance	Public Liability (statutory)	4	1	L	Continue existing cover (£15m)	Review annually with broker
	Employers Liability (statutory)	4	1	L	Continue existing cover (£10m)	Review annually with broker
	Money	4	1	L	Continue existing cover (£250K)	Review annually with broker
	Fidelity Guarantee	4	1	L	Continue existing cover (£1m)	Review annually with broker
	Property*	4	1	L	Continue with existing cover.	Review annually with broker
	Personal Accident.	3	2	M	£500k (aged 16-80) and £2m any one accident.	Review annually with broker
Payroll	Loss of data on PC due to system fault.	1	1	L	Payroll with external contractor and systems registered with HMRC and employer/employee numbers.	Existing procedures adequate
	Loss of services of employee.	2	1	L	Job roles and descriptions to be kept up-to-date and re-drafted accordingly, ready for immediate advertisement.	Review annually
Administration	Payment arrangements	1	1	L	Continue with requirement to report all payments to Council/committee for approval. Continue with requirement for signatories to initial cheque stubs. Continue with x2 Cllr signatories on cheques with clerk counter-signatory. Bank mandate and signatories to be reviewed annually. Financial Regulations in place.	Existing procedures adequate
	Reconciliation	1	1	L	Continue with bank reconciliation to be carried out on the receipt of each statement.	Existing procedures adequate

	Agency advice	1	1	L	Continue with memberships of NALC and DAPTC	Existing procedures adequate
Minutes/agenda/notices/statutory documents	Accuracy legality of business conducted	1	1	L	Minutes, agenda and public notices are produced by the clerk to comply with legal requirements. Minutes are approved and signed at the following council/committee meeting. Minutes and agenda are displayed according to legal requirements. Business is managed by the Mayor/Chair.	Existing procedures adequate
Election Costs	An election is requested	2	2	M	Elections cannot be controlled. In election year or if a casual vacancy occurs, the electorate can call for an election, cost to be borne by the Town council. An amount is set aside each year via contingency in the budget to allow for an election.	Existing procedures adequate
Councillor Allowances	Councillors overpaid.	1	1	L	No allowances are paid to The Christchurch Town Council councillors.	Existing procedures adequate
	Income tax payment on such allowances	1	1	L	If it is determined in future that an allowance should be paid the relevant procedures will be needed and external payroll contractors informed.	Existing procedures adequate
Allotments	Increase in net expenditure.	2	2	L	Annual budget approved and precept raised for anticipated expenditure. No allotment capital projects for the first year of existence. All expenditure can be reasonably anticipated and dealt with by budget monitoring and setting process.	Existing procedures adequate
	Disbanding of allotment association	1	3	M	Take over running of the site.	Existing procedures adequate

	liability	2	3	M	Insured risk and insurance adequate.	Existing procedures adequate
Precept	Annual precept not the result of proper detailed consideration.	3	1	L	Continue to present budget in Autumn for approval by January the following year	Existing procedures adequate
	Inadequate monitoring of performance.			L	Continue to regularly consider budget monitoring report (quarterly)	Existing procedures adequate
Precept	Illegal expenditure.	3	1	L	Continue to ensure that all expenditure is within legal powers.	Existing procedures adequate
Accounting	Non-standard and/or non-compliant records kept.	1	1	L	Continue to require adequate, complete and statutory financial records and accounts. All invoices and payments logged and reported to Council/Committees.	Existing procedures adequate
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns.	1	1	L	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.	Existing procedures adequate
	Non-compliance with internal audit requirements.	1	1	L	Appoint internal auditor	Internal auditor to be appointed and reviewed.
Contracts	Ensure continued value for money coupled with continuity of work.	2	2	M	Ensure financial regulations are followed. Review Service-Level Agreement with BCP Unitary Council.	Existing procedures adequate
	Contractors	2	1	L	Check relevant paperwork to ensure they are qualified to carry out work contracted to do.	Existing procedures adequate
Liability						
Employer Liability		2	1	L	Town Council would need to seek advice from experts in employment	Existing procedures adequate

	Comply with Employment Law				if needed. Entry in budget for legal expenses to be maintained going forwards.	
	Comply with Inland Revenue requirements	2	1	L	Regular advice from HMRC. Internal and external auditor carries out annual checks. Payroll out-sourced.	Existing procedures adequate
	Safety of Staff and visitors	2	2	M	Office in Old Town Hall. Clerk and Admin' Officer when working alone shut the front door to public. Bell available to deal with public. Office on High Street and in public view and location.	Existing procedures adequate
	Computer back up	1	1	L	External hard drives and Microsoft office backed-up. Council's IT supplier contactable for retrieval.	Existing procedures adequate
Legal Liability	Ensuring activities are within legal powers	2	2	M	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Clerk non-practising barrister so "day job" queries are no concern. More complicated projects, grievances may need external legal advice. Budget provides for legal support when necessary.	Existing procedures adequate

	Proper and timely reporting via the Minutes	1	1	L	Council meets in 6 week cycles and committees more regularly. Both always receive and approve minutes of meetings held in interim. Minutes made available to press and public at the Town Council office and via the forthcoming web site.	Existing procedures adequate
	Proper document control	1	1	L	Share-point filing registry completed and hard-copy office files kept for back-up/business continuation. Publication Scheme to be completed once website is functional and live.	Existing procedures adequate
	Freedom of Information	1	1	L	Timely response in line with statutory time-frames. A publication scheme is to be completed once website live.	Existing procedures adequate
	Data Protection	1	1	L	The Town Council is registered with the Information Commissioners Office.	Existing procedures adequate
Grants and support payable	Power to pay Authorisation to Pay	1	1	L	The Town Council shall produce a grants policy and all requests for grants are considered by the Town Council with consideration for the policy. Once approved, cheques are raised and signed	Existing procedures adequate

					by two councillors with clerk as counter-signatory.	
Grants-receivable	Receipt of monies	1	1	L	The Town Council is able to apply for and receive grants it wishes to seek. Neighbourhood plan contemplated and government funding/grant to be considered here.	Existing procedures adequate
Charges Rents Payable	Payment of rent, value for money	1	1	L	No rents currently payable.	Existing procedures adequate
General						
	Complaints procedure	1	1	L	The Town Council shall produce a complaints procedure policy.	Existing procedures adequate
Christmas Lights	Storage	1	1	L	No lights stored by the Town Council	Existing procedures adequate
	Installation of trees and lights	1	1	L	Qualified contractors to be employed.	Existing procedures adequate
	fittings	1	1	L	Hook testing should be carried out as per current requirements.	Existing procedures adequate
	Lights	1	1	L	Checked before installation and qualified electricians used.	Existing procedures adequate
	Registers of Interests	4	2	H		Existing procedures adequate

Councillors propriety					Register of interest completed and to be updated at least twice a year.	
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* Buildings Insured as follows:

Druitt Hall, High Street, Christchurch Dorset.

Sum insured: £351, 880.00

Old Town Hall, 30 High Street, Christchurch.

Sum insured: £1,035, 414.00

Cricket Pitch and Pavillion, Ledbury Road, Christchurch

Sum insured: £149,929

