

**Millbrook Parish Council Full Council meeting**  
**Tuesday 18<sup>th</sup> April 2023 at 7:30pm**

**Councillors Present:** N Roberts, S Lewis, R Meeson, B Taggart, P Polák, E Woffenden, S Woffenden and H Wood.

**In Attendance:** Mrs K Heald (Clerk / RFO) and CC Kate Ewert.

**173. Apologies for absence (A.I.1)**

Cllr Beadnall had sent apologies for meetings up until May due to ill health and Cllr Wilton was absent from the meeting.

**174. Declarations of gifts and declaration of interest on any agenda item (A.I.2)**

None

**175. Dispensation requests (A.I.3)**

None.

**176. Public forum and County Councillor report / update (A.I.4)**

There were no members of the public present.

**CC Kate Ewert** – report circulated to all Councillors.

**(i) Social Housing Decarbonisation Fund**

CC Ewert's March report included an announcement that Cornwall Housing homes within the village of Kingsand, Cawsand and Millbrook have been included in the funding awarded to be properly retrofitted. It is anticipated that the measures, to include solar panels on Council homes, full loft and wall insulation and new energy efficient boilers will be starting later this year. CC Ewert thanked Cllr Mattholie for his email querying Cornwall Council's use of gas boilers and confirmed due to us not being on the mains supply, none of the council homes on the Rame Peninsula have gas boilers. The tenants have always had electric immersion heaters. All the council properties here were upgraded to ASHP around four years ago. The recent full retrofit than CC Kate has been campaigning for means bringing the properties up to efficiency for the ASHPs.

**Cornwall Council full Council meeting - Devolution:** There was a vote today on a 'Meaningful Devolution for Cornwall'. The motion was not passed. (lost by two votes).

**Cornwall Council full Council meeting - Climate and Ecology:** The Council passed a motion to support the principles of the Climate and Ecology Bill.

**177. Chair's Announcements (A.I.5)**

- **Mr Ralph Winsor:** The Chair announced the death of Mr Ralph Winsor. Ralph served as a Parish Councillor from September 2008 to September 2014. He did a great deal of work on environmental issues and was an asset to the community; he will be greatly missed
- **Attendance register / signing in book:** Cllr Wilton has suggested the Council reintroduces the attendance register, use of which was stopped during Covid. Councillors signing the register at the meetings will be helpful to the Clerk, so it will be reintroduced in the May meeting.
- **Resignation of Councillor:** Cllr Taggart has tendered his resignation from the Council, and this will be his last meeting. On behalf of the Council the Chair thanked Cllr Taggart for his hard work and commitment, especially on environmental and wildlife issues. Cllr Taggart said, if needed, he would be happy to continue offering the Council advice.
- **MLMA Representative:** A Council representative will be required for the Millbrook Lake Moorings Association (MLMA). Cllr Taggart said the group meets once a month. Action: To include on the agenda for the Annual Parish Council meeting.

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Approved during the meeting held on 16<sup>th</sup> May 2023, Minute 9a

- **Hounster Hill Feasibility Study:** Cllr Roberts and Cllr Lewis have reviewed the Hounster Hill Feasibility Study in detail. A response has been received from Maker with Rame Parish Council with their recommendations. See appendix 1.

**178. Clerk's report / update. (A.I.6)**

Noted.

**179. Approval of the minutes from previous meeting (A.I.7)**

**179.1 Minutes of the previous full Parish Council meeting held on 21<sup>st</sup> March 2023**

It was proposed by Cllr Roberts and seconded Cllr Lewis that the minutes of the Full Parish Council meeting held on Tuesday 21<sup>st</sup> March 2023 are approved as a true and accurate record of the meeting. The motion was supported by all Councillors present in this meeting. **Resolved.**

**179.1 Minutes of the previous full Parish Council meeting held on 5<sup>th</sup> April 2023**

It was proposed by Cllr Roberts and seconded by Cllr Lewis that the minutes of the Full Parish Council meeting held on Tuesday 5<sup>th</sup> April 2023 are approved as a true and accurate record of the meeting. The motion was supported by all Councillors present in this meeting. **Resolved.**

**180. Cornwall Association of Local Councils (A.I.8)**

It was proposed by Cllr Wood, seconded by Cllr Roberts and unanimously agreed by all Councillors that the Council continues with the CALC membership subscription. **Resolved.**

**181. Lease agreement with the property owners of 74 Dodbrook. Access via West Street car park (A.I.9)**

Cllr Lewis explained that a meeting had been held in the Council office with the property owners, herself and the Parish Clerk. The circulated agreement, which had been agreed by the property owners, had been based on a previous agreement for a similar situation in the parish where a holding deposit for potential damages was obtained. The Clerk had contacted Cornwall Council for costs of reviewing the agreement but had not received anything. It is anticipated that works would commence in September this year. It was proposed by Cllr Wood and seconded by Cllr Roberts that the Clerk, Chair and Vice Chair are delegated to finalise the agreement. The motion was agreed by all Councillors. **Resolved.**

**182. Community Projects (A.I.10)**

**182.1 Coronation of King Charles III Community Event:** The Council received the meeting notes for the Christmas and Events meeting held on 27<sup>th</sup> March 2023.

**182.2 Millbrook Skatepark Project**

- An application for Cornwall Council's Good Growth Fund will be submitted by the Clerk. The application, to cover the costs of preliminary surveys, professional planning fees and Detailed Design Engineering Drawings, was previously submitted by Millbrook Skatepark Project but although the funders are supportive of the project, they rejected the application as the criteria do not allow funding of unincorporated associations.
- An update on the skatepark funding is included in the Parish Council newsletter. To date £97,000 has been raised. This figure excludes a grant for CIL funding which has been agreed in principle, subject to planning permission being in place.

**182.3 Black Prince Flowerboat festival:** It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors to approve the Black Prince Flowerboat Festival Committees' application for use of the Parish Council land and a banner advertising the event in the Tanyard.

**183. Finance (A.I.11)**

**183.1 Council's bank balance:** The Chair reported the balance in the Council's Unity Trust bank account was £154,622.15.

- 183.2 **Council's savings account balance:** The balance in the Council's Nationwide Building Society Account on 1<sup>st</sup> March 2023 was noted as £50,721.24.
- 183.3 **CCLA Investment Management Fund:** The Council noted the Public Sector Deposit Fund statement showing a balance of £50,000
- 183.4 **Bank reconciliation:** The bank reconciliation report for March 2023 was noted.
- 183.5 **Finance report:** The Clerk's finance report was noted. The Clerk highlighted a solicitor's letter had been issued to the local funeral directors for outstanding debts. Payment has still not been received. The Clerk will be having discussions with the solicitors about next steps.
- 183.6. **Monthly payments:** To note payments made since the last meeting and to approve the payments as presented by the Clerk, included in the list below and any additional payments presented in the meeting, which can be submitted for approval at the discretion of the Chair. In addition to the payments detailed on the agenda, the Clerk presented the following payments for approval:
- |   |   |         |
|---|---|---------|
| Getstamped.co.uk: Stamping King's Coronation logo the envelopes   | - | £ 65.40 |
| Chers Funky Faces: face painting during the King's Coronation Event   | - | £110.00 |
| Jan Moore: Public toilet cleaning contractor – March 2023   | - | £310.00 |
| Print Options: newsletter printing 1100 copies  | - | £500.00 |
| Paperstone: Envelopes for wildflower seeds to be available during the King's Coronation Event. (Invoice not available during the meeting but The Clerk advised it was less than £50.00) | - | £ 32.92 |
- It was proposed by Cllr Roberts, seconded by Cllr Wood and unanimously agreed by all Councillors that the payments as presented by the Clerk
- Payments processed during the month, to include standing items, not included on the previous agenda = £8,111.14.
  - Payments for approval to be processed = £1,356.00
  - Payments to be processed, presented in the meeting and after distribution of the agenda = £1,358.01.
- For full details see appendix 2. **Resolved.**

**184. Cornwall Council Public Protection Order (A.I.12)**

The Council discussed the option of including the Tanyard in the Public Protection Order but agreed in many circumstances parishioners are enjoying the public amenity to socialise without causing a disturbance. The Chair opened the meeting to CC Ewert who agreed to write to Cornwall Council's portfolio holder to see if the order could include designated times. Action: Once response received from CC Ewert the Parish Clerk will include on the agenda for the next Council meeting. **Deferred.**

**185. Training (A.I.13)**

**185.1 Carbon Literacy Project**

It was proposed by Cllr Wood, seconded by Cllr Taggart and unanimously agreed by all Councillors that a budget of £240.00 is allocated for two Councillors to attend the Carbon Literacy Training on 9<sup>th</sup> May 2023. Cllr Roberts and Cllr S Woffenden expressed an interest in attending the course. Cllr Roberts said, once the course is completed, there is the potential of training other Parish Councils. **Resolved.**

**185.2 Climate Change Summit by the Society of Local Clerks (SLCC)**

It was proposed by Cllr Wood seconded by Cllr Mattholie and unanimously agreed by all Councillors that the Council approves a budget of £240.00 for two Councillors to attend the online summit on 26<sup>th</sup> April 2023. Cllrs Mattholie and S Woffenden expressed an interest in attending the course. **Resolved.**

**186. Environment (A.I.14)**

**186.1. Environmental planning factors – Cornwall Council's Affordable Housing**

Following on from Cllr Taggart's response to Cornwall Council's Affordable Housing Newsletter stating his *“surprise that there was no specific mention of the environmental factors regarding housing in particular the need to ensure provision is made for nesting birds especially Swifts. Swifts have declined by almost 50% in the past 25 years and one of the*

*reasons cited is a lack of suitable nest sites following renovation of old buildings. Some developments in Cornwall have made significant headway including nest boxes in new builds but this is not universal despite being listed in Cornwall's Biodiversity Plan.*", it was proposed by Cllr Lewis, seconded by Cllr S Woffenden and unanimously agreed by all Councillors that the Council formally writes to Cornwall Council reiterating Cllr Taggart's comments and requests that provision for nesting birds is included as a requirement in all applications.

- 186.2 **Hedgehog highway project:** It was **proposed** by Cllr S Woffenden, seconded by Cllr Wood and unanimously agreed by all Councillors that the Council purchases 50 Hedgehog Highway Surrounds at a cost of £150.00 plus postage. Cllr S Woffenden volunteered to speak to the local schools to raise awareness of the campaign. **Resolved.**

**187 Policies and procedures (A.I.15)**

**Parish Council Risk Management Scheme:** The Chair had reviewed the draft Risk Management Scheme and made various modifications (for updated version see appendix 3). It was proposed by Cllr Wood, seconded by Cllr Taggart and unanimously agreed by all Councillors that the Council approves the modified Risk Management Scheme. **Resolved.**

**188. Publicity / Community Engagement (A.I.16)**

188.1. **Website / Councillor photographs**

The Council discussed the proposal from SeadogIT. Some Councillors would prefer not to have their photographs on the website. All agreed, if the Council was to pursue photographs of those Councillors who were happy to have their photographs on the website that it would be preferable to use the services of a local photographer. Action: Clerk to investigate costs of a local photographer. **Deferred.**

- 188.2 **Parish Council newsletter:** The Parish Council newsletter was ready for distribution. Thanks were given to all those involved.

- 188.3 **Annual Engagement Event:** The Clerk advised not so many community groups had committed to attend as last year. It was agreed to:

- Have a questionnaire 'What do you think is important for your community?'
- A 'question time' involving local children at 5pm.

**189. Correspondence and matters to note (A.I.17)**

Some of the correspondence and matters to note during March / April 2023 detailed below:

- The Rural Bulletin: Newsletters
- Cornwall Association of Local Councils: CALC Training Bulletin
- Cornwall Association of Local Councils: 2023 edition of JPAG Practitioners Guide published
- FEAST, Krowji: Festivals' Network Meeting, Isambard House, Saltash - 13th April
- Cornwall Climate Care: Climate, food and amazing local stories
- Rame Peninsula Public Transport Users Group: Transport Users Voice and updated timetables
- The Peninsula Trust: News and Events
- Cornwall Council Community Link Officer: Tamar Crossings Newsletter March 2023
- Great Western Railway / Network Rail Western: Rail improvements works over Easter.
- Cornwall Council: Cornwall's New Community Area Partnerships
- Cornwall Council / Forests for Cornwall: Tree ID Walks - April 21st & 22<sup>nd</sup>

**190. Future items for consideration (A.I.18)**

The following were put forward as future items for consideration at the next Ful Council / committee or working group meetings:

- Recycling bins for tetra packs: Action: Clerk / Admin Support Officer to investigate commercial waste costs for emptying bins. Council to agree location of the bins.

The meeting closed at 21:15hrs.

## Appendix 1: Agenda item 5, Minute 177

Email received from Maker-with-Rame Parish Council's Clerk 3<sup>rd</sup> April 2023:

*"The Members of the Parish Council discussed the above detailed proposal at our last meeting.*

*Consideration was given to each of the options suggested, with the following comments being made:*

*Recommend:*

*1. Option 1 (a new road) would be the most effective measure but is very unlikely due to cost, environmental impact etc.*

*2. Options 2 (Wig Wag Lts) is not considered feasible because of the impact of traffic stacking.*

**3. Option 3 (long vehicle restriction) and Option 6 (Improvement of none physical highway features) are recommended plus**

**4. Additional general traffic measures detailed at Page 80 are all recommended.**

*It is further suggested that, in the event that long vehicle restrictions are imposed, the same are applied for access via the Military Road, given cliff and road erosion, and traffic congestion."*

## Appendix 2: Agenda item 8.6, Minute 183 - Payments

**Monthly payments:** To note payments made since the last meeting and to approve the payments. as presented by the Clerk and any additional payments presented in the meeting, which can be submitted for approval at the discretion of the Chair. (Where applicable, amounts include V.A.T)

Ref: C.D.A = Clerk's delegated authority, S.I. = Standing item

(i) Payments made since the last meeting which were not included on the payment listing from the previous meeting

Payee	Details	Minute / Ref	Amount £
Unity Trust	Bank Charges for the year - 2022/23 (Charged quarterly)	S.I.	193.85
Black Prince Committee	Grant funding towards running costs of Annual May Day Flowerboat festival	160.1, 21/03	500.00
British Gas	Energy bill for EV Charging Point	S.I.	102.00
Dale Blackler	Tarpaulin for Tanyard roof	163.3, 21/03	110.00
Dale Blackler	Repair work on Millbrook War memorial paving	108f(viii)15/1 1	220.00
Google Workspace	Google subscription	S.I.	62.61
Millbrook Preschool *	Resale of refreshments from the Coronation Event	122b, 17/01	75.00
Jan Moore	Cleaning Millbrook Public Toilets - Jan/Feb 2023	S.I.	590.00
Anthony Pearce **	Wheels for the bier restoration	C.D.A.	53.23

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Seadog IT	Website maintenance	S.I.	29.95
Staffing Costs *	Staff wages, HMRC payments & staff pension * note: total not included in the agenda.	S.I.	5,801.73
Fencing and Decking Co *	Repair outer fencing on tennis courts	30b, 28/06	150.00
	Install goal posts	30c, 28/06	276.00
	<b>TOTAL</b>		<b>8,164.37</b>

\* The Fencing and Decking Company and Millbrook Preschool not included on the agenda.  
Staffing costs total not included on the agenda.

\*\* During the meeting held on 15<sup>th</sup> February 2022, the Council agreed a budget of £1,450. Mr Pearce's purchase was a year ago and the Council has only just been presented with the receipt but at the time the commitment was made for the project so the Mr Pearce has been reimbursed. The Clerk had not been provided with an updates and the cost has therefore not been included in the budget. The Bier project should be included on the agenda for the next meeting with a report on revised costs and to seek approval whether to continue with the project.

(ii) Payments to be processed

Payee	Details	Minute / Ref	Amount £
AG Intl Ltd	Survey and mapping of Millbrook New Cemetery and access services	145d, 16/02	1423.20
Cornwall ALC	Cornwall Association of Local Councils CALC and NALC membership subscription	Agenda item 8, 18/04	898.46
Cornwall ALC	Planning training - Cllr Roberts	C.D.A.	36.00
Enhanscapes	Grounds maintenance - March installment	S.I.	610.00
	2 x Off Season Cuts to the Football Field	125a, 17/01	150.00
	Broken tree branch removal and tree remediation - Millbrook Cemetery	C.D.A.	50.00
	Community tree day - Apple Orchard	123b, 17/01	200.00
Print Options	2 x Hard copies of the Hounster Hill Feasibility Study report.	C.D.A.	50.00
Fran Reilly	Bin bags for Coronation event	C.D.A.	8.34
Switched on Electrical	Servicing the hand drying system in the public toilets. (Minuted fee £60.00)	169f,26/04	70.00
Torpoint Town Council	Caretaking / Enforcement Service - March 2023	104, 15/11	360.00
	<b>TOTAL</b>		<b>1,302.77</b>

(iii) To approve payments of invoices presented in the meeting received after the agenda has been publicised.

Payee	Details	Minute / Ref	Amount £
Seadog IT	Website / email support. Set up enquiries email address – remove from Clerk's alia account. Add addition of telephone numbers to Grant of Right to Burial form	C.D.A.	45.00
Richards Builders Merchants	Materials for Tanyard covering.	163.3, 21/03	339.69

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Getstamped.co.uk	Coronation logo for the envelopes containing wildflower seeds	122b, 17/01	65.40
Chers Funky Faces	50% deposit. Face painting during the King's Coronation Community Event.	122b, 17/01	110.00
Paperstone	Envelopes for wildflower seeds for the King's Coronation Community Event	122b, 17/01	32.92
Jan Moore	Public toilets	S.I.	310.00
Print Options	Newsletter: 1100 copies A5 folded	165, 17/03	500.00
	<b>Total</b>		<b>1,358.01</b>

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Approved during the meeting held on 16<sup>th</sup> May 2023, Minute 9a

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# **Millbrook Parish Council Strategic Risk Management Scheme**

Millbrook Parish Council is responsible for the upkeep and maintenance of a variety of public buildings and spaces. The management of risk is an important part of the Council's work: making sure that the people who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the Council hold.

A risk management scheme covers a range of risks to public money, including the management of council property, activities and employees. It indicates levels of risk and ways of mitigating risks, for example the review of insurance policies and regular inspections.

*Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of an authority's objectives. Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take appropriate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities (JPAG 5.89, 2022)*

Whilst the Council completes regular inspections and risk assessments, this document has been produced to enable the Parish Council to assess the risk of all of its functions, and to satisfy it that it has taken adequate steps to minimise this risk. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- a) Identifies the areas to be reviewed
- b) Identifies what the risk might be and the impact of the risk
- c) Evaluates the management and control of the risk and records all findings
- d) Reviews, assesses, and revises the above steps on an annual basis, usually at the Annual Meeting of the Council, unless otherwise stated.



**Millbrook Parish Council Financial and Management Strategic Risk Register**

**Matrix**

As recommended on page 44, 5.92, The Joint Panel on Accountability and Governance (JPAG) The Joint Practitioners' Guide 2023, the following matrix system has been used:

<b>Priority of risk management</b>				
<b>Likelihood of occurrence</b>	<b>Highly Likely</b> (Score 3)	<b>Medium</b> (3 x 1)	<b>High</b> (3 x 2)	<b><u>Very High</u></b> ( <u>3 x 3</u> )
	<b>Possible</b> (Score 2)	<b>Low</b> (2 x 1)	<b>Medium</b> (2 x 2)	<b>High</b> (2 x 3)
	<b>Unlikely</b> (Score 1)	<b>Very low</b> (1 x 1)	<b>Low</b> (1 x 2)	<b>Medium</b> (1 x 3)
		<b>Negligible</b> (Score 1)	<b>Moderate</b> (score 2)	<b>Severe</b> (Score 3)
		<b>Impact</b>		

## Management

REF	Subject	Impact Risk / Trigger	Likelihood of occurrence	Impact	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/M1	Business Continuity	Council not being able to continue its administration due to an unexpected or tragic circumstance	3	1	M	<ul style="list-style-type: none"> <li>• All files and recent records (both paper and electronic) are kept at the Parish Office.</li> <li>• The Clerk and Admin Support Officer each have a laptop.</li> <li>• Since the Covid-19 outbreak measures have been put in place to allow office staff to work from home (if necessary)</li> <li>• The Chair &amp; Vice Chair have keys to the office.</li> <li>• The Council has the use of Google Drive for access of shared documents.</li> <li>• The Council pays a rent towards the utility costs of the office. The terms include the Council's sole use of the office.</li> </ul>	
RA/M2 (i)	Use of Parish Council Office (i)	Risk associated with lone-working	2	2	M	<ul style="list-style-type: none"> <li>• The Council has a lone working policy.</li> <li>• The office is situated in the centre of the village.</li> <li>• The Clerk / Admin Support Officer keeps in regular contact with the Chair of the Staffing Committee &amp; Chair of the Council.</li> <li>• A doorbell is situated outside the</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing committee to continue to monitor.</li> <li>• Clerk to report any concerns.</li> </ul>

						<p>hall.</p> <ul style="list-style-type: none"> <li>• The Office staff can view members of the public from the office windows.</li> <li>• When working alone in the office the staff are required to keep the office door locked.</li> <li>• The Council's maintenance staff are required to maintain contact with the Council's office staff.</li> </ul>	
RA/M2 (ii)	Use of Parish Council Office (ii)	Health & Safety risk factors from use of the Council office	2	2	M	<ul style="list-style-type: none"> <li>• With only one Velux window in the office, which opens up, ventilation is poor and the office can, at times, get extremely hot. Options were explored for the purchase of a new window but the Village Hall Management Committee felt it would spoil the look of the building.</li> <li>• The Council's flexible working policy enables office staff to work from home, if required.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to report any concerns.</li> </ul>
RA/M3 (i)	Parish Council Meetings	Lack of disabled access	2	1	L	<ul style="list-style-type: none"> <li>• The Parish Council mainly hosts public meetings in the main hall, which is downstairs.</li> <li>• For access to the upstairs meeting rooms there is a stair lift, which is well maintained and is monitored by the Village Hall Management Committee.</li> <li>• Disabled parking bays have been installed in Millbrook Village Hall</li> </ul>	<ul style="list-style-type: none"> <li>• Report stair lift / disability access issues to Millbrook Village Hall Management Committee. (should there be a hearing loop installed)</li> </ul>

						car park.	
RA/M3 (ii)	Parish Council Meetings	Health & Safety risks associated from hosting Council meetings	1	3	M	<ul style="list-style-type: none"> <li>The hall has adequate fire escapes and equipment is regularly checked</li> </ul>	<ul style="list-style-type: none"> <li>Continue to monitor</li> </ul>
RA/M4	Council Records	Loss through theft, fire, flood damage	1	3	M	<ul style="list-style-type: none"> <li>Adequate filing cabinets and cupboards are available in the office.</li> <li>A plinth has been built so flooding is unlikely to affect the office.</li> <li>The village hall committee has installed a flood barrier.</li> </ul>	<ul style="list-style-type: none"> <li>Damage unlikely.</li> <li>Provision is adequate.</li> </ul>
RA/M5	Electronic Records	Loss through backup	1	3	M	<ul style="list-style-type: none"> <li>Use of online accounting package.</li> <li>New secure accessible website provides historic minutes and documents.</li> <li>Use of Google Drive facility available.</li> <li>The Council's payroll is outsourced.</li> </ul>	<ul style="list-style-type: none"> <li>Damage unlikely.</li> <li>Clerk, Admin Support Officer and Councillors have had training and have access to website.</li> </ul>
RA/M6	Property and contents owned by the Council	Loss or damage	1	3	M	<ul style="list-style-type: none"> <li>The Council's register of assets is kept up to date.</li> <li>An inventory of the contents stored in the Lime Kiln (the Council's store) is maintained.</li> <li>When employees leave, keys are collected and locks changed.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
RA/M7	Business Activities	Ensuring that the Council is acting within its legal	1	3	M	<ul style="list-style-type: none"> <li>The Clerk is CiLCA qualified.</li> <li>Staff and Councillors are provided with opportunities for training.</li> <li>The Council is a member of</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

		powers				Cornwall Association of Local Councils.	
RA/M8	Employment law and Inland Revenue Regulations	Ensuring that requirements are met	1	3	M	<ul style="list-style-type: none"> <li>• Access to guidance and support is provided by CALC, NALC and SLCC.</li> <li>• The Council's payroll is outsourced.</li> </ul>	•

## Finance

REF	Subject	Impact Risk / Trigger	Likelihood of occurrence	Impact	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/F1	Precept	Adequacy of precept in order for the Parish Council to carry out its Statutory Duties.	3	1	<b>M</b>	<ul style="list-style-type: none"> <li>To determine the precept amount required, the Parish Council regularly receives budget reviews throughout the year, and at the time the precept amount is considered, the Parish Council receives a budget report, including actual position and projected position, with indicative figures/costings obtained by the Clerk / RFO. <sup>1</sup>With this information, and from consideration of any future projects, the Parish Council determines the amount of precept required for the following financial year.</li> <li>The Clerk advises the Parish Council when the precept monies are received.</li> </ul>	<ul style="list-style-type: none"> <li>Finance committee to continue to meet to review the financial position of the Council and make recommendations.</li> <li>The use of the Scribe accounting package will enable the Council Office staff provide reporting specifically designed for local authorities.</li> </ul>

<sup>1</sup> **Local Government Act 1972, section 151**

RA/F2	Financial Records	Inadequate records and financial Irregularities	1	3	<b>M</b>	<ul style="list-style-type: none"> <li>• The Parish Council has Finance Regulations which set out the requirements. The regulations are viewed regularly.</li> <li>• The Council's Unity Trust account enables Councillors to review the transactions on the bank account.</li> <li>• The outsourcing of the payroll provides continuity.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to monitor and review</li> </ul>
RA/F3	Bank and banking	Inadequate Checks. Banks Mistakes. Loss of Signatories.	1	3	<b>M</b>	<ul style="list-style-type: none"> <li>• Monthly bank reconciliation checks are completed.</li> <li>• The bank balance is reported at the Council meeting.</li> <li>• Finance reports are submitted to Council meetings.</li> <li>• Members from the finance committee conduct control checks.</li> <li>• The Council has four bank signatories.</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures are adequate but are monitored and reviewed.</li> </ul>
RA/F4	Cash	Loss through theft or dishonesty.	1	3	<b>M</b>	<ul style="list-style-type: none"> <li>• Petty cash is maintained in a locked safe and reconciled regularly.</li> <li>• Since the use of internet banking and opening accounts with building suppliers and local shops the use of petty cash has reduced.</li> <li>• The car park machine provides an audit list which details previous takings and current takings.</li> <li>• Since April 2022 ,the Council has employed an Admin Support</li> </ul>	<ul style="list-style-type: none"> <li>• Existing controls are adequate but will be monitored.</li> <li>• Cash takings are part of the Council's control check.</li> </ul>

						Officer, reducing the time the office is occupied by a single employee and increasing overall monitoring capacity.	
RA/F5	Financial Controls & Records	Lack of Information communication	1	2	L	<ul style="list-style-type: none"> <li>• Payment listings detailing payments for approval and payments made under delegated authority are submitted to the Council with the supporting documents for Council meetings.</li> <li>• Payments are recorded in the Council minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• Existing procedure is adequate</li> </ul>
RA/F6	Direct Costs	Goods supplied and not invoiced Incorrect invoicing and payments	1	3	M	<ul style="list-style-type: none"> <li>• The Council's Financial Regulations set out the requirements.</li> <li>• The performance of the RFO is monitored by the Staffing Committee.</li> <li>• Invoices are checked for numeric accuracy.</li> <li>• Works are verified by the Clerk/RFO and / or the Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial regulations are reviewed regularly.</li> <li>• Existing procedures are adequate.</li> </ul>
RA/F7	Insurance  Existing procedure	Adequacy Cost Compliance Fidelity Guarantee	1	3	M	<ul style="list-style-type: none"> <li>• An annual review is undertaken of all insurance arrangements in place. Employers' Liability, Public Liability and Fidelity Guarantee are a statutory requirement.</li> <li>• An Asset &amp; Open Spaces Working Group has been set up.</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate. Review provision and compliance annually.</li> <li>• The Asset &amp; Open Spaces Working Group is currently reviewing the Council's assets.</li> </ul>
RA/F8	Election costs	Risk of election cost	1	3	M	<ul style="list-style-type: none"> <li>• At the time of completing this assessment the Council has three spaces available.</li> </ul>	<ul style="list-style-type: none"> <li>• Included when preparing the precept</li> </ul>



						<ul style="list-style-type: none"> <li>• The Clerk has promoted the work of the Council and publicised NALC's 'become a Councillor' campaign.</li> <li>• To cover the costs of a potential poll and associated costs in an election year, the Council has a contingency budget to meet election costs.</li> </ul>	
RA/F9	VAT	Re-claiming	1	2	L	<ul style="list-style-type: none"> <li>• HMRC return is submitted online.</li> <li>• Reminders are sent to the Clerk by email if the return has not been submitted.</li> </ul>	<ul style="list-style-type: none"> <li>• Existing procedures adequate</li> </ul>
RA/F10	Annual Return	Not submitted within time limits	1	3	M	<ul style="list-style-type: none"> <li>• The Clerk is responsible to ensure the accounts are submitted to the internal auditor, that the Annual return is completed and signed by the Council, then sent on to the External Auditor within time limit.</li> <li>• The Council's appointed internal auditor has a background and experience working with local Councils.</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk to ensure members are provided with sufficient information, including the Joint Practitioners Guide in Accountability and Governance.</li> </ul>

RA/F11	Salaries & Associated Clerk costs	Salaries paid incorrectly. Wrong hours paid. Wrong rate paid. False employee Wrong PAYE deductions	1	3	M	<ul style="list-style-type: none"> <li>Salaries are reviewed annually by the relevant committee and recommendations made to Council.</li> <li>Figures are incorporated in budget calculations.</li> <li>Since April 2021 the payroll is outsourced to One Less Worry</li> <li>The checking of salaries form part of the control check completed by members of the Finance Committee.</li> </ul>	<ul style="list-style-type: none"> <li>The Chair of the Council, or a point of contact, will be required to liaise with One Less Worry regarding any adjustments for the Clerk's pay.</li> </ul>
RA/F12	Clerk	Loss of Clerk	1	3	M	<ul style="list-style-type: none"> <li>Opportunities for training provided.</li> <li>Strong communication links with members of the staffing committee.</li> <li>The Clerk maintains the opportunity of interacting with other Clerks.</li> <li>Staffing committee Terms of Reference are reviewed annually.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure Councillors have adequate training on staffing matters.</li> </ul>
RA/F13	Grants	Ensure proper use of funds granted to local community organisations under s137 or GPC	1	2	L	<ul style="list-style-type: none"> <li>The Council has met the criteria of General Power of Competence.</li> <li>Grant applications are reviewed and assessed on their merit.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

## Assets

REF	Subject	Impact Risk / Trigger	Likelihood of occurrence	Impact	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/A1	Street furniture and Office equipment	Damaged bins notice boards, bus shelters and benches etc.	1	2	L	<ul style="list-style-type: none"> <li>Asset register needs reviewing.</li> <li>Insurance is due for renewal in June and needs reviewing in May.</li> <li>An Asset &amp; Open Spaces Working Group has been formed.</li> <li>The Clerk, with support from the Chair &amp; Vice Chair, maintains a Council Facebook page. Urgent issues can be reported by messaging the Facebook page.</li> <li>The Council employs two maintenance staff who report issues to the Clerk by WhatsApp.</li> <li>The Council has a database of contractors to call on in emergencies.</li> </ul>	<ul style="list-style-type: none"> <li><del>A report detailing the condition of Council street furniture is monitored and reviewed being produced.</del></li> <li>The Council's maintenance staff <del>The Asset &amp; Open Spaces Working Group</del> will continue monitoring the condition of Council property.</li> </ul>
RA/A2	Public conveniences	Damage to building, vandalism	2	3	H	<ul style="list-style-type: none"> <li>The public toilets are scheduled to be open seven days a week.</li> <li>The cleaning of the public toilets is contracted to Mrs J Moore, who keeps in regular contact with the Clerk.</li> <li>The Council's maintenance staff are tasked with opening the public toilets.</li> </ul>	<ul style="list-style-type: none"> <li>Vandalism could result in the closure of the public toilets.</li> <li>Councillors assist in monitoring the public toilets.</li> </ul>
RA/A3	Play and recreation equipment	Loss / damage / injury to third party(ies) /	1	3	M	<ul style="list-style-type: none"> <li>The Clerk, assisted by the Admin Support Officer and maintenance staff, completes visual inspections</li> </ul>	<ul style="list-style-type: none"> <li><del>Vandalism could result in the closure of the public toilets. (Delete – not relevant for this</del></li> </ul>

		property				<ul style="list-style-type: none"> <li>of the recreation park.</li> <li>• Damage is reported to the Council by the Council Facebook page or email.</li> </ul>	<ul style="list-style-type: none"> <li>section)</li> <li>• <b>Council's caretaker offered the opportunity of Play Park Inspection training.</b></li> </ul>
RA/A4	Land & Buildings	Preservation of title to land & buildings	<b>2</b>	<b>1</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• All land and buildings have been registered.</li> <li>• Employment of maintenance staff enables the Council to have a tighter control on monitoring the Council's assets.</li> <li>• A bat survey has been completed on the Lime Kiln building.</li> </ul>	<ul style="list-style-type: none"> <li>• Existing procedures sufficient.</li> </ul>
RA/A5	Land & buildings	Damage or theft to buildings & contents	<b>1</b>	<b>3</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Land and property is monitored by staff and Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to monitor and review</li> </ul>

## Legal

### Liabilities

REF	Subject	Impact Risk / Trigger	Likelihood of occurrence	Impact	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/L1	Legal Powers	<p>Illegal activity or payments</p> <p>Working Parties taking decisions.</p> <p>(risk of legal challenge)</p>	1	3	<b>M</b>	<ul style="list-style-type: none"> <li>• All activity and payments are made within the powers of the Parish Council (not ultra vires) and are to be resolved and clearly minuted.</li> <li>• Terms of reference are in place and regularly reviewed.</li> <li>• The Clerk is CiLCA trained (a recognised Local Council qualification). As detailed on the Clerk's job description, the Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.</li> <li>• When required the Clerk seeks advice from the Society of Local Councils (SLCC) or Cornwall Association of Local Councils (CALC)</li> </ul>	<ul style="list-style-type: none"> <li>• Council to continue to support the Clerk in training.</li> <li>• Any new staff to be given the opportunity of training.</li> <li>• The Clerk should continue to provide all Councillors with relevant training.</li> <li>• The Council to cover membership fees for the County Association (CALC) and the Clerk's membership fees.</li> <li>• The Council will continue to utilise the services of professional bodies.</li> <li>• The Clerk should continue to provide the Council with newsletters and bulletins from Cornwall Council, National Association of Local Councils (NALC) and Cornwall Association of Local Councils (CALC) and in the long-term absence of the Clerk measures need to be put in place for communication to be forwarded to the members.</li> </ul>

RA/L2	Members / agendas & Statutory documents	Accuracy and legibility. Non-compliance with statutory requirements  (risk of the Council being legally challenged)  Proper, timely and accurate reporting of council business in the minutes	1	3	M	<ul style="list-style-type: none"> <li>Minutes and agendas are produced in the prescribed method and adhere to legal requirements.</li> <li>Minutes are approved and signed at next meeting unless there is a resolution made to defer approval until the following meeting.</li> <li>Minutes and agendas are displayed according to legal requirements.</li> <li>Business conducted at Council complies with the Council's Standing Orders.</li> </ul>	<ul style="list-style-type: none"> <li>The Clerk, who is employed as Proper Officer of the Council, is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk shall prepare the agendas for meetings in consultation with the appropriate members of the Council or relevant committees.</li> </ul>
RA/L3	Employer Liability  Employee Liability  Councillor Liability	Non-compliance with employment law  Causing injury (damage) to employee property  Causing injury (damage to Councillors)	1	3	M	<ul style="list-style-type: none"> <li>The Council has relevant insurance in place.</li> <li>Legal Advice can be sort from the County Association.</li> <li>The Clerk is a member of the Society of Local Councils</li> </ul>	<ul style="list-style-type: none"> <li>Continue to ensure adequate insurance cover is provided, subscriptions are renewed, and training provided.</li> </ul>
RA/L4	MLMA	Failure by MLMA to comply with reporting of encroachments and maintenance of reserve to meet	1	3	M	<ul style="list-style-type: none"> <li>The Council has a representative on the Millbrook Lake Mooring Association Committee.</li> </ul>	<ul style="list-style-type: none"> <li>New representative to be appointed in May 2023</li> </ul>

		liabilities					
RA/L5	Freedom of Information	Lack of transparency	1	3	M	<ul style="list-style-type: none"> <li>• The Council has adopted a Model Publication Scheme and Freedom of Information Policy. Two Councillors are using external email addresses. Both Councillors have supplied the Clerk with the nominated email addresses.</li> <li>• The Council has recently updated its website to ensure it is secure and accessible.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure website is kept up to date.</li> <li>• Councillors' attendance record to be publicised.</li> </ul>

### Member's responsibilities

REF	Subject	Impact Risk / Trigger	Likelihood of occurrence	Impact	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/M1	Members interests	Conflict of interest  Register of interests	1	3	3	Councillors have a duty to declare any interest at the start of the meeting <sup>2</sup>	To be aware of regulations with reference to Standards and Register of Interests and review any changes in relation to the Standards and the Code of Conduct.

### Council Reputation

REF	Subject	Impact Risk / Trigger	Likelihood of occurrence	Impact	Score	Management / Control of Risk	Action required – Review / Assess/Revise
RA/R1	Councillors & Staff	Bringing the Council into disrepute.	1	3	3	Councillors should receive code of conduct training <sup>3</sup>	Clerk to investigate Code of Conduct training for all Councillors and training records to be maintained.

Approved Minute 270e, Full Council meeting 20/04/2021 (Finance Committee recommendation 14/04/21, FCA19)

### Legislation

<sup>2</sup> Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

<sup>3</sup> The Parish Councils (Model Code of Conduct) Order 2001 No. 3576