



Goostrey Parish Council

DOCUMENT PACK FOR THE FINANCE COMMITTEE MEETING on Tuesday 8th July 2025

Agenda

- 1. Election of Committee Chairman:** To elect a Chairman for the new council year.
- 2. Election of Committee Vice Chairman:** To elect a Vice Chairman for the new council year.
- 3. Declaration of Interests**
- 4. Apologies for absence**
- 5. Minutes of meeting of 15th April 2025.** View minutes at [View Draft Finance Committee Meeting Minutes](#)

Motion: The minutes of the meeting on 15th April 2025 were accepted as a true record of the meeting.

- 6. Financial position vs. budget for the Quarter 1.** To review and approve the financial position vs. budget for Quarter 1. **See page 3.**

Motion: The committee resolves to recommend approval of the Financial Position vs. Budget for Quarter 1.

- 7. Statement of Accounts for Quarter 1:** To review and approve the for Quarter 1. **See page 7.**

Motion: The committee resolves to recommend approval of the Statement of Accounts Quarter 1.

- 8. Internal Audit Report:** To review the recommendation in from the report and agree a course of action. **See page 9.**

- 9. Capital and General Reserves:** To review and approve the council' Capital and General Reserves position. **See page 11.**

Motion: The committee resolves to recommend approval of the council's reserves position.

- 10. Bank Reconciliations:** To verify and approve the bank reconciliations for all accounts. **See page 12.**

- 11. Regular Payments:** To review and approve the council's schedule of regular payments and Direct Debits. **See page 21.**

Motion: The committee resolves to recommend approval of the council's schedule of regular payments and Direct Debits.

- 12. Bank Mandate Arrangements:** To review the arrangements and review them for security and efficiency. **See page 22.**

Motion: The committee resolves to confirm the council's bank mandate arrangements.

- 13. Financial Regulations:** To note and approve the report's recommendations to include a section relating to the use of an electronic card reader in the council's Financial Regulations. **See page 23.**

Motion: The committee resolves to recommend the inclusion of a section relating to the use of an electronic card reader in the council's Financial Regulations.

- 14. Risk Assessment:** To review and approve the changes to the council's financial risk assessment. **See page 24.**

Motion: The committee resolves to recommend approval of the council's updated financial risk assessment.

- 15. Health and Safety Compliance Costs:** To note the contents of the report and consider the request to contribute towards annual health and safety compliance costs. **See page 39.**

Motion: The committee resolves to recommend that the council contributes 25% to the annual health and safety compliance costs.

- 16. Minor items and items for the next agenda.**

- 17. Next meeting:** 14th October 2025

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1 Parish Council

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	56,210.00	28,105.00	-28,105.00				-28,105.00 (-50%)
8	Bank Interest	1,610.00	829.17	-780.83				-780.83 (-48%)
10	Exceptional Income							(N/A)
11	Audit				790.00	485.00	305.00	305.00 (38%)
12	Bank Charge				450.00	83.85	366.15	366.15 (81%)
13	Computer				330.00	64.16	265.84	265.84 (80%)
14	Telephone and Broadband				800.00	159.21	640.79	640.79 (80%)
15	Website				410.00	60.00	350.00	350.00 (85%)
16	Office Supplies, Printing & Postage				280.00	181.47	98.53	98.53 (35%)
17	Insurance				945.00		945.00	945.00 (100%)
18	Legal and Professional Fees							(N/A)
19	Subscriptions				1,050.00	746.54	303.46	303.46 (28%)
20	Councillors/General Expenses				75.00		75.00	75.00 (100%)
21	Accounting System				385.00		385.00	385.00 (100%)
22	Parish Magazine				280.00		280.00	280.00 (100%)
24	Grant Funding				1,000.00	1,000.00		(0%)
25	Clerk's Expenses				50.00		50.00	50.00 (100%)
26	Clerk's Salary				24,060.00	4,021.44	20,038.56	20,038.56 (83%)
27	Employers NIC				2,735.00	595.47	2,139.53	2,139.53 (78%)
28	Training				500.00	150.00	350.00	350.00 (70%)
32	Rose Day Stand and Toilets				510.00	487.50	22.50	22.50 (4%)
35	Christmas Lights (Bogbean)				100.00		100.00	100.00 (100%)
47	Employee NIC							(N/A)
48	Employee Income Tax							(N/A)
54	Recruitment Costs							(N/A)
55	Pension Contribution Employee							(N/A)
56	Pension Contribution Employer				1,205.00	291.31	913.69	913.69 (75%)
64	Newsletter				1,260.00		1,260.00	1,260.00 (100%)
82	Sum Up Transactions							(N/A)
83	Sum Up Fees							(N/A)
SUB TOTAL		57,820.00	28,934.17	-28,885.83	37,215.00	8,325.95	28,889.05	3.22 (0%)

2 Amenities

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Village Maintenance (incl grass cutting)				5,740.00	227.85	5,512.15	5,512.15 (96%)
30	Graveyard Maintenance				2,830.00	75.83	2,754.17	2,754.17 (97%)
31	Lengthsman Service				250.00	210.00	40.00	40.00 (16%)
33	SIDS & Speedwatch				300.00		300.00	300.00 (100%)
34	Seniors Lunch	980.00		-980.00	1,000.00		1,000.00	20.00 (1%)
65	Christmas Lights Switch On Event				1,000.00	187.50	812.50	812.50 (81%)
66	VE Day Event		1,328.73	1,328.73	2,000.00	3,828.73	-1,828.73	-500.00 (-25%)
SUB TOTAL		980.00	1,328.73	348.73	13,120.00	4,529.91	8,590.09	8,938.82 (63%)

Summary of Receipts and Payments

Cost Centre Group - Operating Cost Centres (Excl. Reserve Spend)

3 Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	VH Lettings - Hall	10,710.00	1,843.20	-8,866.80				-8,866.80 (-82%)
3	VH Lettings - Lounge	6,825.00	982.15	-5,842.85				-5,842.85 (-85%)
4	VH Lettings - Committee Room	315.00	50.25	-264.75				-264.75 (-84%)
5	VH Lettings - School Kitchen	125.00		-125.00	125.00		125.00	(0%)
6	VH Lettings - C/S Charge		528.00	528.00		216.71	-216.71	311.29 (N/A)
7								
9	VH - Lettings early/late fees							(N/A)
37	VH Recharge				12,600.00		12,600.00	12,600.00 (100%)
38	VH Improvements				1,250.00		1,250.00	1,250.00 (100%)
39	Performing Rights Licence				175.00		175.00	175.00 (100%)
40	VH General Maintenance & Supplies				2,500.00	668.53	1,831.47	1,831.47 (73%)
42	VH Advertising/Entertainment Budget				50.00	21.65	28.35	28.35 (56%)
43								
44	VH Clerk Salary				1,890.00	2,261.76	-371.76	-371.76 (-19%)
46	VH Staff Expenses							(N/A)
58	VH Employers NIC				255.00	54.40	200.60	200.60 (78%)
59	VH EEs Pension Contributions							(N/A)
67	VH ERS Pension				95.00	22.85	72.15	72.15 (75%)
SUB TOTAL		17,975.00	3,403.60	-14,571.40	26,440.00	5,071.57	21,368.43	6,797.03 (15%)

Summary

NET TOTAL	76,775.00	33,666.50	-43,108.50	76,775.00	17,927.43	58,847.57	15,739.07 (10%)
V.A.T.		828.47			523.75		
GROSS TOTAL		34,494.97			18,451.18		

1 Parish Council

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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22	Parish Magazine				280.00		280.00	280.00 (100%)
24	Grant Funding				1,000.00	1,000.00		(0%)
25	Clerk's Expenses				50.00		50.00	50.00 (100%)
26	Clerk's Salary				24,060.00	4,021.44	20,038.56	20,038.56 (83%)
27	Employers NIC				2,735.00	595.47	2,139.53	2,139.53 (78%)
28	Training				500.00	150.00	350.00	350.00 (70%)
32	Rose Day Stand and Toilets				510.00	487.50	22.50	22.50 (4%)
35	Christmas Lights (Bogbean)				100.00		100.00	100.00 (100%)
47	Employee NIC							(N/A)
48	Employee Income Tax							(N/A)
54	Recruitment Costs							(N/A)
55	Pension Contribution Employee							(N/A)
56	Pension Contribution Employer				1,205.00	291.31	913.69	913.69 (75%)
64	Newsletter				1,260.00		1,260.00	1,260.00 (100%)
82	Sum Up Transactions							(N/A)
83	Sum Up Fees							(N/A)
SUB TOTAL		57,820.00	28,934.17	-28,885.83	37,215.00	8,325.95	28,889.05	3.22 (0%)

2 Amenities

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30	Graveyard Maintenance				2,830.00	75.83	2,754.17	2,754.17 (97%)
31	Lengthsman Service				250.00	210.00	40.00	40.00 (16%)
33	SIDS & Speedwatch				300.00		300.00	300.00 (100%)
34	Seniors Lunch	980.00		-980.00	1,000.00		1,000.00	20.00 (1%)
65	Christmas Lights Switch On Event				1,000.00	187.50	812.50	812.50 (81%)
66	VE Day Event		1,328.73	1,328.73	2,000.00	3,828.73	-1,828.73	-500.00 (-25%)
SUB TOTAL		980.00	1,328.73	348.73	13,120.00	4,529.91	8,590.09	8,938.82 (63%)

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

1 July 2025 (2025-2026)

3 Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	VH Lettings - Hall	10,710.00	1,843.20	-8,866.80				-8,866.80 (-82%)
3	VH Lettings - Lounge	6,825.00	982.15	-5,842.85				-5,842.85 (-85%)
4	VH Lettings - Committee Room	315.00	50.25	-264.75				-264.75 (-84%)
5	VH Lettings - School Kitchen	125.00		-125.00	125.00		125.00	(0%)
6	VH Lettings - C/S Charge		528.00	528.00		216.71	-216.71	311.29 (N/A)
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9	VH - Lettings early/late fees							(N/A)
37	VH Recharge				12,600.00		12,600.00	12,600.00 (100%)
38	VH Improvements				1,250.00		1,250.00	1,250.00 (100%)
39	Performing Rights Licence				175.00		175.00	175.00 (100%)
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59	VH EEs Pension Contributions							(N/A)
67	VH ERS Pension				95.00	22.85	72.15	72.15 (75%)
SUB TOTAL		17,975.00	3,403.60	-14,571.40	26,440.00	5,071.57	21,368.43	6,797.03 (15%)

4 Expenditure from Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	Village Environmental Improvement Survey							(N/A)
52	Notice Boards							(N/A)
53	Defibrillator Supplies					289.00	-289.00	-289.00 (N/A)
62	Christmas Lights					62.15	-62.15	-62.15 (N/A)
69	VH Transfer to Reserves							(N/A)
76	CIL Payment							(N/A)
77	VH Windows Project					4,166.67	-4,166.67	-4,166.67 (N/A)
81	Advanced Event Payments		-46.86	-46.86		-927.00	927.00	880.14 (N/A)
84	Approved Grant					4,373.00	-4,373.00	-4,373.00 (N/A)
SUB TOTAL			-46.86	-46.86		7,963.82	-7,963.82	-8,010.68 (N/A)

Summary

NET TOTAL	76,775.00	33,619.64	-43,155.36	76,775.00	25,891.25	50,883.75	7,728.39 (5%)
V.A.T.		828.47			1,427.31		
GROSS TOTAL		34,448.11			27,318.56		

Goostrey Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	198,690.94	
Cash in Hand		
Precept	28,105.00	
VH Lettings - Hall	1,843.20	
VH Lettings - Lounge	982.15	
VH Lettings - Committee Room	50.25	
VH Lettings - School Kitchen		
VH Lettings - C/S Charge	528.00	
Bank Interest	829.17	
VH - Lettings early/late fees		
Exceptional Income		
Audit		485.00
Bank Charge		83.85
Computer		64.16
Telephone and Broadband		159.21
Website		60.00
Office Supplies, Printing & Postage		181.47
Insurance		
Legal and Professional Fees		
Subscriptions		746.54
Councillors/General Expenses		
Accounting System		
Parish Magazine		
Grant Funding		1,000.00
Clerk's Expenses		
Clerk's Salary		4,021.44
Employers NIC		595.47
Training		150.00
Village Maintenance (incl grass cutting)		227.85
Graveyard Maintenance		75.83
Lengthsman Service		210.00
Rose Day Stand and Toilets		487.50
SIDS & Speedwatch		
Seniors Lunch		
Christmas Lights (Bogbean)		
VH Recharge		
VH Improvements		
Performing Rights Licence		
VH General Maintenance & Supplies		668.53
VH Advertising/Entertainment Budget		21.65

Goostrey Parish Council
STATEMENT OF ACCOUNTS

		RECEIPTS	PAYMENTS
VH Clerk Salary			2,261.76
VH Staff Expenses			
Employee NIC			
Employee Income Tax			
Village Environmental Improvement Survey			
Notice Boards			
Defibrillator Supplies		289.00	
Recruitment Costs			
Pension Contribution Employee			
Pension Contribution Employer		291.31	
VH Employers NIC		54.40	
VH EEs Pension Contributions			
Christmas Lights		62.15	
Newsletter			
Christmas Lights Switch On Event		187.50	
VE Day Event	1,328.73	3,828.73	
VH ERS Pension		22.85	
VH Transfer to Reserves			
CIL Payment			
VH Windows Project		4,166.67	
Advanced Event Payments	-46.86	-927.00	
Sum Up Transactions			
Sum Up Fees			
Approved Grant		4,373.00	
VAT	828.47	1,427.31	
		34,448.11	27,318.56
Closing Balances:			
Balances in Bank Account			205,820.49
Cash in Hand			
TOTAL		233,139.05	233,139.05

INTERNAL AUDIT REPORT GOOSTREY PARISH COUNCIL 2024/25

The internal audit of Goostrey Parish Council was carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Review of year-end financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

**INTERNAL AUDIT REPORT
GOOSTREY PARISH COUNCIL 2024/25**

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
2024/25 internal audit			
1	<p>The reserves analysis includes a number of different categories that could be considered general funds rather than earmarked, for instance, ‘unallocated general reserves’. We have noted external audit queries in recent years about earmarked reserves that do not appear linked to specific medium terms projects/schemes.</p> <p>The council Strategic Plan identifies projects and objectives up to the end of 2028 and this will be used as the basis for establishing medium term projects/schemes underpinned by earmarked reserves.</p>	<p><i>The council should review the reserves analysis to ensure earmarked reserves relate to medium term projects/schemes, particularly relating to the Strategic Plan, rather than generic descriptions.</i></p>	
2023/24 internal audit			
<p>No issues arising – a comprehensive set of accounting records have been maintained with a clear audit trail to supporting information and all internal control objectives have been met.</p>			

Goostrey Parish Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Village Hall Projects	9,905.00		4,166.67		5,738.33
Village Projects	6,630.00				6,630.00
Capital General	4,606.00				4,606.00
Village Entrances Project	1,234.73				1,234.73
CIL Payment	4,529.08				4,529.08
Total Capital	26,904.81		4,166.67		22,738.14
Earmarked					
Operating Reserves	47,323.00	3,266.00			50,589.00
Election Fee	8,286.00				8,286.00
Neighbourhood Plan Review	12,000.00				12,000.00
Unallocated General Reserve	21,232.29	8,735.88			29,968.17
Christmas Lights for the Bogbean	1,705.30		62.15		1,643.15
Village Hall Laptop	524.18	-524.18			0.00
Defibrillator Supplies	806.60		289.00		517.60
Christmas Lights Switch On event 2024	20.65	-20.65			0.00
Village Hall Recharge 2023-2024	12,502.42				12,502.42
VH Recharges					0.00
Booth Bed Lane Playground Project	10,750.00				10,750.00
Village Hall Recharge 2024-2025	11,550.00				11,550.00
VH Boiler/Hall Floor Contingency	10,000.00	5,000.00			15,000.00
VH Maintenance	6,771.14	1,139.19			7,910.33
VHPFF Approved Grant	10,000.00	-5,627.00	4,373.00		0.00
Advanced Events Deposits	-880.14		-927.00	-46.86	0.00
SID/SpeedWatch Reserve		4,345.31			4,345.31
Total Earmarked	152,591.44	16,314.55	3,797.15	-46.86	165,061.98
TOTAL RESERVE	179,496.25	16,314.55	7,963.82	-46.86	187,800.12
GENERAL FUND					18,020.37
TOTAL FUNDS					205,820.49

Goostrey Parish Council

Prepared by: E. Bambrick
Name and Role (Clerk/RFO etc)

Date: 30/07/2025

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 30/06/2025			
	Cash in Hand 01/04/2025		198,690.94
	ADD Receipts 01/04/2025 - 30/06/2025		34,448.11
			233,139.05
	SUBTRACT Payments 01/04/2025 - 30/06/2025		27,318.56
A	Cash in Hand 30/06/2025 (per Cash Book)		205,820.49
	Cash in hand per Bank Statements		
	Petty Cash 09/08/2022	0.00	
	03 NS&I Account 01/04/2025	60,695.97	
	01 Natwest Current Account 30/06/2025	62,440.87	
	04 Santander 02/06/2025	82,138.07	
	02 Caxton FX Pre Paid Card 30/06/2025	545.58	
			205,820.49
	Less unrepresented payments		
			205,820.49
	Plus unrepresented receipts		
B	Adjusted Bank Balance		205,820.49
A = B Checks out OK			

Goostrey Parish Council
RECONCILIATION - 01 Natwest Current Account 30-06-2025

From Accounts	£62,440.87
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✓

Payments not cashed Add
Receipts not entered Subtract

Statement should be	£62,440.87
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✓



NatWest

Transactions

Account type: **Business Current**

Account number: **05901138**

Sort code: **601529**

Account name: **SLA G. PARISH COUNCI**

Your transactions

Date: **01 Jul 2025**

Showing: 04 Jun 2025 to 30 Jun 2025, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
30 Jun 2025	DPC	GOOSTREY ROSE FEST, INV GPC 472 , VIA MOBILE - LVP	✓ £164.35		£62,440.87
27 Jun 2025	EBP	FOLLWELL FARMING L, FOLLYS TOILET HIRE, FP 27/06/25 40 , 62024734236522000N		✓ £585.00	£62,276.52
27 Jun 2025	EBP	CTS PROPERTY SERVI, CTS PROPERTY , FP 27/06/25 40 , 36024700285270000N		✓ £120.00	£62,861.52
27 Jun 2025	EBP	CAXTON , CAXTON LOAD , FP 27/06/25 40 , 02024640526744000N		✓ £500.00	£62,981.52
27 Jun 2025	EBP	HELP FOR HEROES , HELP FOR HEROES , FP 27/06/25 40 , 05024735594190000N		✓ £1,328.73	£63,481.52
27 Jun 2025	EBP	CCA , GOOSTREYPC , FP 27/06/25 40 , 14024735020932000N		✓ £50.00	£64,810.25
27 Jun 2025	EBP	JOHN WORTH LTD , JOHN WORTH , FP 27/06/25 40 , 29024640943506000N		✓ £114.00	£64,860.25
27 Jun 2025	EBP	SELECT WINDOW SYST, SELECT , FP 27/06/25 40 , 13024653035721000N		✓ £500.00	£64,974.25
27 Jun 2025	EBP	HSL COMPLIANCE LTD, HSL , FP 27/06/25 40 , 63024745953394000N		✓ £2,700.00	£65,474.25
27 Jun 2025	EBP	SLCC ENTERPRISES , QL207391-1 , FP 27/06/25 40 , 29024736439463000N		✓ £36.00	£68,174.25
27 Jun 2025	EBP	SELECT WINDOW SYST, SELECT , FP 27/06/25 40 , 44024751754592000N		✓ £1,800.00	£68,210.25
27 Jun 2025	EBP	CHALC , INV 2025/025 , FP 27/06/25 40 , 36024641058364000N		✓ £25.00	£70,010.25
23 Jun 2025	C/R	MOBILE CHQ 366136	✓ £19.20		£70,035.25
20 Jun 2025	BAC	EVERYBODY , EVERYBODY H&L	✓ £86.62		£70,016.05
19 Jun 2025	D/D	PNET2815642-1		✓ £44.49	£69,929.43
18 Jun 2025	C/R	MOBILE CHQ 295368	✓ £252.20		£69,973.92
17 Jun 2025	BAC	I ROSS , HALL HIRE , FP 17/06/25 1506 , 5000000001578774944	✓ £94.50		£69,721.72
16 Jun 2025	BLN	BANKLINE		✓ £25.85	£69,627.22
16 Jun 2025	C/R	MOBILE CHQ 125159	✓ £25.20		£69,653.07
13 Jun 2025	EBP	GOOSTREY VHPFF , GRANT , FP 13/06/25 40 , 43024148456474000N		✓ £4,945.00	£69,627.87
12 Jun 2025	D/D	VODAFONE CORPORA , 03099907M261832		✓ £19.20	£74,572.87

Goostrey Parish Council
RECONCILIATION - 02 Caxton FX Pre Paid Card 30-06-2025

From Accounts	£545.58	✓
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£545.58	✓
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OPENING BALANCE £403.88.

Account Balances

WALLET NAME	GBP
Currency Balance	0.00
Emma Bambrook	545.58
Total Balance	545.58 ✓

Goostrey Parish Council
RECONCILIATION - 04 Santander 02-06-2025

<hr/>		
From Accounts	£82,138.07	✓
Payments not cashed Add		
Receipts not entered Subtract		
<hr/>		
Statement should be	£82,138.07	✓

95705 001185 0004 E 99999

GOOSTREY PARISH COUNCIL
GOOSTREY VILLAGE HALL MAIN ROAD
GOOSTREY
CREWE
CW4 8PE

325



For all general Corporate & Commercial Banking enquiries please call **0333 207 2229** Monday to Friday 8am to 5.30pm. You can find all our contact details at santander.co.uk/corporate

To help us maintain and improve our customer service we may monitor or record your calls.

For the hard of hearing and/or speech impaired, Typetalk service available **18001+0800 085 0937**



Information about our online banking service can be found at santander.co.uk/corporate



Santander Corporate & Commercial Banking, Sunderland, SR43 4GG

For information on call charges please see our website

Your account summary for 3rd May 2025 to 2nd Jun 2025

Account name: GOOSTREY PARISH COUNCIL	
Account number: 10541939 Sort Code 090222	
BIC: ABBYGB2LXXX IBAN: GB34ABBY09022210541939	
Statement number: 004/2025	Page 1 of 3
Balance brought forward from 2nd May statement:	£81,874.21
Total Credits	£263.86
Total Debits	-£0.00
Your balance at close of business 2nd Jun	£82,138.07

The interest rate you are receiving is 3.73% annual gross (variable) paid MONTHLY. Where you have given notice of withdrawal the rate you are receiving on the amount under notice is 4.28% annual gross (variable) paid MONTHLY. The gross rate is the interest rate that we pay where no income tax has been deducted. Rates correct as at 02/06/2025.

Details of rates and charges can be found on the website. For Business Banking please visit santander.co.uk/business and for Corporate & Commercial Banking please visit santander.co.uk/corporate

News and information

From **4 July 2024** we'll no longer be part of the Lending Standards Board's (LSB) Standards of Lending Practice.

Membership of the LSB is voluntary for the banking and lending industry.

Our withdrawal won't impact the products we provide to you and how they operate, or the way we treat you.

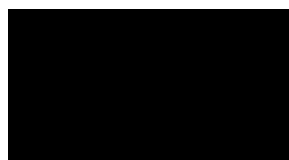
For more information visit our website santander.co.uk/corporate

Goostrey Parish Council
RECONCILIATION - 03 NS&I Account 31-03-2025

From Accounts	£60,695.97	✓
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£60,695.97	✓
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14/4/25.

Your Investment Account statement

NS&I
Sunderland
SR43 2SB

nsandi.com
Helpline 08085 007 007
24 hours a day
7 days a week

Goostrey Parish Council
Mrs E J Bambrook
Goostrey Parish Council
The Village Hall
Goostrey
CW4 8PE

Account details

Account holder	Goostrey Parish Council
Account number	138037465
Balance	£60,695.97
Interest rate	1.00% gross/AER
Statement	14 (page 1 of 1)

Period covered
2 January 2025 to 1 April 2025

Date	Details	Money in	Money out	Balance
	Balance brought forward			£60,695.97 ✓
	Totals	£0.00	£0.00	
	Balance carried forward			£60,695.97 ✓

Interest rate

The rate quoted is correct at the time of printing and is the rate that applied to your account balance at that time. The interest rate is variable - you can check the current rate at any time by visiting our website nsandi.com

Definitions

Gross is the taxable rate of interest without the deduction of UK Income Tax.

AER (Annual Equivalent Rate) illustrates what the annual rate of interest would be if the interest was compounded each time it was paid. Where interest is paid annually, the quoted rate and the AER are the same.

Item 11 Schedule of Regular Payments

All payments correct at time of report and based on most recent figures available. All payments are listed on the appropriate payment schedule to be approved by council.

Direct Debits

1. ICO Data Protection Fee £35 (£5 saving for paying by Direct Debit) October Annually
2. Plusnet £44.99 19th Monthly
3. Vodafone £19.20 13th Monthly (variable)
4. Nest £211.20 5th Monthly

Caxton Card Payments

1. iTunes Account topped up annually and 99p payment for iCloud debited monthly at month end.
2. Microsoft Licence Fee debited annually in August. £138.24
3. Birch Email Hosting Licence debited annually in January. £84.35

Salary Payments

Payments made on 5th of each month or earlier if the 5th falls on a weekend or bank holiday.

A payment is also made to HMRC for Income Tax and National Insurance.

Item 12 Bank Mandate Arrangements

Review of the current arrangements for security and efficiency.

The Parish Council has the following Accounts/Cards:

- Nat West Bank Account – Current Account
Signatories: IO'D, PM, AF, Clerk for online banking only
- NS&I Savings Account – Deposit Account 30 days' notice required. Signatories - Councillors PM, KM (Clerk as main contact)
Consideration should be given to an additional signatory for this account.
- Santander Savings Account – Deposit Account 6 months' notice required.
Signatories – Councillors, IO'D, PM, KM, and (Clerk as main contact)
- Caxton FX pre-paid debit card –
Signatories – Clerk and KM, Clerk has a card.

Online banking is only available for the Nat West Current Account and the Caxton FX account. All other accounts require forms to be completed and signed by bank signatories.

NatWest Bankline

The council uses NatWest Bankline which is a business banking system offering additional security for making internet banking payments. Bankline is used to create and authorise all payments made via internet banking transfer. Roles have been created in Bankline to facilitate secure payments.

PM, KM and IOD currently have access although IOD needs to be re-instated. Consideration should be given to adding an additional councillor.

The Chair of the Finance Committee and the Clerk/RFO should be Administrators for Bankline. Currently PM and Clerk have these roles.

The Chair of the Finance Committee and the Chair of the Parish Council should be given the role of Authoriser, together with two additional members of the Parish Council.

Proposed Update to Financial Regulations

It is proposed that the use of the council's electronic card reader is included in the council's financial regulations under the section related to income. The proposed additional section is highlighted in 13.8 below.

13. INCOME

13.1. The collection of all sums due to the council shall be the responsibility and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided or goods sold at least annually, as part of the budget setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where any significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8 The council's electronic card reader may be used to take payments for or at Parish Council organised events. All sums received shall be deposited intact in the council's current account. The RFO shall ensure that the funds received are reconciled against some form of control record such as ticket issues or, where this is not possible, the receipts will be reconciled against the provider's transaction report. The Chair of the Finance Committee will verify the reconciliation and this will be presented to the Finance Committee, along with other bank reconciliations at least once in each quarter. Use of the card machine and the associated fees shall be reviewed at least annually, as part of the budget setting process.

It is further proposed that use of the card reader is included in the council's Risk Assessment.

Item 14 Risk Assessment

It is not intended for the committee to review the council's risk assessment in its entirety as this is carried out on a twice yearly basis. Updates have been suggested to sections of the document and these are highlighted in yellow.

Section 5.f.ii has been amended to reflect the council's use of an electronic card reader for some payments.

Section 12.9.vii and viii have been added to reflect new policies and work on website accessibility.

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.	a) Lack of knowledge of regulations and codes and powers laid down by Parliament .	1	3	3	i) 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. ii) Keep record of Councillors' and Staff Training. iii) Experienced and competent Parish Clerk/Staff	None at this time.	1	3	3	All Councillors, Parish Clerk
	b) Standing Orders out of date.	1	3	3	i) 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
	c) Lack of commitment and adherence to regulations and procedures.	2	3	6	i) Regular reference to appropriate regulations in agenda items. ii) All motions should be on the agenda at least 3 days in advance of the meeting and checked by the Clerk. iii) No delegation of responsibilities to individual Councillors (as there is no legal power).	None at this time	2	3	6	All Councillors, Parish Clerk
	d) Items/services purchased without	2	3	6	i) All purchases that need tendering to go through the Parish Clerk's Office & Parish Council	None at this time.	2	3	6	Parish Clerk acting as Responsible Finance Officer

	proper tendering procedures, resulting in accusations of commercial favouritism.		ii) Ensure that all Councillors and Clerk are aware of regulations re estimates and full tender procedures. iii) Adequate controls validated by regular Internal Audit			Finance Committee
	e) Payments made without prior approval and adequate control.	1 3 3	i) Ensure all payments are approved in Council meetings and recorded in minutes. ii) Carry out monthly bank reconciliation check as required by audit. iii) No cash payments, the council does not maintain any form of cash. Financial Regulation 10.1. iv) Add report on variances >10% to qtly and annual report. v) Clerk raises payments using the NatWest Bankline system and a councillor approves the payment. Assignment of roles means that the Clerk cannot release payment. (vi) All cheques must be signed by at least 2 Members plus Parish Clerk (vii) Adequate controls validated by regular Internal Audit	None at this time.	1 3 3	Parish Clerk acting as Responsible Finance Officer Finance Committee
	f) Lack of control of signatories to cheques.	1 3 3	i) Keep authorised signatories to a minimum consistent with practicalities. ii) Signatories approved by Council	None at this time.	1 3 3	Parish Clerk acting as Responsible Finance Officer Finance Committee
	g) VAT not properly accounted for,	1 2 2	i) Ensure Clerk has adequate knowledge of regulation by attending training courses as appropriate.	None at this time.	1 2 2	Parish Clerk acting as

	resulting in overclaims and large demands from HMRC			ii) Seek expert knowledge where a new project or activity is undertaken to ensure compliance. iii) Adequate controls validated by regular Internal Audit (iv) VAT return every quarter				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.	a) 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	i) All Councillors to be made aware of need for objectives and identification of risk. ii) Attend training sessions if necessary iii) Establish agreed priorities that are matched to available resources.	Continue to promote attendance of training courses by councillors	2	3	6	Chairman, Parish Clerk
	b) No Risk Analysis carried out and/or steps taken to combat risks	2	3	6	i) Review risk assessment every 6 months at Finance Committee ii) All significant proposals to provide a risk assessment		2	3	6	Chairman, Parish Clerk
3. To influence other Council departments and Government organisations to fulfil the requirements of the Parish population	a) Lack of effective lines of communication with other organisations	1	2	2	i) Allocate Councillors to champion key areas of interest ii) Attend invited events that are likely to impact the Parish iii) Provide adequate feedback to Council	None at this time	1	2	2	All Councillors, Parish Clerk
	b) Lack of effective lines of	2	3	6	i)Take every opportunity to publicise role of Parish Council.	None at this time	2	2	4	All Councillors, Parish Clerk,

	communication with parishioners		ii) Publish regular Parish Council newsletter iii) Effective use of notice boards and “fliers”. iv) Use website to publicise Parish Council work v) Use key issues to raise profile of Parish Council and to test parishioners' views. vi) Create of Parish Council annual plan and put to parishioners for comment. vii) Community Engagement Policy implemented. viii) Councillors copy Clerk on any significant individual resident or association/club matters ix) Submit regular articles to the Parish Magazine.			External Liaison Councillors.				
4. To ensure that all Councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.	a) Lack of education of Councillors regarding responsibility and liability.	1	4	4	i) Familiarisation with Standing Orders and Good Councillor Guide. ii) Councillors to be reminded annually of importance of these publications iii) Attend any training courses as appropriate.	Continue to promote attendance of training courses by councillors	1	4	4	All Councillors
	b) Inadequate insurance cover taken out – Property, personal liability, employer’s liability, fidelity guarantee	1	3	3	i) Review annually at Finance Committee ii) Ensure Level of fidelity cover is reviewed to ensure correct level maintained.	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.	a) Inadequate knowledge and commitment to accounting requirements	1	4	4	i) Ensure that Responsible Financial Officer and Chairman of Finance Committee is familiar with relevant current financial regulations and include them in standing orders. ii) Responsible Finance Officer to produce quarterly financial reports as part of the Governance and Performance Monitoring Report to Finance Committee iii) 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
	b) Bank charges unnecessarily incurred.	1	1	1	i) 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
	c) Inaccuracies in recording amounts, totals in books of account, and bank reconciliations.	1	1	4	i) Responsible Finance Officer to ensure that accounts and systems are kept in such a way that internal controls are included and activated. ii) Accounting system that performs integrity checks and balances iii) Ensure accounts reconciled each month and send copy of reconciliation to Chairman of Finance Committee iv) Regular internal audits to advise on internal controls required. v) Ensure monthly reconciliation statements signed off by a member of the Finance Committee	None at this time	1	1	4	Parish Clerk acting as Responsible Finance Officer Finance Committee

	d) Not enough money held in current account to meet liabilities.	1 3 3	i) 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
	e) Cash not fully protected by FSCS protection and the most beneficial interest terms not being obtained.	1 4 4	i) Ensure that balances never exceed current FSCS protection limits ii) Quarterly review to ensure that most favourable interest rates are obtained on deposit accounts. iii) Investment Strategy Policy adopted by council.	None at this time	1 4 4	Parish Clerk acting as Responsible Finance Officer
	f) Inadequate control of cash receipts and payments.	1 2 2	i) No cash payments made in line with Financial regulations. Cash receipts kept to a minimum. ii) Electronic card reader only used by the Parish Council. Receipts are reconciled against a control record such as ticket issues or, where this is not possible, the receipts will be reconciled against the provider's transaction report. The Chair of the Finance Committee will verify the reconciliation and this will be presented to the Finance Committee, along with other bank reconciliations at least once in each quarter. Use of the card machine and associated fees reviewed at least annually, as part of the budget setting process. Fees accounted for separately in the accounts to allow this to be monitored effectively.	None at this time	1 2 2	Parish Clerk acting as Responsible Finance Officer

	g) Debts not pursued promptly	3	1	3	i) Responsible Finance Officer to monitor and act on aged debt analysis. Aged debt analysis provided by Hallmaster. ii) Internal audit checks.	None at this time	3	1	3	Parish Clerk acting as Responsible Finance Officer
	h) VAT claims not made promptly or made incorrectly.	1	2	2	i) Ensure Clerk has up to date and appropriate and up to date VAT official Publications and knowledge. ii) Add Clerk has attended VAT training provided by ChALC and Scribe and will continue to keep knowledge up to date. Specific, professional advice will be sought when required.	None at this time	1	2	2	Parish Clerk acting as Responsible Finance Officer
	i) Books of account not kept up to date/invoices not posted promptly. Receipts not banked or banked properly	1	4	4	i) Regular checks by Responsible Finance Officer and annual check by internal auditor. ii) 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
	j) Slow response to request to change bank mandates leaving Council unable to authorise cheque payments	1	3	3	i) Keep at least 3 councillors on the list from year to year and avoid making frequent changes. ii) 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
	k) Clerk taken ill or leaves without replacement.	2	4	8	i) Key Working Procedures for use in an emergency have been documented. 2 Councillors to have joint access to passwords ii) 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

	l) Council unable to conduct its business due to unavailability of data	2	4	8	i) Files backed up everyday to a different, secure, location. ii) Chairman/Vice-Chair have access to office and electronic files. iii) Important paper documents are copied and stored in different location. Fireproof safe for key documents etc. iv) Historic minute books correctly stored at County Archive.		2	4	8	Parish Clerk
	m) Not enough councillors elected following next or retained to maintain quorate council	2	3	6	i) Advertise need for councillors in run up to elections All Councillors ii) 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.	a) Expenditure of funds is not prioritised and / or monitored	1	3	3	i) At least annually review of expenditure priorities. ii) Ensure all expenditure follows grant/donation policy	None at this time	1	3	3	Parish Clerk acting as Responsible Finance Officer
	b) Use of funds not giving value for money.	2	3	6	i) Ensure appropriate quality and price ii) Require report of how money donated has been spent and value achieved	None at this time	2	3	6	Parish Clerk acting as Responsible Finance Officer Finance Committee
	c) Charges and usage of facilities inadequate	3	2	6	i) Maximise use of facilities by advertising etc.	None at this time.	3	2	6	Parish Clerk acting as

			ii) regular review of Charges at least at budget setting time. iii) Periodic review of booking systems			Responsible Finance Officer
	d) Loss of money or damage to reputation through scams, phishing etc	1 4 4	i) 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
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	a) Lack of knowledge of and commitment to budgetary process and Council regulations.	1 4 4	i) Include Financial Regulations alongside Standing Orders issued to all Councillors. ii) Parish Clerk acting as Responsible Finance Officer to advise during budgetary process.	None at this time.	1 4 4	Parish Clerk acting as Responsible Finance Officer, All councillors
	b) Inadequate consideration of requirements for annual precept.	1 4 4	i) 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. ii) Start consideration of calculation at least 3 months prior to submission date. iii) Creation of a 3 year financial plan linked to priorities	None at this time	1 4 4	Parish Clerk, all councillors
	c) Inadequate internal controls with regard to	1 4 4	i) Checks by Responsible Finance Officer and Internal Auditor. ii) Summary of Financial and budget progress reports to Council with payment	None at this time	1 4 4	Parish Clerk acting as Responsible Finance Officer

	monitoring expenditure.		information.			
	d) Reserves set at wrong level.	1 4 4	i) Monitored by RFO quarterly ii) Considered annually by Council as part of budget setting.	None at this time	1 4 4	Parish Clerk acting as Responsible Finance Officer
8. To explore all possible sources of income and to ensure that expected income is fully received.	a) Lack of knowledge and/or commitment of possible sources of Income, e.g. grants.	1 2 2	i) To be considered as part of any existing or new scheme or change of service	None at this time	1 2 2	Parish Clerk, all councillors
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.	a) Incorrect salary payments made and/or Inappropriate rate of pay made to employees.	2 2 4	i) Clerk to have knowledge of current appropriate employee regulations ii) Contracts of employment are in place for all staff and updated as required iii) Payroll entered by Parish Clerk and checked by Staff Committee or Finance Committee iv) Review Salaries annually in line with responsibilities. v) Performance reviews to be carried out at least annually vi) Budgeting now takes account of forecast increases to salaries plus any performance based increase.	None at this time.	2 2 4	Staff Committee Chair
	b) Tax and NI arrangements not in accordance with regulations.	1 2 2	i) 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	a) Late or non-submission of annual accounts.	1	4	4	i) 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
	b) Year-end accounts not prepared, inaccurate, or not in accordance with Council requirements.	1	4	4	i) Internal audit checks.	None at this time	1	4	4	Parish Clerk acting as Responsible Finance Officer
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	a) Lack of knowledge of assets of Parish Council.	1	2	2	i) Ascertain and record all assets for which Parish Council is responsible. ii) Update at least annually	None at this time	1	2	2	Parish Clerk, Finance Committee
	b) Assets lost or misappropriated	1	2	2	i) Establish who is responsible for security and maintenance of each asset. ii) Asset register to be reported to Finance Committee for review at least annually.	None at this time	1	2	2	Parish Clerk, Finance Committee
	c) Inadequate or inaccurate	1	2	2	i) Arrange for periodic review of valuations and arrange for professional	None at this time	1	2	2	Parish Clerk, Finance

	valuation of the Council's assets			valuation where necessary. ii) Annual check of assets vs insured value iii) Annual report to Finance Committee.			Committee			
12. To comply with appropriate Government legislation and guidance regarding access, equality, safeguarding, data protection, FOI etc.	a) Lack of knowledge of and commitment to applicable legislation and guidance	2	4	8	i) Parish Clerk to have knowledge of all appropriate legislation and guidance ii) Council to have all appropriate policies in place iii) CiLCA qualified Parish Clerk. iv) All councillors to be aware of policies v) Suitable encryption, firewall, anti-virus, anti-malware on Clerk's computer and files vi) Amenities Committee to check external PC assets once per year (e.g. benches) vii) All councillors and staff provided with .gov.uk email addresses for data protection and FOI purposes vii) IT policy produced and adopted by the council. Viii) Regular review of council's website for accessibility	Clerk to refresh GDPR knowledge with training	2	4	8	Amenities Committee, Parish Clerk, All Councillors
13. To carry out adequate safety checks on all buildings, properties and equipment for which the Council is responsible.	a) Lack of safety of properties, buildings & equipment	2	3	6	i) Health and Safety Policy ii) Ensure that all current legislation and advice is held by Clerk. iii) Adequate risk assessments of assets and processes iv) Amenities Committee check condition of all assets once per year. v) Health and Safety policy and risk assessment and updated. vi) Village Hall PAT testing arrangements have been changed to be	None at this time.	2	3	6	Amenities Committee, Parish Clerk, All Councillors

			independent of the school's contract to ensure items are not missed.			
	b) Routine safety checks are not carried out	1 4 4	i) Safety checks are done by Caretaker, Clerk or by contractors arranged by the School. ii) 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	a) Someone enters the building and confronts lone worker.	2 4 8	i) Whenever possible, lone workers should keep external doors and windows locked. ii) Lone staff should carry mobile phone at all times iii) CCTV covering main entrance, door locking system	None at this time	2 3 6	All Councillors
	b) One person left alone in building after meeting, with unexpected intruder	1 4 4	i) 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
	c) Risk of confrontation as lone worker enters or leaves building	1 4 4	i) Adequate external lighting ii) CCTV covering main entrance iii) Zero Tolerance Policy adopted	None at this time	1 4 4	VHMC
15. Unexpected disruption to village hall facilities	a) Damage to fabric of building. Loss of electricity, burst pipes.	1 5 5	i) Insurance for loss of income ii) Regular inspections of electricity, pipework and fabric of building	None at this time.	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.

Item 15 Compliance Costs

The school currently pays in full for the annual asbestos re-inspection, the fire risk assessment and the monthly legionella tests. For the next school year, the cost of this will be £2,058 and the school has requested that the council consider a 25% contribution to this cost i.e. half of the infant school site. This would be approximately £514 and would appear on the annual maintenance invoice which includes the council's contribution to grounds maintenance costs.

The Village Hall Management Committee requests that the Finance Committee considers approving the contribution as it means that the administrative burden remains the responsibility of the school and ensures that the Village Hall continues to be covered by the school's cyclical maintenance schedule.