



WEEDON BEC PARISH COUNCIL

Risk Assessment



Notes

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

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

Key

H/M/L High, Medium or Low Risk



Financial and Management				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	There is a business continuity plan in place.	Review plan when necessary.
Precept	<p>Adequacy of precept</p> <p>Requirements not submitted to DDC</p> <p>Amount not received by DDC</p>	<p>L</p> <p>L</p> <p>L</p>	<p>To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at full Council.</p> <p>At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Clerk.</p> <p>With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Daventry District Council. This figure is submitted by the Clerk in writing to DDC.</p> <p>The Clerk informs Council when the monies are received (approx May time).</p>	Existing procedure adequate
Financial Records	<p>Inadequate Records</p> <p>Financial Irregularities</p>	<p>L</p> <p>L</p>	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.



Financial and Management				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Bank and Banking	Inadequate checks Bank mistakes Loss Charges Cheque Signatories Banking cash received	L L L L L L	<p>The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.</p> <p>The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement arrives, these are dealt with immediately by informing the bank and awaiting their correction</p> <p>The relevant cheque/ledger folio number is to be recorded on all invoices.</p> <p>Receipts/payments are to be reconciled with the bank statement. An independent check is to be carried out as part of the internal audit control.</p> <p>Cheque / withdrawals must be signed by two authorised signatories</p> <p>A receipt must be issued for all Cemetery and Allotment income.</p> <p>Large capital amounts should be shared across separate bank accounts to ensure the government protection of up to £80,000.</p>	<p>Existing procedure adequate.</p> <p>Review the Financial Regulations when necessary and bank signatory list when Necessary, especially after an AGM and an election.</p> <p>Monitor the bank statements monthly.</p>
Internet Banking	Inadequate checks Bank/Council mistakes Charges Authorisation/Signatories	L M	<p>The Council has Financial Regulations and an Internet Banking Policy which set out the requirements for banking</p> <p>Errors will be monitored by bank statements on a monthly basis.</p> <p>Charges monitored regularly.</p> <p>Assessed every year at the Annual Meeting of the Parish Council or if a signatory leaves in between times.</p>	



Financial and Management				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked within 3 banking days. There is no petty cash or float.	Existing procedure adequate. Review the Financial Regulations when necessary.
Reporting and Auditing	Information communication	L	A monitoring statement is produced regularly before each Council meeting with the agenda, discussed and approved at the meeting . This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank.	Existing communication procedures adequate.
	Compliance	M	Council should regularly audit internally to comply with the Fidelity Guarantee. The Council and RFO are jointly responsible for ensuring that all financial and asset management of the Council is adequate and effective.	Council annually to appoint a Councillor Auditor for Fidelity Compliance
Direct costs Overhead expenses Debts	Goods not supplied but billed	M	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary
	Incorrect invoicing	L	At each Council meeting the list of invoices awaiting approval is distributed to Councillors and considered. One Councillor is nominated to check each invoice against the cheque book and associated paperwork and initials the invoices.	
	Cheque payable incorrect	L	Council approves the list of requests for payment.	
	Loss of stock	L	The Council has minimal stocks, these are checked and monitored by the Clerk.	
	Unpaid invoices	L	Unpaid invoices to the Council for adverts in the newsletter or services are pursued and where possible, payment is obtained in advance.	



Financial and Management				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Grants and support – payable	Power to Pay Authorisation of Council to Pay	L L	All such expenditure goes through the required council process of approval, minutes and listed accordingly if payment is used using the S137 power of expenditure or Localism Act	Existing procedures adequate Parish Councillors request S137 rules if required
Grants – receivable	Receipts of grants	L	The Parish Council does not presently receive any regular grants. One Off grants would come with terms and conditions to be satisfied	Procedure would need to be formed if required, however would be covered by the grant conditions
Charges – rentals payable	Payments of charges, leases, rentals	L	The Parish Council does not presently have any land or otherwise subject to rental or lease	Procedure would need to be identified , if required
Charges – rentals receivable	Receipt of rental Insurance implication	L M	Football pitches – the clerk issues an agreement for usage and a monitoring form along with the invoice. Both parties sign the agreement and the Parish Council copy is held in Parish Council records. The cheque or funds are received and banked. The Parish Council is notified accordingly. The Football club arranges its own insurance and provides a copy of the to the parish Council each year. Allotment agreements are issued to new allotment holders and Clerk ensures that all payments from allotment holders are received in a timely manner. Reminder letters will be issued for non-payment.	Existing procedure adequate Review agreement and fees annually. Ensure payment and copy of insurance document received
Cemetery charges	Timing of request	L	Request for cemetery plots are managed by the Clerk and recorded. Cover in the Clerks absence to issue a new plot should be provided for holidays. Payments for plots are noted and banked promptly.	Existing procedure adequate



Financial and Management				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Best value accountability	Work awarded incorrectly	L	Normal Parish Council practise would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or for goods. Quotations received must be of a like for like quotation by ensuring the specification is clear to all possible contractors.	Existing procedures adequate. Include when reviewing financial regulations.
	Overspend on services	M	For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the clerk would investigate the situation, check the quotation/tender, research the problem and report to council.	
General Data Protection Regulations	Collection of data	L	Required for specific things, Council needs to be upfront on why it is being collected and what it will be used for	Reviewed annually
	Storage	M	Stored on computer/USB in secure building on password controlled devices, for no longer than agreed time or is necessary.	
	Processing	L	Lawful process to use as long as it is with the permission of individual(s)	
	Breaches of privacy	M	Computer has up to date anti-virus,	
		M	Electoral rolls are encrypted	
		M	Details of any collections of information are deleted, when used, and not stored	
	L	Confidential paper waste is shredded, not just thrown in bins		
	M	Staff are trained and up to date with legislation		



Financial and Management				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Salaries and associated costs	Salary paid incorrectly	L	The Parish Council authorises the appointment of all employees through a personnel committee which is the F&G committee.	Existing appointment and payment system is adequate
	Wrong hours paid	L	Salary rates are assessed annually by the same committee and applied on 1 st April each year.	
	Wrong rate paid	L	Salary analysis and slips are produced by the clerk monthly together with a schedule of payments to the inland revenue (for Tax and NI). These are inspected at the council meetings and signed off. The tax and NI is calculated using an Inland Revenue computer programme updated annually. All tax and NI payments are submitted in the Inland Revenue annual return.	
	False Employee	L	The litter picker receives an agreed salary payment each month The Council is responsible for HMRC payments.	
	Wrong deduction of Ni or Tax	L	The Clerk does not keep a timesheet and has a contract of employment and job description.	
	Unpaid Tax and NI contributions to Inland Revenue	L	All contracts of employment contain a section on overpayments and recoup.	
	Pension provision	L	The Council is not a member of the Local Government Pension Scheme and no pension arrangements for the Clerk are in force at present although this will change shortly.	



Financial and Management				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff Health and Safety	L L L L	Reference to the continuity plan should be made in case of loss of key personnel. The requirements of the fidelity guarantee insurance to be adhered to with regards to fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. The Litter picker should be provided with adequate safety equipment needed to undertake the role i.e. protective clothing and training	Existing procedures adequate. Purchase revised books as required. Membership of NALC. Monitor working conditions , safety requirements and insurance regularly.
Councillor allowances and expenses	Councillors over-paid Income tax deduction Expense form not completed	L L L	Allowances are only given to the Parish Council Chairman Expenses claims must be completed accurately and signed off by the Clerk and chairman and reported to Parish Council. Expenses can only be claimed when attending pre-arranged meetings, courses or other business on behalf of the Parish Council.	Expenses rules are adequate.
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of cost from DDC for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having an uncontested election as this is a democratic process and should not be stifled.	Existing procedures adequate
VAT	Reclaiming/charging	L	VAT is recorded and claimed half yearly. The Council has financial regulations that set out the requirements.	Existing procedures adequate



Financial and Management				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted online and to the inland revenue within the prescribed time frame by the clerk Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent to the external auditor within the time limit	Existing procedures adequate
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council meetings including the power used.	Powers minuted from April 2009
Minutes Agendas Notices Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the clerk and adhere to the legal requirements Minutes are approved and signed at the next council meeting, all pages being signed. Minutes and agenda are displayed according to legal requirements Business conduct at Council meetings should be managed by the Chair	Existing procedure adequate Guidance/Training to Chair should be given (if required) Members to adhere to Code of Conduct
Members interests	Conflict of interest Register of members interests	L M	Although not a requirement the declaring of interests by members at a meeting should be an obvious process to remind councillors of their duty and should remain on the agenda Register of Members Interest forms should be reviewed regularly by Councillors	Existing procedures adequate Members take responsibility to update their register



Financial and Management				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place and adjusted as required based in Asset register and all liability covers required - see Financial Regulations Employers and Employees liability Insurance is a necessity and must be paid for. Ensure compliance measure is in place. Ensure fidelity checks are in place	Existing procedures adequate Review insurance provision annually Review of compliance
Third Party Risk	Adequacy	L	The grass cutting contractor for Highways and Playing Fields must carry Public Liability insurance of £5,000,000, as recommended by the County Council. The grass cutting contractor for the Cemetery must carry Public Liability Insurance of £1,000,000, as set by the Parish Council Request evidence of contractors Public Liability insurance to be lodged with Parish Council at the start of each financial year.	Existing procedure adequate Review insurance provision annually Review of compliance
Financial Risk	Adequacy	L	This is covered under the Financial regulations	Existing procedure adequate
Data Protection	Policy provision	L	The council is now registered under the Data Protection Act - Registration No. Z2295389.	Ensure annual review of registration



Financial and Management				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Freedom of Information Act	Policy Provision	L M	<p>The council has a model publication scheme for local councils in place. There have been no requests for information to date but the Clerk is aware that if a substantial request arrives then this may require many hours of additional work.</p> <p>The council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections this negating the payment of fee.</p> <p>Ensure current documents are published on website</p>	Monitor and report any impacts of requests made under the F of I Act

Physical Equipment or areas				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third party(ies)/property	L	<p>An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.</p> <p>The Asset Register is maintained by the RFO and kept up to date. All Insurance valuations are to agree with the asset values</p>	<p>Existing procedure adequate</p> <p>Ensure inspection is carried out in time to report at May Parish Council Meeting</p>
Allotments	Risk to third parties Damage	L L	<p>The Parish Council own and are responsible for two allotments sites.</p> <p>Allotments are inspected by Allotments Task Group representative on a regular basis.</p> <p>Any repairs/maintenance requirements are brought to the attention of the Parish Council.</p>	<p>Existing procedures adequate</p> <p>Ensure inspections are carried out in a timely manner.</p>



Physical Equipment or areas				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Maintenance	<p>Poor performance of assets or amenities</p> <p>Loss of income or performance</p> <p>Risk to third parties</p> <p>Poor performance of contractors</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>All assets owned by the Parish Council and detailed in the asset register, are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with correct procedures of the Parish Council.</p> <p>All assets are insured and reviewed annually. All public amenity land and contractor works are inspected by the Parish Clerk</p> <p>Poor performance or delivery by contractors should be notified immediately to the relevant company by the Clerk. Failure to make improvement should result in a written complaint to the contractor.</p>	<p>Existing procedures adequate</p> <p>Ensure inspections are carried out in a timely manner.</p> <p>Ensure specific contractor works are inspected as per agreed contract.</p>
Bus Shelters	<p>Risk/Damage/Injury to third parties</p> <p>Road Side Safety</p>	<p>L</p> <p>L</p>	<p>Parish Council has numerous bus shelters sited around the village. All locations have approval by relevant parties, insurance cover and are inspected regularly by the Environment Task Group.</p> <p>Any repairs/maintenance requirements are brought to the attention of the Parish Council.</p>	<p>Existing procedure adequate</p> <p>Ensure inspections are carried out in a timely manner.</p>
Footpaths	<p>Risk/Damage/Injury to third parties</p> <p>Overgrown or dangerous</p>	<p>L</p> <p>L</p>	<p>Footpaths are maintained by the County Council although Councillors and Clerk inspect and report any problems that are brought to their attention. Puddlebank is owned by Canals & River Trust and is maintainable by them.</p>	<p>Existing procedure adequate</p> <p>Ensure inspections are carried out in a timely manner.</p>



Physical Equipment or areas				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Notice Boards	Risk/Damage/Injury to third parties	L	Parish Council has numerous notice boards sited around the village. All locations have approval by relevant parties, insurance cover and are inspected regularly by the Clerk. Any repairs/maintenance requirements are brought to the attention of the Parish Council.	Existing procedure adequate Ensure inspections are carried out in a timely manner.
	Road Side Safety	L		
Seats and bins	Risk/Damage/Injury to third parties	L	Parish Council have several benches, litter bins and dog bins sited around the village. All locations have approval by relevant parties, insurance cover and are inspected regularly by the Environment Task Group. Any repairs/maintenance requirements are brought to the attention of the Parish Council. Overflowing dog bins or litter bins not emptied must be reported to DDC as soon as possible	Existing procedure adequate Ensure inspections are carried out in a timely manner.
	Road Side Safety	L		
	Bins not emptied	L		
Street Lights	Risk/Damage/Injury to third parties	L	Parish Council have responsibility for street lamps in the village all of which are listed on a register. All locations have approval by relevant parties, insurance cover and are inspected regularly by a Member of the Environment Task Group. Any repairs/maintenance requirements are brought to the attention of the Parish Clerk and reported to the relevant contractor. Engaged contractor to carry out tri-annual safety checks and audit inspections on all street lamps for the Council	Existing procedure adequate Ensure inspections are carried out in a timely manner.
	Road Side Safety	L		
	Inoperative	L		



Physical Equipment or areas				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Lockable Metal barriers	Risk/Damage/Injury to third parties or equipment	L	There are 4 lockable metal barriers around the village, three locked on the playing fields, one permanently open but barrier is locked to its post. Clerk and grass cutting contractors have keys for access. One other barrier is at Riverside Allotments. Clerk and Tenants of the allotments hold keys. Any repairs/maintenance requirements are brought to the attention of the Parish Council.	Existing procedure adequate Ensure inspections are carried out in a timely manner.
	Damage to barrier	L		
Play Grounds	Risk/Damage/Injury to third parties	M	Parish Council have responsibility for Play Area equipment across several play areas in the village all of which are listed on a register. All locations have approval by relevant parties, insurance cover and are inspected monthly by an outsourced specialist who provides a report to the clerk and ultimately to the Parish Council. Any repairs/maintenance requirements are brought to the attention of the Parish Council and reported to the relevant contractor for repair.	Existing procedure adequate Ensure inspections are carried out in a timely manner.
	Inoperative	L		
Pocket Park	Risk/Damage/Injury to third parties	M	Parish Council to inspect monthly all areas of the park. Report to be provide to Council.	Existing procedure adequate Ensure inspections are carried out in a timely manner.
Trees under TPO	Risk/Damage/Injury to third parties	M	All trees, subject to a Tree Preservation Order, that belong to the Parish Council are to be inspected by a reputable tree surgeon on a bi-annual basis. Any immediate requirements for damage or disease are brought to the attention of the Parish Council / Clerk and are subject to the necessary works to ensure safety.	Existing procedure adequate Ensure inspections are carried out in a timely manner.
	Damage	L		



Physical Equipment or areas				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Cemetery Headstones	Risk/Damage/Injury to third parties Health and Safety	L L	Memorials are to be checked on an annual basis, if a headstone is deemed to be loose, to be checked again in 6 months time or after a storm. Memorials should be checked, under health & safety regulations, with the appropriate equipment. Unsafe stones may need to be laid down. Adequate register of memorial stones check must be maintained. Any memorial stones considered unsafe should be tracked back to families to request repair otherwise the Parish Council will engage contractor to make secure after bringing to attention of Parish Council. Immediate requirements for damage or disease are brought to the attention of the Parish Council / Clerk and are subject to the necessary works to ensure safety.	Existing procedure adequate Ensure inspections are carried out in a timely manner.
Mowing Equipment	Health & Safety Damage to memorial stones / third parties	L	Contractor using Council equipment, carries own insurance. Equipment to be maintained regularly by the contractor, under agreement and serviced at the end of every year.	



Physical Equipment or areas				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Meeting Location	Adequacy Health and Safety	L M	The Parish Council Meetings are held in the Village Hall annexe. The premises and facilities are considered adequate for the Clerk, Parish Councillors and Public who attend from a Health and Safety perspective. The Scout Hut could also be used if required.	Existing location adequate
Council records – paper	Loss through; Fire Theft Damage	M L L	The Parish Council records are stored in the home of the Clerk and in the Village Hall. Records include financial and other that is required to be stored by law. Historical correspondence, minute books and copies, leases for land or property, etc are held at the Northamptonshire Records Office.	Damage (apart from fire and theft) is unlikely and so provision is adequate. Deeds/Leases originals are held in the bank with copies being held by Clerk
Council records – electronic	Loss through; Fire, Theft or Damage Corruption or failure of computer	L/M M	The Parish Councils electronic records are stored on the Clerks computer. Backups of the files are taken at regular intervals and a copy is held off site by the Chairman. Council's accounts are held online and backed up online, by the company who provide the accounts package.	CD Back-up of electronic files produced for each meeting and given to Chairman and filed by clerk Virus protection is kept up to date on clerk computer



Physical Equipment or areas				
Subject	Risk(s) identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Clerks use of own car	Loss through; Fire, Theft or Damage Accident or other damage	L/M M	The Clerk must ensure that adequate insurance is held on personal vehicle especially if used in conjunction with Parish Council duties. Parish Council should be responsible for covering an element of the Clerk car insurance that enables 'for business purposes' Documents or other items in carriage must be kept out of view	Existing procedure adequate



RESPONSIBLE FINANCIAL OFFICER

The Clerk, Mrs Susan Halkett is the RFO for Weedon Bec Parish Council.

RISK ASSESSMENT

The Council and RFO are jointly responsible for ensuring that all financial and asset management of the Council is adequate and effective.

INSURANCE

Reviewed annually and presented at Annual Meeting of Parish Council in May.

THIRD PARTY RISK

The grass cutting contractor for Highways and Playing Fields must carry Public Liability insurance of £5,000,000, as recommended by the County Council.

The grass cutting contractor for the Cemetery must carry Public Liability Insurance of £1,000,000, as set by the Parish Council

FINANCIAL RISK ASSESSMENT

Refer to Standard Financial Regulations

PENSIONS

The Council is currently looking at pension arrangements and this will be amended when they are in place.

VAT

VAT is recorded and claim half yearly.

BANKING ARRANGEMENTS

Lloyds Bank currently holds the signatures of five Councillors:

HSBC currently holds the signatures of five Councillors

Unity Bank currently holds the signatures of three Councillors

All signatories are assessed at the Annual Meeting of the Parish Council

Accounts.

- Cheques/Internet banking, to be authorised by two approved signatories
- All cheque stubs to be signed by two signatories
- A list of cheques/internet banking are to be presented to the Council on a monthly basis



- All Accounts – requires two signatories when withdrawing

Receipts

- All income is to be promptly banked
- A receipt must be issued for all Cemetery and Allotment income.

Payments

- The relevant cheque/internet banking number is to be recorded on all invoices.

Bank Reconciliation

- Receipts/payments are to be reconciled with the bank statement. An independent check is to be carried out as part of the internal audit control.

ASSETS

The Asset Register is maintained by the RFO and kept up to date. All Insurance valuations are to agree with the asset values.

The assets should be reviewed on an annual basis to ascertain maintenance/repair and for insurance purposes. This check should be carried out and reported at the May meeting.

PLAY GROUND EQUIPMENT

All play areas to be assessed on a monthly basis. A full report on all play areas is to be completed annually by an approved company.

POCKET PARK

The Pocket Park is to be assessed on a monthly basis. A full report is to be made to the Parish Council on a monthly basis and a copy to be provided to the Pocket Park Chairman

COUNCIL LAND

Lancers Way – to be checked on a monthly basis – cursory basis due to the accessibility of the area

CEMETERY

Memorials are to be checked on an annual basis, if headstone deemed to be loose, to be checked again in 6 months time or after a storm. Memorials should be checked, under health & safety regulations, with the appropriate equipment.



ENVIRONMENT

All trees, subject to a Tree Preservation Order, that belong to the Parish Council are to be inspected by a reputable tree surgeon when required.

Adopted 4th May 2010
Amended 3rd May 2011
Amended 7th May, 2013
Amended 5th May, 2015
Amended 10th May 2016

Chairman



Amendment 2011

Page 15 – insert of Lockable Metal Barriers line

Amendments 2013

Page 4 – Banks & banking - amount of money protected raised

Page 11 – Data Protection – sentence amended

Page 18 – Banking Arrangements – removal of reference to Halifax Building Society

Amendments 2015

P12 Allotments – inspected by Environment Group not Clerk

P13 Bus shelters – inspected by Environment Group not Clerk

P13 Footpaths – re-worded, NCC responsible, faults reported

P14 Seats/Bins – inspected by Environment Group not Clerk

P15 TPO – amended to bi-annually instead of annually

P15 Pocket Park – new record

P17 Council records – now kept in Village Hall and County Records Office, not Chapel

P17 Council records electronic – held off site, by Councillor on USB

P19 Pocket Park – new record

P20 Environment – tree to bi-annually

Amendments 2016

P4 Internet Banking – addition of whole section

P13 Footpaths – sentence on Puddlebank

P16 Mowing equipment – addition of whole section

Amendments 2018