



Goostrey Parish Council

DOCUMENT PACK FOR THE FINANCE COMMITTEE MEETING on Tuesday 3rd October 2023, at 7.30pm in the Village Hall Lounge

1. **Declaration of Interests**
2. **Apologies for absence**
3. **Minutes of meeting of 4th July 2023.** View minutes at [Finance Committee Meeting Minutes 4th July 2023 Draft](#)
4. **Election of Chairman and Vice Chairman:** To establish whether other members of the committee wish to take on these roles for the rest of the year.
5. **To review and approve the Financial position vs. budget for Quarter 2 2023.** See page 3.
6. **To review and approve the Draft Unaudited Accounts for Quarter 2 2023.** See page 5.
7. **Bank Reconciliations for Quarter 2 2023:** To be signed as an accurate record.
8. **Reserves:** To review and approve the Capital and General Reserves for Quarter 2. See page 7.
9. **Village Hall Recharge:** To receive an update on the current position and recommendations from the Clerk. See page 8.

Motion 1: The Finance Committee recommends that the Parish Council agrees to pay the remaining £2,767.01 of the 2018/2019 recharge on presentation of an invoice from Cheshire East Council.

Motion 2: The Finance Committee recommends that the Parish Council agrees that the figure of £646.76 for the 2020/2021 recharge will be paid on presentation of an invoice from Cheshire East Council.

Motion 3: The Finance Committee recommends that the Parish Council requests that Cheshire East Council raise an invoice to include the 2018/2019, 2019/2020 and 2020/2021 recharges.

Motion 4: The Finance Committee recommends that the Parish Council reduces the reserves for the 2018/2019, 2019/2020 and 2020/2021 recharges to the figures quoted by Cheshire East Council. Any surplus should be transferred to support the recharge deficits in years 2018/2019 (1p) and 2022/2023 (2,639.39), the remainder to be transferred to the General Fund.

10. **Risk Assessment:** To consider any changes to the risks listed and if any change to the management of risks should be made. See page 13.

Motion: The Finance Committee recommends that the Parish Council approves the updated Risk Register as part of its Risk Management Policy.

11. **Budget Setting Timetable:** To confirm the arrangements for setting the budget.

- 12. Internal Auditor for 2023/24:** To confirm the selection of the Internal Auditor.
- 13. Minor items and items for the next agenda.**
- 14. Next meeting: 7th November 2023 – Budget Meeting**
- 15. Close meeting**

1 Parish Council

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	50,680.00	50,680.00					(0%)
8	Bank Interest	350.00		-350.00		24.50	-24.50	-374.50 (-107%)
10	Exceptional Income							(N/A)
11	Audit				775.00	375.00	400.00	400.00 (51%)
12	Bank Charge				450.00	131.95	318.05	318.05 (70%)
13	Computer				330.00	281.49	48.51	48.51 (14%)
14	Telephone and Broadband				800.00	284.00	516.00	516.00 (64%)
15	Website				420.00	60.00	360.00	360.00 (85%)
16	Office Supplies, Printing & Posta				250.00	70.11	179.89	179.89 (71%)
17	Insurance				1,200.00		1,200.00	1,200.00 (100%)
18	Legal and Professional Fees				100.00	7.00	93.00	93.00 (93%)
19	Subscriptions				600.00	140.00	460.00	460.00 (76%)
20	Councillors/General Expenses				100.00		100.00	100.00 (100%)
21	Accounting System				420.00		420.00	420.00 (100%)
22	Parish Magazine				280.00	250.00	30.00	30.00 (10%)
23	General							(N/A)
24	Grant Funding							(N/A)
25	Clerk's Expenses							(N/A)
26	Clerk's Salary				21,005.00	9,731.00	11,274.00	11,274.00 (53%)
27	Employers NIC				1,590.00	701.10	888.90	888.90 (55%)
28	Training				500.00	45.00	455.00	455.00 (91%)
32	Rose Day Stand and Toilets				825.00	552.50	272.50	272.50 (33%)
35	Christmas Lights (Bogbean)				650.00		650.00	650.00 (100%)
47	Employee NIC							(N/A)
48	Employee Income Tax							(N/A)
54	Recruitment Costs							(N/A)
55	PC EES Pension							(N/A)
56	PC ERS Pension				1,100.00	488.46	611.54	611.54 (55%)
64	Newsletter				1,000.00	367.71	632.29	632.29 (63%)
SUB TOTAL		51,030.00	50,680.00	-350.00	32,395.00	13,509.82	18,885.18	18,535.18 (22%)

2 Amenities

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Village Maintenance (incl grass c				4,000.00	2,124.50	1,875.50	1,875.50 (46%)
30	Graveyard Maintenance				2,500.00	258.00	2,242.00	2,242.00 (89%)
31	Lengthsman Service				500.00	60.00	440.00	440.00 (88%)
33	Speedwatch				800.00		800.00	800.00 (100%)
34	Seniors Lunch	1,000.00		-1,000.00	1,850.00		1,850.00	850.00 (29%)
36	Planters and Plants				500.00	80.00	420.00	420.00 (84%)
SUB TOTAL		1,000.00		-1,000.00	10,150.00	2,522.50	7,627.50	6,627.50 (59%)

3 Village Hall

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

Goostrey Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

27 September 2023 (2023-2024)

2	VH Lettings - Hall	6,000.00	3,581.50	-2,418.50				-2,418.50 (-40%)
3	VH Lettings - Lounge	10,000.00	3,530.25	-6,469.75				-6,469.75 (-64%)
4	VH Lettings - Committee Room	300.00	44.80	-255.20				-255.20 (-85%)
5	VH Lettings - School Kitchen	125.00	50.00	-75.00	125.00	150.00	-25.00	-100.00 (-40%)
6	VH Lettings - Caretaker Services	1,200.00	780.00	-420.00				-420.00 (-35%)
7	VH Lettings - Performing Rights							(N/A)
9	VH - Lettings early/late fees	50.00		-50.00				-50.00 (-100%)
37	VH Recharge				11,000.00		11,000.00	11,000.00 (100%)
38	VH Improvements				1,150.00		1,150.00	1,150.00 (100%)
39	Performing Rights Licence				200.00	142.79	57.21	57.21 (28%)
40	VH General Maintenance & Supl				2,300.00	220.00	2,080.00	2,080.00 (90%)
41	VH - Covid Cleaning - Hall							(N/A)
42	VH Advertising/Entertainment Bu				525.00	13.09	511.91	511.91 (97%)
43	VH [REDACTED]				8,850.00	2,436.52	6,413.48	6,413.48 (72%)
44	VH Clerk Salary				1,775.00	794.60	980.40	980.40 (55%)
45	VH - Covid Cleaning - Lounge							(N/A)
46	VH Staff Expenses							(N/A)
57	VH [REDACTED]				900.00	634.50	265.50	265.50 (29%)
58	VH Employers NIC				250.00	56.81	193.19	193.19 (77%)
59	VH EES Pension							(N/A)
67	VH ERS Pension				85.00	39.97	45.03	45.03 (52%)
SUB TOTAL		17,675.00	7,986.55	-9,688.45	27,160.00	4,488.28	22,671.72	12,983.27 (28%)

4 Expenditure from Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Village Hall Planting Project							(N/A)
50	Telephone Box Refurbishment C							(N/A)
51	Village Environmental Improvem							(N/A)
52	Notice Boards							(N/A)
53	Defibrillator Supplies							(N/A)
60	VH Lettings - Connected Commu							(N/A)
61	Platinum Jubilee Event							(N/A)
62	Christmas Lights							(N/A)
63	Bowling Pavilion Contribution							(N/A)
65	Grants & Donations					3,472.80	-3,472.80	-3,472.80 (N/A)
66	Benches					1,200.00	-1,200.00	-1,200.00 (N/A)
SUB TOTAL						4,672.80	-4,672.80	-4,672.80 (N/A)

Summary

NET TOTAL	69,705.00	58,666.55	-11,038.45	69,705.00	25,193.40	44,511.60	33,473.15 (24%)
V.A.T.		2,068.11			1,048.66		
GROSS TOTAL		60,734.66			26,242.06		

Item 6 Draft Unaudited Accounts Q2**Goostrey Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	193,312.94	
Cash in Hand		
Precept	50,680.00	
VH Lettings - Hall	3,581.50	
VH Lettings - Lounge	3,530.25	
VH Lettings - Committee Room	44.80	
VH Lettings - School Kitchen	50.00	150.00
VH Lettings - Caretaker Services Charge	780.00	
VH Lettings - Performing Rights for Music		
Bank Interest		24.50
VH - Lettings early/late fees		
Exceptional Income		
Audit		375.00
Bank Charge		131.95
Computer		281.49
Telephone and Broadband		284.00
Website		60.00
Office Supplies, Printing & Postage		70.11
Insurance		
Legal and Professional Fees		7.00
Subscriptions		140.00
Councillors/General Expenses		
Accounting System		
Parish Magazine		250.00
General		
Grant Funding		
Clerk's Expenses		
Clerk's Salary		9,731.00
Employers NIC		701.10
Training		45.00
Village Maintenance (incl grass cutting)		2,124.50
Graveyard Maintenance		258.00
Lengthsman Service		60.00
Rose Day Stand and Toilets		552.50
Speedwatch		
Seniors Lunch		
Christmas Lights (Bogbean)		
Planters and Plants		80.00
VH Recharge		
VH Improvements		
Performing Rights Licence		142.79

Goostrey Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
VH General Maintenance & Supplies	220.00	
VH - Covid Cleaning - Hall		
VH Advertising/Entertainment Budget	13.09	
VH [REDACTED]	2,436.52	
VH Clerk Salary	794.60	
VH - Covid Cleaning - Lounge		
VH Staff Expenses		
Employee NIC		
Employee Income Tax		
Village Hall Planting Project		
Telephone Box Refurbishment Costs		
Village Environmental Improvement Surv		
Notice Boards		
Defibrillator Supplies		
Recruitment Costs		
PC EES Pension		
PC ERS Pension	488.46	
VH [REDACTED]	634.50	
VH Employers NIC	56.81	
VH EES Pension		
VH Lettings - Connected Communities F		
Platinum Jubilee Event		
Christmas Lights		
Bowling Pavilion Contribution		
Newsletter	367.71	
Grants & Donations	3,472.80	
Benches	1,200.00	
VH ERS Pension	39.97	
VAT	2,068.11	1,048.66
	60,734.66	26,242.06
Closing Balances:		
Balances in Bank Account		227,805.54
Cash in Hand		
TOTAL	254,047.60	254,047.60
Represented by:		
Natwest Current Account	77,059.80	
NS&I Deposit Account	71,824.83	
Santander Deposit Account	78,875.96	
Caxton FX Pre-paid Card	44.95	
Total	227,805.54	

Goostrey Parish Council
Reserves Balance
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Village Hall Projects	8,800.00				8,800.00
Village Projects	11,400.00				11,400.00
Capital General	4,606.00				4,606.00
Village Entrances Project	4,363.36				4,363.36
Total Capital	29,169.36				29,169.36
Earmarked					
Operating Reserves	69,680.00				69,680.00
Village Hall Recharge 2018-2019	2,767.00				2,767.00
Village Hall Recharge 2019-2020	13,000.00				13,000.00
Village Hall Recharge 2020-2021	13,000.00				13,000.00
Election Fee	7,000.00				7,000.00
Village Hall Floor Refurbishment	2,000.00				2,000.00
Neighbourhood Plan Review	12,000.00				12,000.00
Unallocated General Reserve	157.28				157.28
Connected Communities Fund	43.00				43.00
Christmas Lights for the Bogbean	1,626.92	3,500.00			5,126.92
Village Hall Recharge 2021-2022	13,000.00				13,000.00
Village Hall Recharge 2022-2023	10,000.00				10,000.00
Grants & Donations	7,006.81		3,472.80		3,534.01
Village Hall Laptop		1,000.00			1,000.00
Defibrillator Supplies		1,000.00			1,000.00
Total Earmarked	151,281.01	5,500.00	3,472.80		153,308.21
TOTAL RESERVE	180,450.37	5,500.00	3,472.80		182,477.57
GENERAL FUND					45,327.97
TOTAL FUNDS					227,805.54

Village Hall Recharge Report 2018-2023

Background

Goostrey Parish Council is a joint use partner with Goostrey Community Primary School, sharing the use of Goostrey Village Hall since 1985. Historically the school would provide the Parish Council and Cheshire East Council (CEC) with the charges apportioned to the Village Hall on our centre code via the General Transaction List (GTL). Cheshire East would then supply an invoice so that the parish council could make payment. This has not happened for several years, despite requests from both sides for this to be addressed. Over the years CEC have increasingly asked the school to take on more of the administration associated with this, including raising the recharge invoice. Whilst the school were always responsible for inputting joint use invoices into Unit 4 for shared costs they had no dealings with central billing; prior to Unit 4, invoices were split accordingly. The school are not compensated for the additional administration work which is involved and have refused to raise the recharge invoice as the money is owed to CEC and not the school.

The result of this is that the Parish Council must estimate the recharge each year and place this in an earmarked reserve in anticipation of receiving an invoice. With costs increasing this is making the budgeting process increasingly difficult.

In April 2023, CEC confirmed the recharge amounts owed and agreed to arrange an invoice to bring the finances up to date, the figures are as follows:

Recharge Year	Recharge Total
2018-19	£2,767.01
2019/20	£8,871.70
2020/21	£646.76
2021/22	£7,077.16
2022/23	£13,639.39
Total	33,002.02

It remains the case that CEC have not supplied invoices for the recharge for five years despite repeated requests and contact in May 2023 indicating that this would be done.

Findings

The Clerk undertook a review of the decision making surrounding the recharge years from 2018/2019 – 2022/2023.

2018/2019

At the Parish Council meeting on 24/09/2019, item 5 records the council's resolution to accept the VHMC committees recommendation:

The VHMC recommends that the Parish Council makes a part payment of the recharge invoice for 2018/19 of £10,396.78. A reduction of £2,2767.01 for Landlord & Tenant Maintenance from the total invoice of £13,163.79.

This followed the reconciliation of the electricity invoices, leaving the outstanding issue of the Landlord and Tenant Maintenance element to be resolved. The part payment was made and £2,2767.01 remains in the recharge reserve for that year which CEC still believe is outstanding.

The VHMC minutes from 28/06/2018 record that the £1,353 threshold which affords the Parish Council a reduction of 85% on charges to the Landlord & Tenant Maintenance categories for the first £1,353 spent was set in 1985. The Parish Council were seeking to increase the threshold to £4,065 to reflect costs over thirty years after the Joint Use Agreement (JUA) had been signed. The school advised that CEC would need to agree any change as it may require a change to the JUA. Agreement never seems to have been reached and we must therefore assume that this remains in dispute.

Item 9 from the VHMC minutes of 14/09/2015 record, in relation to the JUA, that CEC had made it clear that the existing arrangements would stay in place for 40 years and that the Parish Council and the school would need to liaise on any changes that might need to be made to general operations to bring procedures up to date.

Although the minutes of this meeting pre-date the discussions about the threshold for Landlord & Tenant Maintenance charges in 2018/19, they support the theory that CEC were unwilling to accept any changes to the JUA. The regular JUA meetings with CEC have not taken place for some time despite the school's repeated attempts to revive them. It is the school's stated position that JUA is no longer fit for purpose.

The assertion by CEC that the terms of the JUA would remain in place for 40 years is not mentioned in the JUA but raises the prospect that changes could be made in 2025, if anyone at CEC is prepared to undertake the work.

2019/2020

At the Parish Council meeting on 28/09/2021, item 5 iii records that:

The Parish Council resolved to approve the payment of the reconciled Village Hall Recharge 2019/20 in the sum of £8,871.70.

This agrees with CEC's assessment and if an invoice were received, could be paid immediately.

2020/2021

The Village Hall was closed due to Covid restrictions and the school had full use of the hall. The school funded the waste collections from the Village Hall from June 2020 to the end of July 2021 at an estimated cost of £1,200. It wasn't possible to be more specific as at this point CEC were already so far behind in charging that they hadn't caught up with invoices.

In addition, the school agreed to pay for the whole fuel bill for the delivery which was made in January 2022. The estimated contribution to that payment from the Village Hall would have been £1,000. This suggested that the school would have paid approximately £2,200 towards the Village Hall running costs for the year that they had sole use of the building. Based on the previous Clerk's calculations and report she produced, the estimated recharge for that year was £1,179.3

The Finance Committee was asked to consider whether this was sufficient funding for the period the Village Hall was closed and received grants to cover its costs. On 18/01/2022 the Finance Committee decided that a working group should be established to reconcile the invoices, this didn't happen.

The actual recharge for this period, quoted by CEC, was £4,855.15 but was reduced to a total of £646.76 due to the refund of business rates charged in error as follows:

Total Recharge	£4,855.15
Less prior years rate refunds	£3,073.81

Less 2019/2020 rate refund £1,134.58

Recharge 2020/2021 £ 646.76

No decision has been taken by the council to agree that this figure is correct.

2021/2022

CEC have stated that the recharge for this year is £7,077.16. The Village Hall didn't re-open until 03/07/2021 due to ongoing Covid restrictions. The school haven't provided any copy invoices and therefore the recharge for this year can't be reconciled.

2022/2023

Reconciliation of Invoices

The General Transaction List (GTL) along with a number of copy invoices was provided by the school on 6th June 2023. The following invoices are missing from the bundle sent over by the school.

John Worth invoices:

80551

John Potts invoices:

22122

22374

22013

22526

22543

22565

22617

22779

22926

23158

Also missing are all the invoices relating to waste management and also to telephone rental charges. The school have been asked to provide copies so that the reconciliation can be completed.

Issues Arising

- The total Village Hall Recharge for 2022/23 has been calculated by CEC and the school at £13,639.39 but the total provided by adding together the figures on the GTL is £15,959.98. This is a difference of £2320.59.
- The invoices for the electricity usage have been charged to the Village hall at 100% but should be split on a 67% Village Hall/33% school basis. The invoices presented are for the Infant School and Village Hall site combined as would be expected. The school have been asked to check this.
- There appear to be anomalies in the percentages being applied to the invoices relating to the Planned Maintenance expenditure heading. This relates to the accepted assertion that the first £1,353 of expenditure is charged at 15% and any expenditure in excess of this is charged at 100%. Most of the plumbing and electrical invoicing has been apportioned at 25% to the Village Hall.

- It has not been possible to check the percentages where copy invoices haven't been provided.

Increased Costs and Budgeting

The Village Hall budgeted £10,000 to cover the 2022/23 Recharge and needs to understand the reasons for the sudden increase in costs in order to budget correctly for future years.

Heating oil costs rose significantly for the year 2022/23 with the Village Hall's 55% contribution at a total of £6,971. Please see table below for comparison with previous years.

Heating Fuel	
Year	Recharge at 55%
2018/19	£2,078.07
2019/20	£3,300.55
2020/21	£2,999.08
2021/22	£3,139.39

The cost of heating oil has more than doubled the highest rate from the previous four years. If it is accepted that the recharge for 2022/23 is £13,639.39 and we take off half the current oil cost (£3,485.50), which would have been a reasonable estimate for budgeting based on past experience, this leaves £10,154.39 which is almost what was budgeted and goes a long way in accounting for the unexpected increase in the recharge. For the current financial year £11,000 has been budgeted for the recharge, the amount for 2024/25 will have to be reviewed in light of this.

If it can be established that the Village Hall has been incorrectly charged at 100% for electricity (£4,208.66) rather than at 67% (£2,819.80), this would reduce the recharge bill from £13,639.39 to £10,819.59.

Considerations for Budgeting and Reserves

It is tempting, considering the level of reserves which the council holds for the recharge, to consider reducing the precept by not including the recharge in the budget for the next financial year. This would, however, result in a steep increase in the precept when that budget line ultimately needs to be reintroduced.

The council could consider using some of the excess recharge reserves from previous years to absorb some of the higher costs, leaving the recharge to just increase by a small amount. The council would have to be sure that the recharge figures are correct and that these are the amounts that will be eventually invoiced and, again, this could lead to a larger increase in the recharge budget in the future.

Conclusion

The current position for the Parish Council is as follows:

Recharge Year	Recharge Total	Reserve	Surplus/Deficit	Comments
2018-19	£2,767.01	£2,767	-£0.01	Final Recharge Tenant Recharge element not agreed by Parish Council
2019/20	£8,871.70	£13,000	£4,128.30	Payment agreed by the Parish Council.

2020/21	£646.76	£13,000	£12,353.24	Covid year plus £4,208.39 in business rates rebate incorrectly charged is previous years. Not agreed by Parish Council.
2021/22	£7,077.16	£13,000	£5,922.84	Covid year. No invoices received so not reconciled.
2022/23	£13,639.39	£11,000	-£2,639.39	High cost in heating oil significantly increased the recharge. Questions remain over some invoicing percentages. Not yet able to reconcile.
Total	33,002.02	£52,767	£19,764.98	

- The council needs to decide whether it would be prepared to pay the remaining £2,767.01 of the 2018/2019 recharge as there has been no agreement to an increase in the Landlord & Tenant Maintenance threshold and this remains unlikely.
- If an invoice was received for the 2019/2020 recharge then this could be paid immediately as this has been agreed by council.
- The council needs to decide whether the 2020/2021 recharge of £646.76 is reasonable given the amount of grant funding which was received and the additional funding provided by the school.
- There are a number of issues surrounding the reconciliation of the recharges for 2021/2022 and 2022/2023 therefore any invoices raised by CEC should not be agreed by the Parish Council.
- If the figures for recharge years 2018/2019 and 2020/2021 were agreed by the Parish Council then CEC could be asked to raise an invoice to include 2018/2019, 2019/2020 and 2020/2021.
- The reserves for these years could be reduced accordingly and the surplus (£16,481.53) transferred to support the recharge deficits in years 2018/2019 (1p) and 2022/2023 (2,639.39). The remainder (£13,842.14) to be transferred to the General Fund for reallocation.

Aim	Risk	Risk Level			Mitigation	Actions Required	Resultant Risk Level			Person Responsible
		Likelihood	Impact	Risk			Likelihood	Impact	Risk	
1. To ensure compliance with the Acts of Parliament, Council's Standing Orders, Financial Regulations and Code of Conduct.	1. Lack of knowledge of regulations and codes and powers laid down by Parliament.	1	3	3	(a) Ensure that all Councillors have copies of Code of Conduct and Standing Orders together with the "Good Councillor Guide". Highlight essential parts and provide training where required. Re-issue Annually. (b) Keep record of Councillors' and Staff Training. (c) Experienced and competent Parish Clerk/Staff	None at this time.	1	3	3	All Councillors, Parish Clerk
	2. Standing Orders out of date.	1	3	3	(a) Ensure that Standing Orders are produced, understood by Councillors, and reviewed at least once per year.	None at this time.	1	3	3	All Councillors, Parish Clerk
	3. Lack of commitment and adherence to regulations and procedures.	3	3	9	(a) Regular reference to appropriate regulations in agenda items. (b) Reports/motions put forward by Members should contain a comment by the Parish Clerk. All motions should be on the agenda at least 3 days in advance of the meeting and checked by the Clerk. (c) No delegation of responsibilities to individual Councillors (as there is no legal power).	None at this time	3	3	9	All Councillors, Parish Clerk

	4. Items/services purchased without proper tendering procedures, resulting in accusations of commercial favouritism.	2	3	6	(a) All purchases that need tendering to go through the Parish Clerk's Office & Parish Council (b) Ensure that all Councillors and Clerk are aware of regulations re estimates and full tender procedures. (c) Review purchasing and contract procedure rules. (d) Adequate controls validated by regular Internal Audit	None at this time.	2	3	6	Parish Clerk acting as Responsible Finance Officer Finance Committee
	5. Payments made without prior approval and adequate control.	1	3	3	(a) Ensure all payments are approved in Council meetings and recorded in minutes. (b) Carry out monthly bank reconciliation check as required by audit. (c) No cash payments, the council does not maintain any form of cash Financial Regulation.6.21. (c) Add report on variances >10% to qtly and annual report. (c) Clerk raises payments using the NatWest Bankline system and a councillor approves the payment. Assignment of rolls means that the Clerk cannot release payment. (d) All cheques must be signed by at least 2 Members plus Parish Clerk (e) Adequate controls validated by regular Internal Audit	None at this time.	1	3	3	Parish Clerk acting as Responsible Finance Officer Finance Committee
	6. Lack of control of signatories to cheques.	1	3	3	a) Keep authorised signatories to a minimum consistent with practicalities. (b) Signatories approved by Council	None at this time.	1	3	3	Parish Clerk acting as Responsible Finance Officer

						Finance Committee
	7. VAT not properly accounted for, resulting in overclaims and large demands from HMRC	1 2 2	<p>a) Ensure Clerk has adequate knowledge of regulation by attending training courses as appropriate.</p> <p>Ask VAT expert to check our procedures – suggest removing and replacing with:</p> <p>(b) Seek expert knowledge where a new project or activity is undertaken to ensure compliance.</p> <p>(c) Adequate controls validated by regular Internal Audit</p> <p>(d) VAT return every quarter</p>	Suggest removing - Ask VAT expert to check procedures	1 2 2	Parish Clerk acting as Responsible Finance Officer Finance Committee
2. To identify and regularly review the Council's priorities, using a risk based approach, to ensure these are clear and achievable.	1. Lack of knowledge of how to set objectives, set priorities, and identify risks resulting in lack of clarity, direction and appropriate allocation of resources.	3 3 9	<p>a) All Councillors to be made aware of need for objectives and identification of risk.</p> <p>(b) Attend training sessions if necessary</p> <p>(c) Establish agreed priorities that are matched to available resources.</p>		3 3 9	Chairman, Parish Clerk
	2. No Risk Analysis carried out and/or steps taken to combat risks	2 3 6	<p>(a) Review risk assessment every 6 months at Finance Committee</p> <p>(b) All significant proposals to provide a risk assessment</p>		2 3 6	Chairman, Parish Clerk

3. To influence other Council departments and Government organisations to fulfil the requirements of the Parish population	1. Lack of effective lines of communication with other organisations	1	2	2	a) Allocate Councillors to champion key areas of interest (b) Attend invited events that are likely to impact the Parish (c) Provide adequate feedback to Council	None at this time	1	2	2	All Councillors, Parish Clerk
	2. Lack of effective lines of communication with parishioners	2	3	6	(a) Take every opportunity to publicise role of Parish Council. (b) Publish regular Parish Council newsletter (c) Effective use of notice boards and "fliers". (d) Use website to publicise Parish Council work (e) Use key issues to raise profile of Parish Council and to test parishioners' views. (f) Create of Parish Council annual plan and put to parishioners for comment. (g) Community Engagement Policy implemented. (h) Councillors copy Clerk on any significant individual resident or association/club matters (i) Submit regular articles to the Parish Magazine.	None at this time	2	2	4	All Councillors, Parish Clerk, External Liaison Councillors.
4. To ensure that all Councillors are aware of their responsibilities, and possible liabilities, and to provide	1. Lack of education of Councillors regarding responsibility and liability.	1	4	4	(a) Familiarisation with Standing Orders and Good Councillor Guide. (b) Councillors to be reminded annually of importance of these publications (b) Attend any training courses as appropriate.	None at this time	1	4	4	All Councillors

adequate insurance cover for all possible risks.										
	2. Inadequate insurance cover taken out – Property, personal liability, employer’s liability, fidelity guarantee	1	3	3	(a) Review annually at Finance Committee (b) Ensure Level of fidelity cover is reviewed to ensure correct level maintained. Insurance cover increased 2022/23.	None at this time	1	3	3	Parish Clerk, All Councillors
5. To keep appropriate books of account accurately and up to date throughout the financial year.	1. Inadequate knowledge and commitment to accounting requirements	1	4	4	(a) Ensure that Responsible Financial Officer and Chairman of Finance Committee is familiar with relevant current financial regulations and include them in standing orders. (b) Responsible Finance Officer to produce quarterly financial reports as part of the Governance and Performance Monitoring Report to Finance Committee (c) Internal audit to be undertaken annually plus review of adequacy by Finance Committee. Reports to be made available to all Councillors and any recommendations to be acted upon promptly	None at this time	1	4	4	Parish Clerk acting as Responsible Finance Officer Finance Committee
	2. Bank charges unnecessarily incurred.	1	1	1	(a) Responsible Finance Officer to carry out regular inspection of books of account.	None at this time	1	1	1	Parish Clerk acting as Responsible Finance Officer
	3. Inaccuracies in recording	1	1	4	(a) Responsible Finance Officer to ensure that accounts and systems are kept in	None at this time	1	1	4	Parish Clerk acting as

	amounts, totals in books of account, and bank reconciliations.		such a way that internal controls are included and activated. (b) Accounting system that performs integrity checks and balances (c) Ensure accounts reconciled each month and send copy of reconciliation to Chairman of Finance Committee (d) Regular internal audits to advise on internal controls required. (e) Ensure monthly reconciliation statements signed off by a member of the Finance Committee			Responsible Finance Officer Finance Committee
	4. Not enough money held in current account to meet liabilities.	1 3 3	(a) Responsible Finance Officer to carry out regular inspection of books of account.	None at this time	1 3 3	Parish Clerk acting as Responsible Finance Officer
	5. Cash not fully protected by FSCS protection and the most beneficial interest terms not being obtained.	1 4 4	(a) Ensure that balances never exceed current FSCS protection limits - 1 4 4 (b) Quarterly review to ensure that most favourable interest rates are obtained on deposit accounts.	None at this time	1 4 4	Parish Clerk acting as Responsible Finance Officer
	6. Inadequate control of cash receipts and payments.	1 2 2	(a) No cash payments made in line with Financial regulations. Cash receipts kept to a minimum.	None at this time	1 2 2	Parish Clerk acting as Responsible Finance Officer
	7. Debts not pursued promptly	3 1 3	(a) Responsible Finance Officer to monitor and act on aged debt analysis. Aged debt analysis provided by Hallmaster. (b) Internal audit checks.	None at this time	3 1 3	Parish Clerk acting as Responsible Finance Officer

	8. VAT claims not made promptly or made incorrectly.	1	2	2	(a) Ensure Clerk has up to date and appropriate and up to date VAT official Publications and knowledge.	Clerk has attended VAT training provided by ChALC and Scribe and will continue to keep knowledge up to date	1	2	2	Parish Clerk acting as Responsible Finance Officer
	9. Books of account not kept up to date/invoices not posted promptly. Receipts not banked or banked properly	1	4	4	(a) Regular checks by Responsible Finance Officer and annual check by internal auditor. (b) Responsible Finance Officer to produce quarterly financial reports for the Finance Committee.	None at this time	1	4	4	Parish Clerk acting as Responsible Finance Officer
	10. Slow response to request to change bank mandates leaving Council unable to authorise cheque payments	1	3	3	(a) Keep at least 3 councillors on the list from year to year and avoid making frequent changes. (b) Move as many payments as possible to electronic on-line payments	None at this time	1	3	3	Parish Clerk acting as Responsible Finance Officer
	11. Clerk taken ill or leaves without replacement.	2	4	8	(a) Key Working Procedures for use in an emergency have been documented. 2 Councillors to have joint access to passwords (b) SLCC to be used for hiring a Temporary Clerk.	Councillors have yet to test.	2	4	8	Parish Clerk acting as Responsible Finance Officer Staff Committee
	12. Council unable to conduct its business due to unavailability of data	2	4	8	(a) Files backed up everyday to a different, secure, location. (b) Chairman/Vice-Chair have access to office and electronic files. (c) Important paper documents are copied and stored in different location. Fireproof safe for key documents etc.		2	4	8	Parish Clerk

			(d) Historic minute books correctly stored at County Archive.			
	13. Not enough councillors elected following next or retained to maintain quorate council	2 3 6	(a) Advertise need for councillors in run up to elections All Councillors (b) Promote Council between elections so it is perceived as a valued body	None at this time	2 3 6	All councillors and Parish Clerk
6. To ensure that payments made from council funds and the use of assets represent value for money, are adequately managed.	1. Expenditure of funds is not prioritised and / or monitored	1 3 3	(a) At least annually review of expenditure priorities. (b) Ensure all expenditure follows grant/donation policy	None at this time	1 3 3	Parish Clerk acting as Responsible Finance Officer
	2. Use of funds not giving value for money.	3 3 9	(a) Ensure appropriate quality and price (b) Require report of how money donated has been spent and value achieved	None at this time	3 3 9	Parish Clerk acting as Responsible Finance Officer Finance Committee
	3. Charges and usage of facilities inadequate	3 2 6	(a) Maximise use of facilities by advertising etc. (b) regular review of Charges at least at budget setting time. (c) Periodic review of booking systems	None at this time.	3 2 6	Parish Clerk acting as Responsible Finance Officer
	4. Loss of money or damage to reputation through scams, phishing	1 4 4	(a) Clerk and councillors should be vigilant of this risk and should not respond to unsolicited and/or unexpected requests without first checking with Clerk or Chairman	None at this time.	1 4 4	Parish Clerk, all councillors

	etc					
7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate	1. Lack of knowledge of and commitment to budgetary process and Council regulations.	1	4	4	(a) Include Financial Regulations alongside Standing Orders issued to all Councillors. (b) Parish Clerk acting as Responsible Finance Officer to advise during budgetary process.	Parish Clerk acting as Responsible Finance Officer, All councillors
	2. Inadequate consideration of requirements for annual precept.	1	4	4	(a) Place item on agenda early in September to remind councillors of budget process and actions required. Clerk to remind Councillors of items such as Election Costs. (b) Start consideration of calculation at least 3 months prior to submission date. (c) Creation of a 3 year financial plan linked to priorities	Parish Clerk, all councillors
	3. Inadequate internal controls with regard to monitoring expenditure.	1	4	4	(a) Checks by Responsible Finance Officer and Internal Auditor. (b) Summary of Financial and budget progress reports to Council with payment information.	Parish Clerk acting as Responsible Finance Officer
	4. Reserves set at wrong level.	1	4	4	(a) Monitored by RFO quarterly (b) Considered annually by Council as part of budget setting.	Parish Clerk acting as Responsible Finance Officer
8. To explore all possible sources of	1. Lack of knowledge and/or	1	2	2	(a) To be considered as part of any existing or new scheme or change of service	Parish Clerk, all councillors

income and to ensure that expected income is fully received.	commitment of possible sources of Income, e.g. grants.						
9. To ensure that salaries paid to Employees and amounts paid to Councillors and contractors are paid in accordance with council regulations, and adequately monitored.	1. Inappropriate rate of pay to employees.	4	2	8	(a) Clerk to have knowledge of current appropriate employee regulations (b) Contracts of employment are in place for all staff and updated as required (c) Payroll entered by Parish Clerk and checked by Staff Committee or Finance Committee (d) Review Salaries annually in line with responsibilities. (e) Performance reviews to be carried out at least annually	None at this time	4 2 8 Staff Committee Chair
	2. Tax and NI arrangements not in accordance with regulations.	1	2	2	(a) RTI payroll system -	None at this time	1 2 2 Parish Clerk acting as Responsible Finance Officer
10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail	1. Late or non-submission of annual accounts.	1	4	4	(a) External Auditor sets timetable for Annual Return and sends it to the RFO.	None at this time	1 4 4 Parish Clerk acting as Responsible Finance Officer
	2. Year-end accounts not prepared, inaccurate, or not in accordance	1	4	4	(a) Internal audit checks.	None at this time	1 4 4 Parish Clerk acting as Responsible Finance Officer

	with Council requirements.					
11. To identify, value and maintain all assets of the Parish Council and ensure that asset and investment registers are complete, accurate and properly maintained	1. Lack of knowledge of assets of Parish Council.	1 2 2	(a) Ascertain and record all assets for which Parish Council is responsible. (b) Update at least annually	None at this time	1 2 2	Parish Clerk, Finance Committee
	2. Assets lost or misappropriated	1 2 2	(a) Establish who is responsible for security and maintenance of each asset. (b) Asset register to be reported to Finance Committee for review at least annually.	None at this time	1 2 2	Parish Clerk, Finance Committee
	3. Inadequate or inaccurate valuation of the Council's assets	1 2 2	(a) Arrange for periodic review of valuations and arrange for professional valuation where necessary. (b) Annual check of assets vs insured value (c) Annual report to Finance Committee.	None at this time	1 2 2	Parish Clerk, Finance Committee
12. To comply with appropriate Government legislation and guidance regarding access, equality, safeguarding, data protection, FOI etc.	1. Lack of knowledge of and commitment to applicable legislation and guidance	2 4 8	(a) Parish Clerk to have knowledge of all appropriate legislation and guidance (b) Council to have all appropriate policies in place (c) CiLCA qualified Parish Clerk. (d) All councillors to be aware of policies (e) Suitable encryption, firewall, anti-virus, anti-malware on Clerk's computer and files		2 4 8	Amenities Committee, Parish Clerk, All Councillors

			(f) Amenities Committee to check external PC assets once per year (eg benches) (g) All councillors and staff given .gov.uk email addresses for data protection and FOI purposes			
13. To carry out adequate safety checks on all buildings, properties and equipment for which the Council is responsible.	1. Lack of safety of properties, buildings & equipment	3 3 9	(a) Health and Safety Policy (b) Ensure that all current legislation and advice is held by Clerk. (c) Adequate risk assessments of assets and processes (d) Amenities Committee check condition of all assets once per year.	None at this time	3 3 9	Amenities Committee, Parish Clerk, All Councillors
	2. Routine safety checks are not carried out	1 4 4	(a) Safety checks are done by Caretaker, Clerk or by contractors arranged by the School. (b) Record of maintained of safety checks carried out	None at this time	1 4 4	Amenities Committee, Parish Clerk, All Councillors
14. To safeguard lone working staff	1. Someone enters the building and confronts lone worker.	2 4 8	(a) Whenever possible, lone workers should keep external doors and windows locked. (b) Lone staff should carry mobile phone at all times (c) CCTV covering main entrance, door locking system	None at this time	2 3 6	All Councillors
	2. One person left alone in building after meeting, with unexpected intruder	1 4 4	(a) Chairman of meeting, or other nominated person, should ensure that there are no unauthorised people in the building before leaving and locking the door.	None at this time	1 4 4	Parish Clerk, All Staff, All Councillors, All meeting organiser

	3. Risk of confrontation as lone worker enters or leaves building	1 4 4	(a) Adequate external lighting (b) CCTV covering main entrance (c) Zero Tolerance Policy adopted	None at this time	1 4 4	VHMC
15. Unexpected disruption to village hall facilities	1. Damage to fabric of building. Loss of electricity, burst pipes.	1 5 5	(a) Insurance for loss of income (b) Regular inspections of electricity, pipework and fabric		1 5 5	VHMC

Likelihood	1	Unlikely to happen – once in 20 years or more
	2	Unlikely to happen – once in 10 years
	3	Likely to happen within the 4 year term of Council
	4	Very likely to happen within year or has happened recently

Consequences of Impact	1	Temporary or minor impact on Customer, finance or reputation – impact over less than a month
	2	Some impact on reputation and/or finances – impact less than 3 months
	3	Substantial impact with moderate financial or reputational consequences – impact up to a year
	4	Significant impact with likely large scale financial or reputational consequences – impact over more than one year

Risk Levels if suggested actions are not carried out (Impact on Council x Likelihood)

1-4	Overall risk is low. Regular monitoring but action not urgently required
5 - 11	Overall risk is medium. Monitoring essential and action required to mitigate risks
12 - 16	Overall risk is high. Essential action is required immediately to manage risk.
0	No recommended action at this time.