#### PRESENT:

Councillors: Jane Costello, S Hull, A Shelton, M Stockwood, J Stockwood, F Purdue-Horan

Officers: S Pyke (Town Clerk), J Riddle (Deputy Town Clerk)

Members of the Public: 1 and Councillor Jim Costello

#### 1. APOLOGIES FOR ABSENCE & ACCEPTANCE

All Committee members were present.

#### 2. DECLARATIONS OF INTEREST

Councillors F Purdue-Horan, Jane Costello, J Stockwood and A Shelton all declared an interest in item 13 and 14.

#### 3. **<u>MINUTES</u>**

The Minutes of the meeting held on the 5 February 2019, Folios 9200 to 9213 were taken as read, approved and signed by the Chairman as a correct record.

#### 4. BANK RECONCILIATIONS - (Folio 9239 to 9246)

- (a) The Reconciliation Report up to 31 January 2019 was presented to Councillors and it was agreed to **<u>RECOMMEND</u>**: approval of the Reconciliation Report.
- (b) The Reconciliation Report up to 28 February 2019 was presented to Councillors and it was agreed to <u>RECOMMEND</u>: approval of the Reconciliation Report.

#### 5. ACCOUNTS PAID REPORT (Folio 9247 to 9248))

The Accounts Paid Report up to 28 February 2019 was presented to Councillors and it was agreed to **<u>RECOMMEND</u>**: approval of £63,916.50.

#### 6. INTERNAL AUDITOR FOR YEAR ENDING 31 MARCH 2019

The Clerk confirmed that the Internal Auditor from the previous year, Barrie Woodcock, had been booked. The Committee noted that this was his third year as internal auditor.

#### 7. COSTS FOR VAT ADVICE

The Committee noted that a review of the Town Council's VAT in relation to specific projects had been arranged at a cost of £600 plus VAT and travelling expenses.

#### 8. STATEMENT OF INTERNAL CONTROL FOR YEAR ENDING 31 MARCH 2020 (Folio 9249 to 9254)

The Committee reviewed the Statement of Internal Control and requested that under payment controls it specifically state that payments over £2,000 are approved at Full Council meetings. The item would be reviewed by all Councillors at the next meeting of the Full Council.

#### 9. RISK REGISTER (Folio 9255 to 9271)

The Committee reviewed the Risk Register and the areas highlighted red to the right of the document were discussed. The Clerk explained that the main red areas would most likely decrease over the coming year as a result of the Council implementing an action plan in response to the findings of the recent staffing review.

#### 10. CLERK AS AUTHORISED SIGNATURE FOR FUNDING AGREEMENTS

During recent funding applications, the Clerk when submitting applications was asked to confirm that she had the authority to submit on the Council's behalf.

**<u>RECOMMEND</u>**: that the Town Clerk, being the Responsible Financial Officer for the Town Council, be an authorised signatory on funding applications. The Standing Orders and Financial Regulations would be altered to reflect this.

#### 11. CHARGES FOR THE SUMMER FAIR AND CHRISTMAS FAIR MARKET STALLS

Standing Orders were suspended at 7:38pm and reinstated at 7:40pm to allow a member of the public to speak.

The Committee was updated that the advice received had confirmed that the fixed market stalls attracted VAT. It was noted that the Community and Charity Stalls for the Summer Fair would be £25 plus VAT making the total £30 as in previous years. The fee for businesses would be £40 plus VAT making a total of £48.

#### 12. ADDITIONAL EXPENSE OF £499 FOR FURTHER WORK DURING THE DRAIN REPAIRS

The Committee noted that Clerk had notified the Chair of Policy and Resources of an emergency spend of £499 for additional repairs to the drains, discovered whilst the work was taking place. The Chair of Policy and Resources had emailed back confirming the decision.

#### 13. TRANSFER OF EARMARKED RESERVE TO THE NEIGHBOURHOOD PLAN STEERING GROUP

**<u>RECOMMEND</u>**: that the balance of £3,750 from the earmarked reserve for the Neighbourhood Plan, be transferred to the Neighbourhood Plan Steering Group, subject to Full Council receiving the amended Constitution and Terms of Reference.

#### 14. STALL FEE AT THE SUMMER FAIR FOR THE NEIGHBOURHOOD PLAN STEERING GROUP

**<u>RECOMMEND</u>**: that a charge for a Community Group be applied to the Neighbourhood Plan Steering Group's Summer Fair Stall.

#### 15. ATTENUATION PONDS FOR PHASE 1 CHAPEL LANE DEVELOPMENT

**RECOMMEND:** not to adopt the attenuation ponds.

#### 16. EXTENSION OF PROVISION OF GROUNDS MAINTENANCE AT BUTT FIELD FOR UP TO A FURTHER 12 MONTHS

Standing Orders were suspended at 8:03 and reinstated at 8:04 to allow Councillor Jim Costello to speak.

**RECOMMEND:** that the provision be extended for up to 12 months

#### 17. THIRD PARTY FUNDERS CONTRIBUTION TO WREN

**<u>RECOMMEND</u>**: that should the WREN grant submission be successful that the third party funders contribution to the sum of £5,267.50 be paid.

#### 18. CONFIDENTIAL BUSINESS

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw"

Councillor Jim Costello remained in the Council Chamber

The following matters were discussed and recommendations made:

- Confidential notes from 05 February 2019
   <u>RECOMMEND:</u> that the notes and recommendations be approved
- Staff Matters

**<u>RECOMMEND</u>**: that the Staffing Review is considered by the new term of Council **<u>RECOMMEND</u>**: that a joint statement from the Chair of Policy and Resources and the Mayor be prepared and provided to staff updating them on the Staffing Review **<u>NOTED</u>**: the salary bandings for the forthcoming year

**RECOMMEND**: that the Chair of Policy and Resources and the Mayor verify the calculations relating to the outstanding overtime payments for the Clerk and Deputy Clerk, these would then be taken to Full Council **NOTED**: the Clerk's contract was signed and finalised **NOTED**: the Clerk's Q4 overtime and lieu time **NOTED**: the holiday carried forward and absence for the year ending 31 March 2019

- Town Council's position in relation to Butt Field's ground maintenance <u>RECOMMEND</u>: not to proceed with the request to contribute 50% toward establishing the viability of a bore-hole. <u>RECOMMEND</u>: to write off the outstanding invoice for the year ending 31 March 2019
- Recommendations from Recreation and Amenities Committee from 19 March 2019
  - That £50,000 be earmarked for a Grant to Butt Field Sports Club, with any costs spent on ongoing maintenance deducted from this amount.
  - The Clerk to monitor the Grant application.

**<u>RECOMMEND</u>**: to maintain a veto on both recommendations

Meeting Closed at: 9.28pm

Date: .....

#### **RECOMMENDATIONS:**

(Please note any confidential recommendations will be confirmed separately under confidential business)

- Reconciliation report to 31 January 2019
- Reconciliation report to 28 February 2019
- Accounts Paid report of £63,916.50
- The Town Clerk, being the Responsible Financial Officer for the Town Council, be an authorised signatory on funding applications.
- £3,750 be transferred to the Neighbourhood Plan Steering Group, subject to receiving the terms of reference and constitution documents.
- A community group charge be applied to the stall fair fee for the Neighbourhood Plan Steering Committee.
- Not to adopt the attenuation ponds in Phase I of the Chapel Lane development
- That the grounds maintenance provision at Butt Field be extended for up to 12 months
- That should the WREN grant submission be successful that the third party funders contribution to the sum of £5,267.50 be paid.

r	Bingnam Town Co		1
	Bank Reconciliation at 31/01/2019		
	Cash in Hand 01/04/2018		
	ADD		418,330.80
	Receipts 01/04/2018 - 31/01/2019		324,532.55
	SUBTRACT		742,863.35
	Payments 01/04/2018 - 31/01/2019		257,519.45
A	Cash in Hand 31/01/2019 (per Cash Book)		485,343.90
	Cash in hand per Bank Statements		
	Cash31/01/2019Nat West Current Account31/01/2019Nat West Reserve Account31/01/2019	200.00 31,095.24 454,048.66	
-			
8 9 9			
	Less unpresented cheques		485,343.90
	As attached		0.00
	Plus unpresented receipts		485,343.90
в	As attached Adjusted Bank Balance		0.00 <b>485,343.90</b>
			400,343.80
	A = B Checks out OK		

#### **Bingham Town Council**

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### A NatWest

## Bankline

Statement for account and the second se

Short name:	BING TOWN COUNCIL		Currency:	GBP	
Alias:	BING TOWN COUNCIL		Account type:	BUSINESS CURRENT	
BIC:			Bank name:	National Westminster Bank	
IBAN:			Bank branch:	WEST BRIDGFORD (A)	
Date	Narrative	Туре	Det	bit Credit	Ledger balance
<u></u>	CLOSING BALANCE			<u>kan kan kan di kana kana kana kana kana kana kana kan</u>	31,095.24Cr
31/01/2019	UTILITY WAREHOUSE 6094729/6094729/13	D/D	1,082.9	99	31,095.24Cr
31/01/2019	ENVA ENGLAND LTD WC00346	D/D	85.7	70	32,178.23Cr

### NatWest

### Bankline

Statement for account the state of from 01/01/2019 to 31/01/2019

Totals			40,000.0	0 80.29	
	OPENING BALANCE				493,968.370
04/01/2019	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00	0	473,968.37C
25/01/2019	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.0	ט	453,968.37C
31/01/2019	31JAN GRS 21499039	INT		80.29	454,048.66C
	CLOSING BALANCE				454,048.66C
Date	Narrative	Туре	Debi	t Credit	Ledger balance
IBAN:			Bank branch:	WEST BRIDGFORD (A)	
BIC:			Bank name:	National Westminster Bank	
Alias:	BINGHAM TOWN CL		Account type:	BUSINESS RESERVE ACC	
Short name:	BINGHAM TOWN CL		Currency:	GBP	

#### **Bingham Town Council**

#### **Transactions for Cash**

Voucher	Date	Cha/Rec No.	Description STARTING BALANCE	Total	Balance 87,19
24	03/04/2018	PC	Co-op petty cash	-7.23	79.96
25	11/04/2018	PC	Post Office	-6.96	73.00
28	17/04/2018	PC	Co-op petty cash	-4.78	68.22
26	19/04/2018	PC	Post Office	-13.92	54.30
27	19/04/2018	PC	Co-op petty cash	-2.68	51.62
29	20/04/2018	PC	Tyre repair/parts	-16.00	35.62
	27/04/2018	PC	Co-op petty cash	-12.04	23.58
	27/04/2018	PC	Milk/biscuits	-2.20	21.38
	27/04/2018	PC	Staff refreshments for GDPR	-10,50	10.88
	02/05/2018		Transfer from Nat West Current Account	189.12	200.00
	04/05/2018	PC	Milk	-0.52	199.48
	09/05/2018	PC	Milk	-2.20	197.28
	16/05/2018	PC	Milk	-0.94	196.34
	22/05/2018	PC	Milk/biscuits	-14.99	181.35
	31/05/2018	PC	Milk	-1.10	180.25
	07/06/2018	PC	Coffee & sugar	-8.69	171.56
	09/06/2018	PC	Staff Food for Summer fair	-70.00	101.56
	09/06/2018	PC	Milk	-1.54	100.02
	14/06/2018	PC	Tea Bags	-2.00	98.02
	20/06/2018	PC	Milk	-1.10	96.92
	20/06/2018	PC	Postage	-1.77	95.15
	04/07/2018	PC	Postage	-1.40	93.75
	04/07/2018	PC	Co-op Milk & Sugar	-1.63	92.12
	20/07/2018	PC	Postage	-1.01	91.11
	24/07/2018	PC	Co-op Milk	-1.10	90.01
	24/07/2018	PC	Meeting drinks & snacks	-17.85	72.16
	25/07/2018	PC	Co-op Coffee & Milk	-6.94	65.22
	03/08/2018	PC	Petty Cash	15.00	50.22
	06/08/2018	PC	Milk	-1.52	48.70
	07/08/2018	PC	Stamps	-13.92	34.78
	09/08/2018		Transfer from Nat West Current Account	165.22	200.00
287	15/08/2018	PC	Coffee & sugar	-5.69	194.31
	21/08/2018	PC	Milk/biscuits	-7.60	186.71
289	23/08/2018	PC	Certificate frame	-7.00	179.71
308	03/09/2018	PC	Petty Cash - paper	-9.99	169.72
309	03/09/2018	PC	Petty Cash Napkins	-2.50	167.22
310	04/09/2018	PC	Petty Cash Stamps	-28.92	138.30
311	04/09/2018	PC	Petty Cash - Milk	-0.50	137.80
312	06/09/2018	PC	Petty Cash Red Ensign Refreshments	-16.83	120.97
313	06/09/2018	PC	Petty Cash Flowers	-8.50	112.47
314	06/09/2018	PC	Petty Cash Stationary	-5.09	107.38
315	10/09/2018	PC	Petty Cash Coffee	-10.00	97.38
316	13/09/2018	PC	Petty Cash - Tea bags	-2.00	95.38
317	14/09/2018	PC	Petty Cash - Key cutting	-4.99	90.39
318	17/09/2018	PC	Petty Cash - Boyes	-3.45	86.94
319	19/09/2018	PC	Petty Cash Civic Awards Refreshments	-8.69	78.25
320	19/09/2018	PC	Petty Cash Civic Awards Framing	-56.00	22.25
343	20/09/2018	PC	Milk	-2.20	20.05
344	20/09/2018	PC	Groundstaff hot lunch	-7.90	12.15
	21/09/2018		Transfer from Nat West Current Account	177.75	189.90
	24/09/2018	PC	Civic Awards catering	-44.48	145.42
	26/09/2018	PC	Mayors award vouchers	-40.00	105.42
	04/10/2018	PC	Civic Awards certificates	-28.00	77.42
	05/10/2018	PC	Neighbourhood Plan Refreshments	-13.18	64.24
	08/10/2018	PC	Stamps	-6.96	57.28
		-			

Voucher	Date	Chq/Rec No.	Description STARTING BALANCE	Total	Balance 87.19
409	18/10/2018	PC	Co-op Coffee & Milk	-5.56	51.72
410	18/10/2018	PC	Neighbourhood Plan Refreshments	-7.00	44.72
411	24/10/2018	PC	Allotment key refund	-2.50	42.22
412	24/10/2018	PC	Sainsburys	-1.10	41.12
428	02/11/2018	PC	Petty Cash	-1.50	39.62
429	06/11/2018	PC	Petty Cash	-1.10	38.52
430	08/11/2018	PC	Petty Cash	-5.94	32.58
431	08/11/2018	PC	Petty Cash	-6.96	25.62
432	16/11/2018	PC	Petty Cash	-12.00	13.62
433	16/11/2018	PC	Petty Cash	-1.10	12.52
121	26/11/2018		Transfer from Nat West Current Account	187.48	200.00
483	27/11/2018	PC	Milk	-1.52	198.48
484	27/11/2018	PC	Stamps	-6.96	191.52
485	27/11/2018	PC	Aldi petty cash	-3.99	187.53
486	28/11/2018	PC	Petty Cash Card	-1.39	186.14
487	29/11/2018	PC	Certificate framing	-7.00	179.14
488	30/11/2018	PC	Staff Food for Christmas Fair	-60.00	119.14
489	30/11/2018	PC	Milk	-1.55	117.59
538	03/12/2018	PC	Coffee	-10.00	107.59
539	05/12/2018	PC	Civic Award wine	-43.40	64.19
540	05/12/2018	PC	Pegs for xmas stalls	-1.99	62.20
541	06/12/2018	PC	Wadding for Grotto	-22.50	39.70
542	10/12/2018	PC	Allotment key refund	-2.50	37.20
543	10/12/2018	PC	Milk	-1.10	36.10
570	03/01/2019	PC	Milk	-0.52	35.58
571	03/01/2019	PC	Milk	-1.20	34.38
572	03/01/2019	PC	Stamps	-6.96	27.42
573	10/01/2019	PC	Wall planner	-1.79	25.63
574	10/01/2019	PC	Tea Bags	-3.00	22.63
575	10/01/2019	PC	Milk	-1.20	21.43
576	16/01/2019	PC	Coffee	-8.00	13.43
124	24/01/2019		Transfer from Nat West Current Account	186.57	200.00
			CLOSING BALANCE		200.00

······	Binghain Town Cou		1
	Bank Reconciliation at 28/02/2019		
	Cash in Hand 01/04/2018		
			418,330.80
	ADD		410,000.00
	Receipts 01/04/2018 - 28/02/2019		326,693.00
	SUBTRACT		745,023.80
	Payments 01/04/2018 - 28/02/2019		286,023.27
А	Cash in Hand 28/02/2019 (per Cash Book)		459,000.53
	Cash in hand per Bank Statements		
	Cash28/02/2019Nat West Current Account28/02/2019Nat West Reserve Account28/02/2019	153.16 24,729.92 434,117.45	
	Less unpresented cheques As attached		<b>459,000.53</b> 0.00
			459,000.53
	Plus unpresented receipts As attached		0.00
в	Adjusted Bank Balance		459,000.53
	A = B Checks out OK		
		1	

#### **Bingham Town Council**

### NatWest

### Bankline

Statement for account Contract Contract from 01/02/2019 to 28/02/2019

Short name:	BING TOWN COUNCIL		Currency:	GBP	
Alias:	BING TOWN COUNCIL		Account type:	BUSINESS CURRENT	
BIC:			Bank name:	National Westminster Bank	
IBAN:			Bank branch:	WEST BRIDGFORD (A)	
Date	Narrative	Туре	Del	pit Credit	Ledger balance
	CLOSING BALANCE				24,7 <b>29.92</b> Cr
28/02/2019	UTILITY WAREHOUSE 6094729/6094729/13	D/D	1,144.	38	24,729.92Cr
28/02/2019	ENVA ENGLAND LTD WC00346	D/D	218,	28	25,874.80Cr

### NatWest

### Bankline

Statement for account-Control of the from 01/02/2019 to 28/02/2019

Totals			20,000.0	68.79	
	OPENING BALANCE				454,048.660
,,	TRANS TO CURRENT		·		
20/02/2019	BING TOWN COUNCIL	EBP	20,000.0	0	434,048.660
28/02/2019	28FEB GRS 21499039	INT		68.79	434,117.450
	CLOSING BALANCE				434,117.450
Date	Narrative	Туре	Deb	it Credit	Ledger balanc
IBAN:			Bank branch:	WEST BRIDGFORD (A)	
BIC:			Bank name:	National Westminster Bank	
Alias:	BINGHAM TOWN CL		Account type:	BUSINESS RESERVE ACC	
Short name:	BINGHAM TOWN CL		Currency:	GBP	

#### **Transactions for Cash**

Voucher	Date	Chq/Rec No.	Description STARTING BALANCE	Total	Balance 87.19
24	03/04/2018	PC	Co-op petty cash	-7.23	79.96
25	11/04/2018	PC	Post Office	-6.96	73.00
28	17/04/2018	PC	Co-op petty cash	-4.78	68.22
26	19/04/2018	PC	Post Office	-13,92	54.30
27	19/04/2018	PC	Co-op petty cash	-2.68	51.62
29	20/04/2018	PC	Tyre repair/parts	-16.00	35.62
30	27/04/2018	PC	Co-op petty cash	-12.04	23.58
31	27/04/2018	PC	Milk/biscuits	-2.20	21.38
32	27/04/2018	PC	Staff refreshments for GDPR	-10.50	10.88
112	02/05/2018		Transfer from Nat West Current Account	189.12	200.00
92	04/05/2018	PC	Milk	-0.52	199.48
93	09/05/2018	PC	Milk	-2.20	197.28
94	16/05/2018	PC	Milk	-0.94	196.34
95	22/05/2018	PC	Milk/biscuits	-14.99	181.35
96	31/05/2018	PC	Milk	-1.10	180.25
143	07/06/2018	PC	Coffee & sugar	-8.69	171.56
144	09/06/2018	PC	Staff Food for Summer fair	-70.00	101.56
145	09/06/2018	PC	Milk	-1.54	100.02
146	14/06/2018	PC	Tea Bags	-2.00	98.02
147	20/06/2018	PC	Milk	-1.10	96.92
148	20/06/2018	PC	Postage	-1.77	95.15
236	04/07/2018	PC	Postage	-1.40	93.75
237	04/07/2018	PC	Co-op Milk & Sugar	-1.63	92.12
	20/07/2018	PC	Postage	-1.01	91.11
240	24/07/2018	PC	Co-op Milk	-1.10	90.01
	24/07/2018	PC	Meeting drinks & snacks	-17.85	72.16
239	25/07/2018	PC	Co-op Coffee & Milk	-6.94	65.22
250	03/08/2018	PC	Petty Cash	-15.00	50.22
251	06/08/2018	PC	Milk	-1.52	48.70
	07/08/2018	PC	Stamps	-13.92	34.78
116	09/08/2018		Transfer from Nat West Current Account	165.22	200.00
287	15/08/2018	PC	Coffee & sugar	-5.69	194.31
288	21/08/2018	PC	Milk/biscuits	-7.60	186.71
289	23/08/2018	PC	Certificate frame	-7.00	179.71
308	03/09/2018	PC	Petty Cash - paper	-9.99	169.72
309	03/09/2018	PC	Petty Cash Napkins	-2.50	167.22
310	04/09/2018	PC	Petty Cash Stamps	-28.92	138.30
	04/09/2018	PC	Petty Cash - Milk	-0.50	137.80
312	06/09/2018	PC	Petty Cash Red Ensign Refreshments	-16.83	120.97
	06/09/2018		Petty Cash Flowers	-8.50	112.47
	06/09/2018		Petty Cash Stationary	-5.09	107.38
	10/09/2018		Petty Cash Coffee	-10.00	97.38
	13/09/2018		Petty Cash - Tea bags	-2.00	95.38
	14/09/2018		Petty Cash - Key cutting	-4.99	90.39
	17/09/2018		Petty Cash - Boyes	-3.45	86.94
	19/09/2018		Petty Cash Civic Awards Refreshments	-8.69	78.25
	19/09/2018		Petty Cash Civic Awards Framing	-56.00	22.25
	20/09/2018		Milk	-2.20	20.05
	20/09/2018		Groundstaff hot lunch	-7.90	12.15
	21/09/2018		Transfer from Nat West Current Account	177.75	189.90
	24/09/2018		Civic Awards catering	-44.48	145.42
			Mayors award vouchers	-40.00	105.42
			Civic Awards certificates	-28.00	77.42
			Neighbourhood Plan Refreshments	-13.18	64.24
			Stamps	-6.96	57.28
400 (				-0.00	J1,20

Voucher	Date	Cha/Rec No.	Description STARTING BALANCE	Total	Balance 87.19
409	18/10/2018	PC	Co-op Coffee & Milk	-5.56	51.72
410	18/10/2018	PC	Neighbourhood Plan Refreshments	-7.00	44.72
411	24/10/2018	PC	Allotment key refund	-2.50	42.22
412	24/10/2018	PC	Sainsburys	-1.10	41.12
428	02/11/2018	PC	Petty Cash	-1.50	39.62
429	06/11/2018	PC	Petty Cash	-1.10	38.52
430	08/11/2018	PC	Petty Cash	-5.94	32.58
431	08/11/2018	PC	Petty Cash	-6.96	25.62
432	16/11/2018	PC	Petty Cash	-12.00	13.62
433	16/11/2018	PC	Petty Cash	-1.10	12.52
121	26/11/2018		Transfer from Nat West Current Account	187.48	200.00
483	27/11/2018	PC	Milk	-1.52	198.48
484	27/11/2018	PC	Stamps	-6.96	191.52
485	27/11/2018	PC	Aldi petty cash	-3.99	187.53
486	28/11/2018	PC	Petty Cash Card	-1.39	186.14
487	29/11/2018	PC	Certificate framing	-7.00	179.14
488	30/11/2018	PC	Staff Food for Christmas Fair	-60.00	119.14
489	30/11/2018	PC	Milk	-1.55	117.59
538	03/12/2018	PC	Coffee	-10.00	107.59
539	05/12/2018	PC	Civic Award wine	-43.40	64.19
540	05/12/2018	PC	Pegs for xmas stalls	-1.99	62.20
541	06/12/2018	PC	Wadding for Grotto	-22.50	39.70
542	10/12/2018	PC	Allotment key refund	-2.50	37.20
543	10/12/2018	PC	Milk	-1.10	36.10
570	03/01/2019	PC	Milk	-0.52	35.58
571	03/01/2019	PC	Milk	-1.20	34.38
572	03/01/2019	PC	Stamps	-6.96	27.42
573	10/01/2019	PC	Wall planner	-1.79	25.63
574	10/01/2019	PC	Tea Bags	-3.00	22.63
575	10/01/2019	PC	Milk	-1.20	21.43
576	16/01/2019	PC	Coffee	-8.00	13.43
124	24/01/2019		Transfer from Nat West Current Account	186.57	200.00
662	05/02/2019	PC	Milk	-1.52	198.48
663	05/02/2019	PC	Velcro for Gator Heater	-3.47	195.01
	08/02/2019	PC	Postage for Mayors chains	-26.60	168.41
665	26/02/2019	PC	Tea/Coffee/Sugar	-14.15	154.26
666	27/02/2019	PC	Milk	-1.10	153.16
			CLOSING BALANCE		153.16

#### Accounts Paid Report 2 April 2019

545	07/01/2019	DD	Non domestic rates
546		Bankline	Legal fees
547	11/01/2019	Bankline	Legal advice
548	11/01/2019	Bankline	PAYE M9
549	11/01/2019	Bankline	PAYE M9
550	11/01/2019	Bankline	Superann M 9
551	11/01/2019	Bankline	Superann M 9
552	11/01/2019	Bankline	Superann M 9
553	11/01/2019	Bankline	Superann M 9
554	11/01/2019	Bankline	Christmas Fair stall
555	11/01/2019	Bankline	Grave digging fees
556	11/01/2019	Bankline	Cloud Backup
557	11/01/2019	Bankline	Managed Server
558	11/01/2019	Bankline	Summer fair - stall hire
559	11/01/2019	Bankline	Memorial bench fees
560	11/01/2019	Bankline	Cernetery waste
561	11/01/2019	Bankline	Photocopying charges
562	11/01/2019	Bankline	Keyholding
563	11/01/2019	Bankline	Alternative room hire
564	11/01/2019	Bankline	Temporary toilets
565	11/01/2019	Bankline	Temporary toilets
566	11/01/2019	Bankline	Temporary toilets
567	11/01/2019	Bankline	Insurance/admin fees
568	11/01/2019	Bankline	Emptying of bins
		Bankline	+
569	11/01/2019		Emptying of bins
570	03/01/2019	PC	Milk
571	03/01/2019	PC	Milk
572	03/01/2019	PC	Stamps
573	10/01/2019	PC	Wall planner
574	10/01/2019	PC	Tea Bags
575	10/01/2019	PC	Milk
576	16/01/2019	PC	Coffee
577	14/01/2019	DD	Fuel Account
578	14/01/2019	DD	Non domestic rates
579	15/01/2019	Bankline	Bank charges
580	23/01/2019	Bankline	Equipment callout
581	23/01/2019	Bankline	Light installation
582	23/01/2019	Bankline	Window cleaning
583	23/01/2019	Bankline	Keyholding
584	23/01/2019	Bankline	Toilet hire
585	23/01/2019	Bankline	Sports pitch cutting
586	23/01/2019	Bankline	CCTV call out
587	23/01/2019	Bankline	Consultancy fees
588	23/01/2019	Bankline	Consultancy fees
589	23/01/2019	Bankline	Purchase of Market stalls
590	23/01/2019	Bankline	Grant aid
591	22/01/2019	DD	Photocopying charges
592	24/01/2019	Bankline	WAGES M10
593	24/01/2019	Bankline	WAGES M10
594			
595	24/01/2019	Bankline	WAGES M10
	24/01/2019 22/01/2019	Bankline DD	WAGES M10 Data Protection renewal
596			
596 597	22/01/2019	DD	Data Protection renewal
	22/01/2019 31/01/2019	DD DD	Data Protection renewal Trade Waste collection
597	22/01/2019 31/01/2019 31/01/2019	DD DD DD	Data Protection renewal Trade Waste collection Gas/elec bill
597 598	22/01/2019 31/01/2019 31/01/2019 31/01/2019	DD DD DD DD	Data Protection renewal Trade Waste collection Gas/elec bill Mobile
597 598 599	22/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019	DD DD DD DD	Data Protection renewal Trade Waste collection Gas/elec bill Mobile Mobile
597 598 599 600	22/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019	DD DD DD DD DD	Data Protection renewal Trade Waste collection Gas/elec bill Mobile Mobile Cem Elec bill
597 598 599 600 <del>6</del> 01	22/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019	DD DD DD DD DD DD	Data Protection renewal Trade Waste collection Gas/elec bill Mobile Mobile Cem Elec bill Depot Alarm bill
597 598 599 600 601 602	22/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019 04/02/2019	DD DD DD DD DD DD DD	Data Protection renewal Trade Waste collection Gas/elec bill Mobile Mobile Cem Elec bill Depot Alarm bill Phone/broadband bill Light contract removal
597 598 599 600 601 602 603	22/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019 31/01/2019	DD DD DD DD DD DD DD Bankline	Data Protection renewal Trade Waste collection Gas/elec bill Mobile Mobile Cem Elec bill Depot Alarm bill Phone/broadband bill

Rushcliffe Borough Council	689.00
Nelsons	1,923.60
Nelsons	789.00
HMRC	996.67
HMRC	1,442.75
NCC Pension Fund	419.03
NCC Pension Fund	1,490.48
NCC Pension Fund	105.74
NCC Pension Fund	464.00
A Buckingham	500.00
A Buckingham	275.00
Arcsus	41.34
Arcsus	90.00
K Waller	720.00
Fiurnitubes International Ltd	811.20
Bakers Waste	252.00
Reprotec Connect For Gener8 Finance Ltd	31.78 42.00
Methodist Centre	30.00
Kniftons Mobile Toilets	408.00
Kniftons Mobile Toilets	324.00
Kniftons Mobile Toilets	324.00
Ellis Whittam	177.00
Streetwise Environmental	234.00
Streetwise Environmental	648.00
Petty Cash	0.52
Petty Cash	1.20
Petty Cash	6.96
Petty Cash	1.79
Petty Cash	3.00
Petty Cash	1,20
Petty Cash	8.00
Allstar Business Solutions	31.70
Rushcliffe Borough Council	70.00
Natwest	12.00
Henton & Chattell	87.30
Blachere Illuminations	2,226.90
DHazzle	25.00
Gener8 Finance Ltd	42.00
Kniftons Mobile Toilets	408.00
Larch Groundwork Limited	300.00
Central Security Systems Ltd	132.00
Ellis Whittam	1,635.00
Ellis Whittam	1,635.00
Ken Waller Market Stalls	6,250.00
Friends of Bingham Linear	200.00
PeAC UK LTD	349.20
WAGES M10	3,081.05
WAGES M10	3,941.99
WAGES M10	430.69
ICO	35.00
Enva	85.70
Utility Warehouse	874.07
Utility Warehouse	26.00
Utility Warehouse	52.00
Utility Warehouse	6.26
Utility Warehouse	17.64
Utility Warehouse	107.02
Blachere Illuminations	708.60
Viking Payments	2.15
Viking Payments	11.49
	9

606	04/02/2019	Bankline	Stationery	Viking Payments	137.62
607	04/02/2019	Bankline	PAT Testing labels	Giltbrook Electrical	3.07
608	04/02/2019	Bankine	Grave digging fees	A Buckingham	275.00
609	04/02/2019	Bankline	Toilet hire	Kniftons Mobile Toilets	408.00
610	04/02/2019	Bankline	Linear works	Handicentre (Bingham) Ltd	43.20
611	04/02/2019	Bankline	Memorial bench	Handicentre (Bingham) Ltd	47.86
612	04/02/2019	Bankline	Equipment	Handicentre (Bingham) Ltd	57.95
613	04/02/2019	Bankline	Memorial kerb plaque	Granart Ltd	63.60
614 615	04/02/2019 04/02/2019	Bankline Bankline	Barrier hire	GAP Group Ltd Henton & Chattell	108.00 87.30
616	04/02/2019	Bankline	Gator repair PAYE M10	HMRC	975.36
617	04/02/2019	Bankline	PAYE MID	HMRC	875.13
618	04/02/2019	Bankline	Superann M10	NCC Pension Fund	443.58
619	04/02/2019	Bankline	Superann M10	NCC Pension Fund	1,139.68
620	04/02/2019	Bankline	Superann M10	NCC Pension Fund	103.58
621	21/02/2019	Bankline	Toilet hire	Kniftons Mobile Toilets	408.00
622	21/02/2019	Bankline	Toilet hire	Kniftons Mobile Toilets	408.00
623	21/02/2019	Bankline	PAT Testing labels	Giltbrook Electrical	3.07
624	21/02/2019	Bankline	PAT Testing labels	Giltbrook Electrical	3.07
625	21/02/2019	Bankline	Alarm System work	Chubb Fire and Security	42.00
626	21/02/2019	Bankline	Gator heater	Joanne Riddle	18,48
627	21/02/2019	Bankline	Town News	St Marys Church	1,275.27
628	21/02/2019	Bankline	IT support	Arcsus	90.00
629	21/02/2019	Bankline	Cloud Backup	Arcsus	41.04
630	21/02/2019	Bankline	Skip Hire	Vale Skip Hire	380.00
631	21/02/2019	Bankline	Van Hire	Ranch Van Hire	500.00
632	21/02/2019	Bankline	Mayors chain engraving	Thomas Fattorini	65.70
633	21/02/2019	Bankline	Lift maintenance contract	Lift & Engineering Services	183.82
634	21/02/2019	Bankline	Slide storage fees	Jon Walker Timber Ltd	576.00
635	21/02/2019	Bankline	Toilet hire	Kniftons Mobile Toilets	408.00
636	21/02/2019	Bankline	Toilet hire	Kniftons Mobile Toilets	408.00
637	21/02/2019	Bankline	Keyholding	Gener8 Finance Ltd	42.00
638	21/02/2019	Bankline	Black bin bags	Cleaning supplies 4U	49.12
639	21/02/2019	Bankline	Black bin bags	Cleaning supplies 4U	89.89
640	21/02/2019	Bankline	Depot	Handicentre (Bingham) Ltd	55.60
641	21/02/2019	Bankline	Depot	Handicentre (Bingham) Ltd	45.86
642	21/02/2019	Bankline	Window cleaning	DHazzle	25.00
643	21/02/2019	Bankline	Photocopying charges	Reprotec	71.97
644	21/02/2019	Bankline	Room Hire	Methodist Centre	140.00
645 646	21/02/2019	Bankline	Sports pitch cutting	Larch Groundwork Limited	1,800.00
647	21/02/2019	Bankline Bankline	HR Consultancy	Ellis Whittam P S Marsden Ltd	5,460.00 420.00
648	21/02/2019 21/02/2019	Bankline	Chipper Hire Grant towards Flail	Friends of Bingham Linear	300.00
649	21/02/2019	Bankline	Temp Event Notice	Rushcliffe Borough Council	21.00
650	14/02/2019	DD	Fuel Account	Alistar Business Solutions	6.72
651	15/02/2019	Bankline	Bank charges	Natwest	12.40
652	24/02/2019	Bankline	WAGES M11	WAGES M11	2,983.56
653	24/02/2019	Bankline	WAGES M11	WAGES M11	4,374.39
654	24/02/2019	Bankline	WAGES M11	WAGES M11	430.69
655	28/02/2019	Bankline	Gas/elec bill	Utility Warehouse	923,85
656	28/02/2019	Bankline	Mobile	Utility Warehouse	26.00
657	28/02/2019	Bankline	Mobile	Utility Warehouse	52.00
658	28/02/2019	Bankline	Cem Elec bill	Utility Warehouse	10.33
659 660	28/02/2019	Bankline Bankline	Depot Alarm bill Phone/broadband bill	Utility Warehouse	17.64 115.06
661	28/02/2019 28/02/2019	Bankline Bankline	Trade Waste collection	Utility Warehouse Enva	218.28
662	05/02/2019	PC	Milk	Petty Cash	1.52
663	05/02/2019	PC	Velcro for Gator Heater	Petty Cash	3.47
664	08/02/2019	PC	Postage for Mayors	Petty Cash	26.60
665	26/02/2019	PC	Tea/Coffee/Sugar	Petty Cash	14.15
666 667	27/02/2019	PC Bankline	Milk Pension Deficit	Petty Cash NCC Pension Fund	1.10
007	04/02/2019	Dankine	Pension Dencic	NCC Pension rung	464.00

£63,816.60



#### Bingham Town Council

#### Statement of Internal Control and Annual Review of Effectiveness of Internal Control

#### 1.0 **Overview**

- 1.1 Regulation 4 of the Accounts and Audit Regulations, 2003 as amended, imposes a duty on local councils to ensure "that the financial management of the body is adequate and effective and that the body has a sound system of internal control."
- 1.2 Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of its system of internal control. The Town Council is required to sign the Annual Governance Statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.
- 1.3 In order for the Town Council to review the effectiveness of the internal control system there needs to be clarity on the internal controls in place.
- 1.4 Some internal controls are listed in the Financial Regulations document, but the system of controls goes beyond this. A Statement of Internal Controls has therefore been prepared and this is included following this report.

#### 2.0 **<u>RECOMMENDATION</u>**

2.1 That the Town Council consider the attached Statement of Internal Controls, reviewing it to consider whether the controls currently in place are effective.

Prepared by: Sharon Pyke Town Clerk/Responsible Financial Officer 26 March 2019

The following statement of internal control was considered by the Policy and Resources Committee at its meeting on 02 April 2019.

Minute Reference: Item 8, Folio 9236

#### Statement of Internal Control

#### Financial Regulations & Standing Orders

 The Town Council has adopted Financial Regulations and Standing Orders, based on the model versions prepared by NALC/SLCC. The Financial Regulations and Standing Orders are reviewed for continued relevance at least annually and amended where necessary by the Town Clerk with any proposed amendments subject to approval by the Town Council.

#### Budgetary controls

- The budget for the year ending 31 March 2020 was prepared and presented by the Conservative group and approved by Full Council, as evidenced by reports and minutes in advance of the start of the financial year.
- The precept is set on the basis of the budget and submitted in advance of the deadline set by Rushcliffe Borough Council.

#### Order/Tender controls

- The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.
- Official orders/letters are issued to suppliers for services which are not regular in nature.

#### Payment controls

- Depending on the nature of the supply, the Responsible Financial Officer or Deputy Clerk checks the purchase invoice to indicate that the supply has been received, that the supply has not previously been paid and that the invoice calculations are correct.
- Purchase orders/emails/letters ordering the work are matched to purchase invoices where applicable
- Payment processing is checked by two members of staff
- Payments over £2,000 (exclusive of VAT) to be identified separately for payment approval so that a corresponding minute is recorded and will be approved at Full Council
- All paid invoices are presented for verification in the accounts paid report tabled at the Policy and Resources Committee meeting
- Payments are subject to scrutiny at the Policy and Resources Committee meeting
- Payments made are included in the minutes of the Policy and Resources Committee meeting
- Invoices are available to Councillors to view

Cheques will be signed by two Councillors, who are authorised to sign on the Town Council's bank mandate

- The Responsible Financial Officer and Deputy Clerk are authorised to transfer funds from one Town Council account to another Town Council account
- The Responsible Financial Officer maintains control of the cheque book at all times, cheques will only be issued and signed by two Councillors from the bank mandate who have authority to sign
- When invoices are paid by cheque, they are with identified by the cheque number and referenced in the cashbook by the cheque number. This is cross checked with the bank statements
- Changes to bank account details of suppliers are checked before being acted upon
- On-line payments made via Bankline are restricted to the Responsible Financial Officer, Deputy Clerk and an Administrative Assistant and are confirmed after payments are entered by another staff member
- The Town Council maintains a petty cash float in accordance with its Financial Regulations.
- The petty cash float is reconciled every month and is part of the banking reconciliation reports sent to Policy and Resources Committee meetings for approval and reported to Full Council

#### Income controls

- The Responsible Financial Officer ensures that precept amount received is correct in accordance with the precept demand made to Rushcliffe Borough Council
- The Responsible Financial Officer ensures that the precept instalments are received when due
- The Responsible Financial Officer ensures that other receipts (deposit interest, room hire charges, leases, sports rental, wayleaves and cemetery fees) are received when due and correctly calculated
- Receipts are issued for cash and cheques received and a copy kept
- Income is banked promptly

#### VAT repayment claims

- The Responsible Financial Officer ensures that all invoices are addressed to the Town Council
- The Responsible Financial Officer ensures that proper VAT invoices are received where VAT is payable

- The Responsible Financial Officer maintains a VAT account to show that the correct amount of VAT is reclaimed in the year
- VAT is reclaimed on a quarterly basis

#### Payroll controls

- Staff contracts are prepared by the Town Clerk and agreed by the Policy and Resources Committee and approved by Full Council. They are reviewed and amended where necessary by the Town Clerk and approved by the Council.
- The Town Clerk's contract is prepared by the Town Clerk with the direct involvement of at least two members of the Policy and Resources Committee. The Policy and Resources Committee to agree the contract with approval being sought from Full Council.
- All employees are paid under PAYE as an employee and the necessary system for HMRC RTI is in place
- All employees' salaries are set by the Town Council and a minute is prepared to show the agreed salary
- Salaries are paid by bank transfer
- The Responsible Financial Officer will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done

#### Staff expenses

- Staff submit a request for reimbursement of monies owing by way of an expense claim. The Town Clerk will approve the reimbursement of the monies owed which will then be included in the accounts for payment schedule sent to Policy and Resources Committee meeting for approval.
- The expenses cover any out of pocket expenses as well as motoring expenses as laid down by joint SLCC/NALC guidelines

#### Cash Book/Bank Reconciliations

- The cash book is kept electronically, maintained up to date from original documents (cash received, invoices, payments (standing orders, direct debits and bank transfers made and cheques as they are prepared)
- The cash book is reconciled to the bank statement monthly
- Reconciled accounts are presented at every cycle of the Policy and Resources meeting for reference
- The latest financial position and movements of the Town Council can be traced back to the expenditure approved at previous meetings

#### Financial reporting

• A budget control, comparing actual receipts and payments to the budget is prepared on a quarterly basis and presented to the Policy and Resources Committee meeting

#### Asset Control

- The Responsible Financial Officer maintains a full asset register
- The existence and condition of assets is checked on an annual basis by the Town Clerk
- The adequacy of insurance of the Parish Council's assets is considered in advance of the insurance renewal

#### Risk Assessment

• A Risk Assessment, in the form of this document, the Statement of Internal Control and Annual Review of Effectiveness of Internal Control, is carried out annually by the Town Clerk and presented to the Resources and Policy Committee meeting where it is recommended for approval and minuted as approved by the Council.

#### Payments made under section 137 of the 1972 LGA ("The Free Resource")

Bingham Town Council has the General Power of Competency, if this power lapses the Town Council will return to operating payments under S.137 as instructed below.

- A separate s137 account will be maintained
- The Responsible Financial Officer will calculate the maximum amount of s137 expenditure able to be made each year and will ensure that it is not exceeded. The amount will be confirmed to the Town Council
- The corresponding legal power will be identified in advance of any expenditure
- Where requests for expenditure from s137 are made, it will be made clear at the Policy and Resources meeting where the payment is to be approved

A minute authorising expenditure from s137 will be recorded on each occasion

#### Internal Audit

- The current cycle of internal audit review is on an annual basis following the end of the financial year
- The internal auditor produces a written report after completion of their audit review which will highlight any deficiencies in the internal controls and make recommendations or confirming that the Town Council's internal controls are sufficiently robust
- This report will be considered by Full Council with approved recommendations being implemented at the earliest opportunity
- The Town Clerk will keep the Policy and Resources Committee updated on the adoption of the auditor's recommendations

	Kisk description	KISK Likelihood (L)	KISK Impact (I)	Gross Risk (L X I)	Kisk Owner	Mittgation	Key Controls	Residual Risk (L X I)	Risk Indicators
	Financial Risks								
2	Major fraud or corruption	с Г	4	12	Town Clerk Policy and	Invoice approval process for Officers.	Councillor checks Financial Regulations	8 (2x4)	Financial errors identified.
					Resources Committee	Changes to banking details of suppliers are checked.	Internal/External audit regime		Inability to meet financial obligations.
						Payment processing is checked by 2 Officers.			Police/legal action implemented.
						Cheques are signed by 2 approved Councillor signatories.			
						Access to online banking restricted to Town Clerk, Deputy Clerk and 1 Admin Assistant			
						Payments are subject to scrutiny by Policy and Resources Committee.			
						Monthly banking reconciliation submitted for checking by Policy and Resources Committee.			
						Forecast vs actual reports analysed by Policy and Resources Committee			
						Fidelity insurance in place			
	Financial errors leading	с С	5	15	Town Clerk	Training provided to	Councillor checks	8 (2x4)	Financial errors
5					Policy and		Financial Regulations	(1-1-1)	

Bingham Town Council

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council held in the Council Chamber, The Old Court House, Church Street, Bingham, on Tuesday 2 April 2019 at 7.15pm

Risk Indicators	Inability to meet financial obligations.									Unable to meet	cash demands
Residual Risk (L X I)										9	(cx2)
Key Controls	Internal/External audit regime									Financial Regulations	
Mitigation	Changes to banking details of suppliers are checked.	Payment processing is checked by 2 Officers.	Cheques are signed by 2 approved Councillor signatories.	VAT reclaimed on a quarterly basis.	Access to online banking restricted to Town Clerk, Deputy Clerk and 1 Admin Assistant	Sector specific accounting software used	Payments are subject to scrutiny by Policy and Resources Committee.	Monthly banking reconciliation submitted for checking by Policy and Resources Committee.	Forecast vs actual reports analysed by Policy and Resources Committee.	Cash float kept in the safe.	Float is balanced.
Risk Owner	Resources Committee									Town Clerk	
Gross Risk (L X I)										12	
Risk Impact (I)										4	
Risk Likelihood (L)										e	
Risk description	inability to achieve approved projects									Inadequate cash	I ESOUICES
Ň										F3	

Bingham Town Council

#### Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council held in the Council Chamber, The Old Court House, Church Street, Bingham, on Tuesday 2 April 2019 at 7.15pm

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No.         Risk description         Risk of set in the control in the			1							
Llack of clarity of financial     4     4     16     Town Clerk     Sector specific accounting reformation     Internal/External audit       Llack of clarity of financial     4     4     6     Town Clerk     Sector specific accounting reformation     Resource Committee     9       Councilions     A     4     4     A     10     Town Clerk     Sector specific accounting reformation     9       Councilions     A     4     4     A     10     Resource Committee     3(x)       Councilions     4     4     4     A     10     Resource Committee     3(x)       Ris to Assets     A     4     4     10     Resource Committee     3(x)       Ris to Assets     A     4     10     Resource Committee     3(x)       Ris to Assets     A     A     Town Clerk     Amentus of Amentus of Amen	No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controis	Residual Risk (L X I)	Risk Indicators
Lack of clarity of francial information provided to councilors     4     4     1     4     4     4     4     5       Information provided to councilors     A     4     4     5     5     5       Councilors     Councilors     Councilors     Councilors     6     6       Ist DAssets     A     1     1     1     6     6       Ist DAssets     A     1     1     1     1     1       Ist Day Parks     4     4     1     1     1     1       Ist Day Parks     4     4     1     1     1     1       Ist Day Parks     4     4     1     1     1     1       Ist Day Parks     4     4     1     1     1     1       Ist Day Parks     4     4     1     1     1     1       Ist Day Parks     4     4     1     1     1     1       Ist Day Parks     4     4     1     1     1     1       Ist Day Parks     4     4     1     1     1     1       Ist Day Parks     1     1     1     1     1     1       Ist Day Parks     1     1     1     1 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Internal/External audit regime</td> <td></td> <td></td>								Internal/External audit regime		
Cypen questioning of financial data supplied         Copen questioning of financial data supplied         12           Play Parks         4         15         Town Clerk/ A minimum of weekly Recreation and Annamities         Monitoring by Recreation and Biggiption and Biggiption Town Council Weekly written reports         24         12           Committee         Play Parks         A minimum of weekly Recreation and Biggiption Town Council Weekly written reports         204         204           An annual review of asset         Domitoring by Biggiption Town Council Resources Committee         204         204           An annual review of asset         Domitoring by Biggiption trepairs are carried         Annual review of asset         204           An annual inspector who is a filternational Lid.         An annual inspector who is a filternational Lid.         Public Liability         204           An annual inspector who is a filternational Lid.         Refurbishment         Public Liability         204           An annual inspector who is a filternational Lid.         Public Liability         204         204           An annual inspector who is a filternational Lid.         Refurbishment         204         204           An annual inspector who is a filternational Lid.         Public Liability         204         204           An annual inspector who is a filternational Lid.         Public Liability         204	Constant	Lack of clarity of financial information provided to Councillors	4	4	16	Town Clerk	Sector specific accounting software used	Scrutiny by Policy and Resource Committee	9 (3x3)	Queries from Councillors
Re for Asserts         4         15         Town Clerk/ Amenities         Aminimum of weekly suisinspections         Monitoring by (304)         12           Play Parks         4         4         15         Town Clerk/ Amenities         Amenities         Committee         304)         304)         304)           Play Parks         4         4         16         Town Clerk/ Amenities         Amenities         Committee         304)         304)         304)           Amenities         comducted by trained Amenities         Amenities         committee         1000         304) </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Open questioning of financial data supplied</td> <td></td> <td></td> <td></td>							Open questioning of financial data supplied			
Play Parks     4     15     Town Clerk/ Susal inspections     Aminimum of weekly availanced by trained availanced by trained Amentiles. Committee ground staff inspect the Play Parks.     10     12       Amentiles Amentiles Amentiles Committee Blay Parks.     Amentiles Committee Blagham Town Council Blagham Town Council Blagha	sk	s to Assets								
Play Parks.Where applicablePlay Parks.Where applicableWeekly written reportsBingham Town CouncilWeekly written reportsBingham Town CouncilWeekly written reportsBingham Town CouncilWeekly written reportsBingham Town CouncilWeekly written reportsBingham Town CouncilSmall repairs are carriedAnnual review of assetcout by ground staff withResources Committeemore significant repairsResources Committeecarried out by qualifiedInsurance provisionAn annual inspection ofPublic LiabilityAn annual inspector who is aInsurance provisionBisted on the Register ofPublic LiabilityPlay InspectorsInternational Ltd.RefurbishmentPublic LiabilityParks underway.Grassed areas areGrassed areas areFegularly maintained by		Play Parks	4	4	16	Town Clerk/ Recreation & Amenities	A minimum of weekly visual inspections conducted by trained	Monitoring by Recreation and Amenities Committee.	12 (3x4)	Complaints from members of the public.
n Ea.							Play Parks. Weekly written reports submitted.	Where applicable Bingham Town Council subject to terms of lease.		Accident or Injury reported
							Small repairs are carried out by ground staff with more significant repairs carried out by qualified engineers.	Annual review of asset register by Policy and Resources Committee Insurance provision		
Refurbishment programme of 3 Play Parks underway. Grassed areas are regularly maintained by Grounds staff in					SEA ST		An annual inspection of the Play Parks carried out by an inspector who is a listed on the Register of Play Inspectors International Ltd.	Public Liability		
Grassed areas are regularly maintained by Grounds staff in							Refurbishment programme of 3 Play Parks underway.			
							Grassed areas are regularly maintained by Grounds staff in			

Risk Likelihood (L)	Risk Impact	Gross Risk	Risk Owner	Mitigation	Key Controls	Residual Risk	Risk Indicators
	(F)	(L A I)				(L A I)	
				accordance with the season.			
				Provision in budget for repairs and maintenance and for refurbishment program.			
				Land and play equipment included on asset register			
-	4	12	Town Clerk/ Recreation & Amenities	Club pavilions are subject to an annual inspection in accordance with the terms	Monitoring by Recreation and Amenities Committee	6 (2x3)	Councillors and/or Sports Club Committee
			Committee	of the lease. The Rugby Club Pavilion is the	There are plans to		identify a need to upgrade
				subject of an initial re- development study.	update both leases with the Sports Clubs		amenities
				Pitches, grassed areas and any shrubbery is	Annual review of asset register by Policy and Resources Committee		
				with the season and the terms of the lease.			
				Provision made in budget.			
-	4	16	Town Clerk/	Bingham Town Council is	Monitoring by	12	Complaints from
			Recreation & Amenities	the Burial Authority.	Recreation and Amenities Committee	(3x4)	members of the
		W	Committee	Town Clerk, Deputy Clerk			Directors.
				and 1 Admin Assistant	Annual review of asset		
				trained in cemetery management and	register by Policy and Resources Committee		Accident or injury reported
				operation. There is a			
-				review programme in	Insurance provision		
				place to check protocols and to consider changes	Public Liability		
-				in the public's perceptions.			

Bingham Town Council

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council held in the Council Chamber, The Old Court House, Church Street, Bingham, on Tuesday 2 April 2019 at 7.15pm

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° Z	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controis	Residual Risk (L X I)	Risk Indicators
						Grounds staff check and maintain the upkeep of the area.			
A4	Linear Park	ю	2	Q	Town Clerk/ Recreation & Amenities	Friends of Bingham Linear Park inspect and make the Council away of any	Monitoring by Recreation and Amenities Committee	4 (2x2)	Complaints from the Friends of Linear Park
					Commutee	issues and nost maintenance days. Grounds staff cut grass	Annual review of asset register by Policy and Resources Committee		Committee and/or members of the public.
						along a section of the Park and respond to requests made via Friends of Bingham Linear Park	Friends of Bingham Linear Park have introduced their new		Residents abutting the Linear Park
						Committee. Provision made in budget	Management Plan Work is happening in collaboration		access the Park to cut back trees which can negatively impact the eco-system
A5	Old Court House	ę	4	12	Town Clerk/ Recreation & Amenities Committee	General monitoring of condition of building Contractors carry out some maintenance checks of equipment/systems as determined by their maintenance schedule Provision made in budget	Public Liability Monitoring by Recreation and Amenities Committee January 2012 partial building survey Annual review of asset register by Policy and	12 (3x4)	Noticeable decay in building fabric Complaints from staff, tenants or room hire groups
							Resources Committee Insurance provision		
							Public Liability		

Bingham Town Council

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Ŷ	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
A6	Allotments	-	5	2	Town Clerk/ Recreation & Amenities Committee	Allotment Management in place although not all allotment holders are members. Tenancy agreements Provision made in budget	Monitoring by Recreation and Amenities Committee Terms of lease from Rushcliffe Borough Council. Annual review of asset register by Policy and Resources Committee	2 (1x2)	Conflict between allotment holders Allotments become vacant or are left in a dormant state Review of tenancy agreement will take place to reflect best
A7	Warner's Paddock	~	-	-	Town Clerk/ Recreation & Amenities Committee	Land leased from Crown Estate with a yearly tenancy agreement in place	Monitoring by Recreation and Amenities Committee Terms within leases Annual review of asset register by Policy and Resources Committee	-	Tree damage Clarification needed in relation to tree responsibilities
A8	Other pockets of land either leased or owned	~	∽	-	Town Clerk/ Recreation & Amenities Committee	Grounds staff check and maintain the upkeep of these areas. Provision made in budget	Monitoring by Recreation and Amenities Committee Terms of lease Annual review of asset register by Policy and Resources Committee Public Liability	-	Complaints from members of the public
A9	Former Allotment site	2	4	œ	Town Clerk/ Recreation & Amenities Committee	Site perimeters have metal fencing to prevent access.	On Rushcliffe Borough Council's Contaminated Land Register	6 (2x3)	Reports from members of the public regarding
						9			

Bingham Town Council

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council held in the Council Chamber, The Old Court House, Church Street, Bingham, on Tuesday 2 April 2019 at 7.15pm

Imagement     Annual review of asset       Annual review of asset     Annual review of asset       Annual review of asset     Risk       Annual review of asset     Risk       Annual review of asset     Insurance provision       Annual review of asset     Risk       Annual review of asset     Insurance provision       Annual ree inspection by     Necessary permissions       Professional arborculturist.     Conservation Area.       Provision made in budget     Annual review of asset       Provision made in budget     Annual review of asset       Provision made in budget     Insurance provision       Provision made in budget     Committee       Manufacturer has plant     Resources Committee       Manual Services     2       Supplier local to area     Annual review of asset       Manufacturer has plant     Resources Committee       Manual Services     Committee       Risk assessments     Policy & Resources       Risk assessments     Policy & Resources       Risk assessments     Policy and       Risk assessments     Policy and       Risk assessments     Policy and	Dick docrintion	-	Diel	Diel	Ceneo	Diek Owner	Mitication	Ven Centrole	Donidual	Dials Indiantaus
Amual review of asset     Amual review of asset       register by Policy and Resources Committee     Insurance provision       Amual tree inspection by professional arborculturist.     Insurance provision       Report of priority actions     Necessary permissions       Provision     Annual review of asset       Provision     Resources Committee       Provision     Resources       Service at manufacturers     Policy & Resources       Supplier local to area     Annual review of asset       Manufacturer has plant     Resources Committee       Manufacturer     Policy & Resources       Manufacturer     Policy & Resources       Manufacturer     Policy & Resources       Risk assessments     Annual Review of asset       Maintenance	Likelihood Impact (L) (])	(I)			Closs Risk (L X I)		Mingauon	vey controls	Risk (L X I)	KISK INUICATORS
Insurance provision         3           Amuual tree inspection by professional arborculturist.         Necessary permissions obtained for tree works         3           Report of priority actions produced.         Necessary permissions especially within the conservation Area.         3           Tree works carried out through-out the year by produced.         Annual review of asset register by Policy and Resources Committee         3           Provision made in budget         Annual review of asset recommended intervals         Annual review of asset         1(x2)           Service at manufacturers         Policy & Resources         2           Service at manufacturer has plant         Resources Committee         (1x2)           Manufacturer has plant         Resources Committee         2           Manufacturer has plant         Resources Commit								Annual review of asset register by Policy and Resources Committee		potential unlawful access.
Amnual tree inspection by professional arborculturist.       Necessary permissions obtained for tree works       3         Professional arborculturist.       obtained for tree works       3         Report of priority actions produced.       Annual review of asset       3         Tree works carried out through-out the year by professional arborculturist or staff       Annual review of asset       3         Provision made in budget       Annual review of asset       1       1         Service at manufacturers       Policy & Resources       2         Service at manufacturers       Policy & Resources       2         Supplier local to area       Annual review of asset       1         Manufacturer has plant       Resources Committee       2         Manufacturer has plant       Resources Committee       2         Manufacturer has plant       Resources Committee       1         Manufacturer has plant       Resources Committee       1         Manufacturer has plant       Resources Committee       2         Manufacturer has plant       Resources Committee       1         Namual Services       Policy & Resources       2         Maintenance depots local       Insurance provision       1         Risk assessments       Resources Committee       1 <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Insurance provision</td><td></td><td></td></t<>								Insurance provision		
<ul> <li>conservation Area.</li> <li>Conservation Area.</li> <li>Annual review of asset</li> <li>register by Policy and</li> <li>Resources Committee</li> <li>Insurance provision</li> <li>Policy &amp; Resources</li> <li>Committee</li> <li>Policy &amp; Resources</li> <li>Annual review of asset</li> <li>register by Policy and</li> <li>Resources Committee</li> <li>Insurance provision</li> <li>Resources Committee</li> <li>Insurance provision</li> </ul>	Trees 3 3		ę		თ	Town Clerk/ Recreation &	Annual tree inspection by professional arborculturist.	Necessary permissions obtained for tree works	3 (1x3)	Queries or complaints from
Annual review of asset register by Policy and Resources Committee Insurance provision Policy & Resources 2 Committee (1x2) Annual review of asset register by Policy and Resources Committee Insurance provision Resources (1x2) Annual review of asset register by Policy and Resources Committee Insurance provision Resources Committee Insurance provision						Committee	Report of priority actions produced	especially within the Conservation Area.		members of the public
Resources Committee Insurance provision Policy & Resources 2 Committee (1x2) Annual review of asset register by Policy and Resources Committee Insurance provision Policy & Resources 2 Committee (1x2) Annual review of asset register by Policy and Resources Committee Insurance provision							Tree works carried out	Annual review of asset register by Policy and		
Insurance provision Policy & Resources Committee Annual review of asset register by Policy and Resources Committee Insurance provision Policy & Resources Policy & Resources Committee Annual review of asset register by Policy and Resources Committee Insurance provision							through-out the year by professional arborculturist	Resources Committee		
Policy & Resources 2 Committee (1x2) Annual review of asset register by Policy and Resources Committee Insurance provision 2 Policy & Resources 2 Committee (1x2) Annual review of asset register by Policy and Resources Committee							or staff	Insurance provision		
Policy & Resources 2 Committee (1x2) Annual review of asset register by Policy and Resources Committee Insurance provision 2 Policy & Resources 2 Committee (1x2) Annual review of asset register by Policy and Resources Committee Insurance provision	-						Provision made in budget			
r local to area Annual review of asset register by Policy and currer has plant Resources Committee area Insurance provision sessments Policy & Resources 2 Services Policy & Resources 2 ance depots local Annual review of asset register by Policy and Resources Committee Insurance novision has the provision and the policy	Utility Vehicle 2 2 4	5		4	100.00	Town Clerk/ Policy & Resources	Service at manufacturers recommended intervals	Policy & Resources Committee	2 (1x2)	Break down of vehicle
cturer has plant Resources Committee area Insurance provision sessments Eervices Policy & Resources 2 Committee (1x2) ance depots local Annual review of asset register by Policy and sessments Resources Committee Insurance provision					129.10	Committee	Supplier local to area	Annual review of asset register by Policy and		
sessments Insurance provision sessments Services Policy & Resources 2 Services Committee (1x2) ance depots local Annual review of asset register by Policy and sessments Resources Committee Insurance provision							Manufacturer has plant local to area	Resources Committee		
Services Policy & Resources 2 Committee (1x2) ance depots local Annual review of asset register by Policy and Resources Committee Insurance provision					12		Risk assessments	Insurance provision		
ance depots local Annual review of asset register by Policy and Resources Committee Insurance provision	Grounds Maintenance 2 2 4 Equipment	2		4	5	Town Clerk/ Policv &	Annual Services	Policy & Resources Committee	2 (1x2)	Equipment failure
sessments						Resources	Maintenance depots local		Ì	
						Committee	to area	Annual review of asset register by Policy and		
Insuirance provision		<u>a</u> .					Risk assessments	Resources Committee		
								Insurance provision		

Bingham Town Council

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council held in the Council Chamber, The Old Court House, Church Street, Bingham, on Tuesday 2 April 2019 at 7.15pm

Risk description         Risk level (u)         Gross (u)         Risk level (u)         Gross (u)         Risk level (u)         Gross (u)         Risk level (u)         Risk (u)         Residual (u)         Residual (u)           0         Other assets         2         2         4         Town         Where appropriate service         Resources (u)         2           0         (1)         (1)         (1)         (1)         (1)         (1)         (1)           1         (1)         (1)         (1)         (1)         (1)         (1)         (1)           1         (1)         (1)         (1)         (1)         (1)         (1)         (1)           1         (1)         (1)         (1)         (1)         (1)         (1)         (1)           2         4         1         Town Clerk/         HR consultants         (1)         (1)           2         4         10         Town Clerk/         HR consultants         (1)         (1)           2         4         12         Town Clerk/         HR consultants         (1)         (1)           2         4         12         Town Clerk/         HR consultants         (1)         (1) <th>i :</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th><b>RISK REGISTER</b></th> <th></th> <th></th> <th></th>	i :						<b>RISK REGISTER</b>			
Other assets     2     2     4     Twom     Where appropriate service Anual review of asset     2       Instruction     Committee     Resources     Resources     Resources     Resources       Instruction     5     4     Town     Where appropriate service provision     2       Instruction     5     4     Town     Resources     Resources       Instruction     5     4     Town     Nine appropriate service provision       Instruction     5     4     20     Town       Staff with no written     5     4     20     Resources       Staff with no written     5     4     20     Resources       Staff holdays / illness     3     4     12     Town       Staff holdays / illness     3     4     12     Policy & Resources	No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
Iffing Risks     20     Counclervity     HR Consultants in place     All staff have written and make       Staff with no written     5     4     20     Poincy & and will carry out review and make     All staff have written econtracts of employment     5       Staff with no written     5     4     12     Town Clervity     HR Consultants in place     All staff have written exception of the Town staff have contracts and infinised.     5       Staff holidays / illness     3     4     12     Town Clerk     Poincy & Resources committee     6       Staff holidays / illness     3     4     12     Town Clerk     Policy & Resources committee     8       Staff holidays / illness     3     4     12     Town Clerk     Policy & Resources committee     8       Staff holidays / illness     3     4     12     Town Clerk     Policy & Resources committee     8       Staff holidays / illness     3     4     12     Town Clerk     Policy & Resources committee     8       Staff holidays / illness     3     4     12     Town Clerk     Policy & Resources committee     8       Staff holidays / illness     3     5     FT Cofficers provides committee     2     8       Staff holidays / illness     3     5     FT Committee     2     2 <t< td=""><td>A13</td><td>Other assets</td><td>2</td><td>2</td><td>4</td><td>Town Clerk/Policy &amp; Resources Committee</td><td>Where appropriate service plans in place Risk assessments</td><td>Annual review of asset register by Policy and Resources Committee Insurance provision</td><td>2 (1x2)</td><td>Equipment failure</td></t<>	A13	Other assets	2	2	4	Town Clerk/Policy & Resources Committee	Where appropriate service plans in place Risk assessments	Annual review of asset register by Policy and Resources Committee Insurance provision	2 (1x2)	Equipment failure
Iffing Risks       Starf with no written     5     4     20     Town Clerk/ and mkle     HR Consultants in place     All staff have written     5       Staff with no written     5     4     20     Town Clerk/ and mkle     HR Consultants in place     All staff have written     5       contracts of employment     5     4     20     Town Clerk/ recommendations so all staff have contracts and intrailsed.     All staff have written     5       staff holdays / illness     3     4     12     Town Clerk     Holiday rota system in ine with employees with contracts     Committee     (2x3)       Staff holdays / illness     3     4     12     Town Clerk     Holiday rota system in contracts     Committee     (2x3)       Staff holdays / illness     3     4     12     Town Clerk     Policy & Resources     (2x3)       Staff holdays / illness     3     4     7     Town Clerk     Policy & Resources     (2x3)       Staff holdays / illness     3     4     7     Town Clerk     Policy & Resources     (2x3)       Staff holdays / illness     3     4     7     Town Clerk     Policy & Resources     (2x3)       Staff holdays / illness     3     5     Priot dis system in Committee     (2x3)     (2x3)       Staff hold										
Staff with no written     5     4     20     Town Clerk/     HR Consultants in place     All staff have written     5       contracts of employment     5     4     20     Town Clerk/     HR Consultants in place     All staff have written     5(x1)       contracts of employment     5     and will carry out review     exception of the Town     (5x1)       Resources     and will carry out review     exception of the Town     (5x1)       Resources     and will carry out review     exception of the Town     (5x1)       Resources     and will carry out review     exception of the Town     (5x1)       Resources     and will carry out review     exception of the Town     (5x1)       Resources     and will carry out review     exception of the Town     (5x1)       Resources     and will carry out review     exception of the Town     (5x1)       Staff holdays / illness     3     4     12     Town Clerk     Holiday rota system in     (5x2)       Staff holdays / illness     3     4     12     Town Clerk     Holiday rota system in     (5x3)       Resources     5     From Clerk     Holiday rota system in     Committee     (2x3)       Resources     5     From Clerk     Holiday rota system in     Committee     (2x3)	Staffi	ng Risks								
Staff holidays / illness     3     4     12     Town Clerk     Holiday rota system in contracts     Dolicy & Resources       Staff holidays / illness     3     4     12     Town Clerk     Holiday rota system in contracts     Policy & Resources     6       Staff holidays / illness     3     4     12     Town Clerk     Holiday rota system in contracts     Policy & Resources     6       Staff holidays / illness     3     4     12     Town Clerk     Holiday rota system in contracts     Policy & Resources     6       Staff holidays / illness     3     4     12     Town Clerk     Holiday rota system in contracts     Policy & Resources     6       Staff no contervitin a     Folicy & Resources     5     7     7     6       Committee     Committee     2     2     2     2       Folicy & Resources     5     7     7     6       Folicy & Resources     5     7     7     6       Folicy & Resources     5     7     7     6       Folicy & Resources     6     7     6     2       Folicy & Resources     6     7     7     7       Folicy & Resources     7     7     7     2       Folicy & Resources     6     7	S	Staff with no written contracts of employment	ىر ا	4	20	Town Clerk/ Policy & Resources	HR Consultants in place and will carry out review and make recommendations so all staff have contracts and job descriptions	All staff have written contracts with the exception of the Town Clerk. Which is being finalised.	5 (5X1)	
Staff holidays / illness     3     4     12     Town Clerk     Holiday rota system in place     Policy & Resources     6       5     X P/T Officers provides     5 × P/T Officers provides     Seek advice from retained HR Consultants     (2x3)       6     5 × P/T Officers provides     5 × P/T Officers provides     Seek advice from     (2x3)       7     7     7     7     7       7     7     7     7     6       7     7     7     7     6       7     7     7     7     6       7     7     7     7     6       7     7     7     7     7       7     7     7     7     7       7     7     7     7     7       7     7     7     7     7       7     7     7     7     7       7     7     7     7     7       7     7     7     7     7       7     7     7     7     7       7     7     7     7     7       7     7     7     7     7       7     7     7     7     7       7     7     7								Observing NJC terms in line with employees with contracts Policy & Resources Committee		
only 4 x P/T only 4 x P/T acticable, / of cover by / of when Town forunds staff r a limited level of							place 5 x P/T Officers provides flexibility of cover within a reduced service or	Committee Seek advice from retained HR Consultants	(2×3)	Query/complaints from members of the public
continuity of cover by continuity of cover by Deputy Clerk when Town Clerk is off work. 3 x F/T Grounds staff allows for a limited level of							extended time trame. Currently only 4 x P/T Officers. Where practicable	commissioned		
							continuity of cover by Deputy Clerk when Town Clerk is off work. 3 x F/T Grounds staff allows for a limited level of			

Bingham Town Council

#### Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council held in the Council Chamber, The Old Court House, Church Street, Bingham, on Tuesday 2 April 2019 at 7.15pm

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
						cover within a reduced service or extended time frame which will be exacerbated in the grass growing season. Currently only 2 x F/T Grounds staff			
S	Failure to retain/recruit key staff	ى ب	വ	53	Town Clerk/ Policy & Resources Committee	Review job description NJC terms and conditions	SLCC guidance and advice Seek advice from HR	25 (5x5)	Staffing issues Capacity issues
						Independent review to	Consultants Staffing review		Staff absence
						cneck ir role is commensurate with salary Appropriate notice periods in place for kev staff	recommendations to be considered		Incomplete or time delayed work
S4	Failure to communicate effectively with staff	Ŋ	ى	25	Town Clerk/ Policy & Resources Committee	Strategic direction set by Council	SLCC guidance and advice Seek advice from HR Consultants	20 (4×5)	Appraisal process Town Clerk feedback
									Incomplete or time delayed work
S5	Failure to communicate effectively between staff	с,	4	12	Town Clerk/ Policy & Resources	Consultation with Town Clerk	SLCC guidance and advice	9 (3x3)	Atmosphere in office
					Committee	Confidential access to Mayor or Deputy Mayor if concerns are raised relating to the Town Clerk	Seek advice from HR Consultants		Incomplete or time delayed work Stress levels
						One to one meetings Staff meetings			Staff absence Concerns raised by Councillors

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Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
								and/or members of the public
Failure to provide training /career development (Staff & Councillors)	°C	4	12	Town Clerk/ Policy & Resources Committee	Bingham Town Council has not renewed its subscription to NALC but is still able to access their range of training to staff across their range of responsibilities and in support of Councillors in their roles to Council and its Committees. The Town Clerk retain their membership of the SLCC for training and advice. There are training budgets for Councillors and staff	Appraisal process Training and Development plans Code of Conduct Standing Orders	9 (3x3)	Appraisal process Town Clerk feedback Complaint from member of the public Councillor acts ultra vires
Excessive levels of stress or other work-related illnesses	ى ب	ى م	33	Town Clerk/ Policy & Resources Committee	Staff to have frequent consultations with the Town Clerk. In the event of the Town Clerk, more frequent meetings with the Clerk's appraisal team Full use of leave allocation Flexibility in working practices as far as practicable SLCC support service	Appraisal process Seek advice from HR Consultants Role of Occupational Health companies	25 (5X5)	Staff absence Staff capacity Incomplete or time delayed work

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#### Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council held in the Council Chamber, The Old Court House, Church Street, Bingham, on Tuesday 2 April 2019 at 7.15pm

ols Residual Risk Indicators Risk (L X I)	Staffing review     25     Stress levels       recommendations to be     (5x5)     Staff absence       considered     (5x5)     Staff absence       Grounds staff     Incomplete or     Incomplete or       Grounds staff     ime delayed work     Incomplete or       Appraisal process     Projects/additional work     Event planning       Seek advice from HR     Seek advice from HR     Consultants		odel 8 No back up data (2x4)		odel 8 System failure or (2x4) corrupted material		Security coded server 8 System failure or (2x4) corrupted material	
Key Controls	Staffing review recommendations considered Grounds staff responsibilities un review Appraisal process Appraisal process Projects/additional considered on its r Event planning Seek advice from Consultants		Back up model	Back up model	Back up model IT Policy	Back up model	Security co	
Mitigation	Policy &Resource Committee review staffing aspects and capacity issues Extra staff taken on for special projects Regular events have defined planning processes SLCC support service		Cloud back up provision in place in line with IT contract recommendations	Automatic back up regime in place with IT contractor	Virus controls in place Back up regime in place	Virus controls in force	Virus controls in place	Staff awareness training and advice
Risk Owner	Town Clerk/ Policy & Resources Committee		Town Clerk	Town Clerk	Town Clerk	Town Clerk	Town Clerk	Town Clerk
Gross Risk (L X I)	ĸ		12	12	12	12	15	15
Risk Impact (I)	۵ د		4	4	4	4	5	5
Risk Likelihood (L)	പ		£	3	3	3	3	3
Risk description	Statting Capacity	ks	Failure of back-up systems	Server failure	Data corruption	Virus or other corruptive elements	Infiltration	Failure to comply with the General Data Protection Regulations and Data Protection Protection Act
Ñ	<u>ж</u>	IT Risks	Ξ	12	<u>ញ</u>	4	15	9

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Risk Indicators	System errors or failure	Failure notifications received or third party makes council aware of issue	Breach of Data Protection		Complaints from stakeholders Consultation with partners	Complaints from stakeholders Consultation with partners	Increase in criminal activity Increase in complaints
Residual Risk (L X I)	8 (2x4)	8 (2x4)	8 (2x4)		8 (2x4)	6 (2x3)	9 (3x3)
Key Controls	Financial Regulations	Compliance with agreements controlled by Town Clerk	Compliance with agreements controlled by Town Clerk		Regular Committee reporting Agency consultation processes	Agency consultation processes	Regular Committee reporting
Mitigation	Equipment agreements in place Technical assistance readily available	Key consideration in any discussions on IT matters	Access to email system is revoked with email account locked down. Email account is deleted after 3 months		Full consultation with all agencies	Regular consultation by Bingham Town Council ensures awareness	Priorities regularly reviewed at Priority setting meetings with local police Police report (irregularly) to Community and Environment Committee
Risk Owner	Town Clerk	Town Clerk	Town Clerk		Town Clerk/ Committee Chairs	Town Clerk	Community & Environment Committee
Gross Risk (L X I)	15	12	15		15	ω	12
Risk Impact (I)	5	4	5		5	4	4
Risk Likelihood (L)	<del>с</del>	ы	с С		ę	7	m
Risk description	Failure of IT systems, networks or suppliers	Failure to comply with software licence agreements	Access to email system once a Councillor resigns	Partnership Risks	Delay by local authority or other statutory body in carrying out work pursuant to its legal obligations	Strike or other actions by partnership bodies staff	Police Liaison - Priorities
No	21	8	<u>ठ</u>	Partne	2	P2	£

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Nisk         Gross         Risk         Gross         Gross         Risk         Gross         Risk         Gross         Risk         Gross         Risk         Gross         Risk         Gross         Gross         Gross         Gross         Gross         Gross         Gross         Gross         Gross         Gros         Gros         Gross	-				-					
Item         Additional listice futures intylhin         Additional listice futures intylhin         Additional listice futures intylhin           Risk of financial         3         4         12         Town Cuercl         Brigham Town Cuncil         Connucles         6           reserves         of partner organisations         3         4         12         Town Cuercl         Connucles         6           Unclored         reserves         body committees         body committees         body committees         6           Matter         a 5         15         Town Clerk         Advice of other agencies         6           Resources         body committees         3         5         15         Town Clerk         Advice of other agencies         6           Resources         body committees         3         5         15         Town Clerk         Advice of other agencies         6           Problems caused by lack         3         5         15         Town Clerk         Advice of other agencies         6           Problems caused by lack         3         5         15         Town Clerk         Advice of other agencies         6           Problems caused by lack         3         5         15         Mayor         7         6	Q I	KISK description	KISK Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
Resk of immodel     3     4     12     Town Clerk Libration     Bingham Town Council rown Council from falues     0       Town Council from falue of partner organisations     1     Poilog & impresentatives on outside provider to Bingham     2     10       Inter organisations     1     5     15     Town Council rown Council rown Council commutees     2     10       Inter organisations     3     5     15     Town Clerk Advice of other agencies     12       Pather organisations     3     5     15     Town Clerk Advice of other agencies     13       Specialist communication     3     5     15     Town Clerk Advice of other agencies     13       Problems caused by lack     3     5     15     Town Clerk Advice of other agencies     13       Problems caused by lack     3     5     15     Town Clerk Advice of other agencies     13       Problems caused by lack     3     5     15     Town Clerk Advice of other agencies     13       Problems caused by lack     3     5     15     Town Clerk Advice of other agencies     12       Problems caused by lack     3     5     15     Town Clerk Advice of other agencies     12       Problems caused by lack     3     5     15     Town Clerk Advice of other agencies     12							Additional liaison with Positive Futures Bingham			
of partner organisations     of partner organisations     Structured formal       Unitational Risk     Ealure to identify     3     5     15     Town Clerk     Advice of other agencies     12       Problems     sought where required     Nature and means of communication is regularly     3(3k)     13(3k)       Problems caused by lack     3     5     15     Town Clerk     Advice of other agencies     12       Problems caused by lack     3     5     15     Town Clerk     Communication is regularly     12       Problems caused by lack     3     5     15     Town Clerk     Communication is regularly     12       Indentation structure     Nature and means of communication strategy     intervolves     3(3k)     12       Problems caused by lack     3     5     15     Town Clerk     Communication strategy     12       Indentations structure     Network     Network     Connecting in metvorks     3(3k)       Indentations structure     1     Communication strategy     12       Indentations structure     Network     Connecting in metvorks     3(3k)       Indent metages     1     Communication strategy     12       Indent metages     1     Communication strategy     12       Indent metages     1     Communi	P4	Risk of financial pressures on Bingham Town Council from failure	ო	4	12	Town Clerk/ Policy & Resources	Bingham Town Council representatives on outside body committees	Copies of minutes etc provided to Bingham Town Council	9	Complaints from stakeholders
Protectional Risk.       Failure to identify     3     5     15     Town Clerk     Advice of other agencies     12       specialist communication     3     5     15     Town Clerk     Advice of other agencies     12       specialist communication     3     5     15     Town Clerk     Advice of other agencies     12       specialist communication     3     5     15     Nature and means of communication it respect of various minor projects would be subjects would be subject set and means of communication structure     13     12       Problems caused by lack     3     5     15     Town Clerk/     Communication structure     12       of a clear     communication structure     3     5     15     Town Clerk/     Communication channels:     Communication     12       red of comprehension of treating     3     5     15     Town Clerk/     Mayor     Council rele     12       red of comprehension of treations     3     5     15     Town Clerk/     Mayor     Council orders     12       red of conncil rele     3     5     15     Town Clerk/     Mayor     Council orders     12       red of conncil rele     3     5     15     Town Clerk/     Meeting Cleres     12       red of comminica		of partner organisations				Committee		Structured formal reports by Councillors to Council		Contractors make contact with Bingham Town
Failure to identify specialist communication     3     5     15     Town Clerk sought where required     12       specialist communication     3     5     15     Town Clerk sought where required     (3x4)       Nature and means of communication is regularly undertaken in respect of warious minuted of a clear     Nature and means of communication strategy dependent upon need     (3x4)       Problems caused by lack of a clear     3     5     15     Nayor       Nayor     Communication strategy dependent upon need     12       ommunications structure or protocol, resulting in mixed messages and rown Council role     3     5     15       Failure to affectively     3     5     15     Nayor       Failure to affectively     3     5     15     Now Clerkf, Communication at rate and clear     (3x4)       Immode media relations     3     5     15     Now Clerkf, Communication at rate and clear     12       Immode media relations     3     5     15     Now Clerkf, Communication     12       Immode media relations     3     5     15     Now Clerkf, Communication     12       Immode media relations     3     5     15     Now Clerkf, Communication     12       Immode media relations     3     5     15     Now Clerkf, Clear of Policy & Resources and the Mayor     12<	Repu	Itational Risk								
Nature and means of communication is regularly undentation in respect of various munication is regularly arion projects Major projects would be or protoci, resulting in mixed messages and town Council resulting in mixed messages and now Council resulting in mixed messages and town Council meetings     Nature and means of varions structure dependentiation strategy dependentiation strategy depe	ž	Failure to identify specialist communication	m	2	15	Town Clerk	Advice of other agencies sought where required		12 (3x4)	Communication gaps
Problems caused by lack     3     5     15     non-minuncation is respect of various minor projects would be subject to separate communication strategy communicatico strategy strategy strategy strategy strategy stranegy st							Nature and means of			Feedback from
Problems caused by lack     3     5     15     15     15     15     15       Problems caused by lack     3     5     15     15     15     15     15       Problems caused by lack     3     5     15     70mmunication strategy     communication strategy       of a clear     communication structure     3     5     15     Nayor     Town Guide       nixed messages and lack of comprehension of Town Council role     3     5     15     Newsletter     Minutes       nixed messages and lack of comprehension of Town Council role     3     5     15     Newsletter     Minutes       marage media relations     3     5     15     Town Meeting     Standing Orders     3×4)       nixed messages and lack of comprehension of Town Council office     10     Newsletter     Minutes     3×4)       nixed messages and lack of comprehension of Town Council office     3     15     New Netting     8       nanage media relations     3     5     15     New Netting     8       nanage media relations     3     5     15     New Netting     2×4)       Now Kwith parties     0     0     0     12×4							conninumication is regularly undertaken in respect of			stakeholders
Problems caused by lack     3     5     15     Town Clerk/     Communication strategy dependent upon need dependent upon need communications structure     12       of a clear     communication strategy dependent upon need communications structure     3     5     15     Town Clerk/     Communication channels: Nebsite     Communication     12       or protocol, resulting in mixed messages and lack of comprehension of Town Council role     3     5     15     Town Clerk/     Communication     12       Newlestier     Newlestier     Minutes     (3x4)       namage media relations     3     5     15     Town Council office       Failure to effectively     3     5     15     Town Clerk/     Resources and the Mayor       manage media relations     3     5     15     Town Clerk/     Nork with parties       Nork with parties     Nork with parties     Nork with parties     (2x4)							various minor projects Maior projects would be			Complaints
Problems caused by lack     3     5     15     Town Clerkl     Communication relation channels: communication     12       of a clear     communications structure     3     5     15     Town Guide     networks     (3x4)       or a clear     communications structure     1     Newsletter     Mayor     Town Guide     networks     (3x4)       or protocol, resulting in mixed messages and lack of comprehension of Town Council role     1     Newsletter     Minutes     (3x4)       Town Council role     3     5     15     Town Meeting     Standing Orders     (3x4)       Town Council role     3     5     15     Town Clerkl     Meeting Standing Orders     (3x4)       Town Council role     3     5     15     Town Clerkl     Meeting Standing Orders     (3x4)       Town Council role     3     5     15     Town Clerkl     Meeting Standing Orders     (3x4)       Town Council role     3     5     15     Mayor     Clerk, Chair of Policy &     (2x4)       Town Council role     3     5     15     Town Clerkl     Mayor     Clerk, Chair of Policy &     (2x4)       Town Council role     3     5     15     Mayor     Clerkl, Chair of Policy &     (2x4)       Town Council role     4							subject to separate communication strategy			
Problems caused by lack       3       5       15       Town Clerk/       Communication channels:       Communication       12         of a clear       of a clear       Mayor       Town Guide       networks       (3x4)         or protocol, resulting in mixed messages and lack of comprehension of Town Clerk/       Newsletter       Minutes       (3x4)         or protocol, resulting in mixed messages and lack of comprehension of Town Clerk/       Newsletter       Minutes       (3x4)         Town Council role       2       6       Council of free       Minutes       (3x4)         Town Council role       2       6       Council of free       Minutes       (3x4)         Town Council role       3       5       15       Town Meeting       Standing Orders       (3x4)         Town Council role       7       Council of free       Neeting between Town       8       (2x4)         manage media relations       3       5       15       Mayor       Clerk, Chair of Policy & (2x4)       (2x4)         manage media relations       3       5       10       0       (2x4)       (2x4)         manage media relations       3       5       10       0       (2x4)       (2x4)         manage media relations       0					ALC: NOT		dependent upon need			
communications structure       Website       Website         or protocol, resulting in       Newsletter       Newsletter         or protocol, resulting in       Newsletter       Ninutes         are of comprehension of       Lack of comprehension of       Newsletter         Town Council role       Down Meetings       Standing Orders         Town Council role       Town Meeting       Standing Orders         manage media relations       3       5       15         Mayor       Clerk, Chair of Policy &       8         manage media relations       Town Clerk/       Meayor         to an equilibrium       to an equilibrium       8         Work with parties       Work with parties       (2x4)	22	Problems caused by lack of a clear	e	2	35	Town Clerk/ Mayor	Communication channels: Town Guide	Communication networks	12 (3x4)	Complaints
or protocol, resulting in mixed messages and lack of comprehension of Town Council role     Newsletter     Minutes       Town Council role     Council meetings     Standing Orders       Town Council role     3     5     15     Town Meeting       Failure to effectively     3     5     15     Town Clerk/ Mayor     Reading between Town       manage media relations     3     5     15     Town Clerk, Chair of Policy & Resources and the Mayor     8       Mayor     Clerk, Chair of Policy & Resources and the Mayor     Resources and the Mayor     2(2x4)       Work with parties     Work with parties     13		communications structure				•	Website			Negative
lack of comprehension of Town Council role       Image of conncil meetings       Standing Orders         Town Council role       Town Council role       Council office       Standing Orders         Failure to effectively       3       5       15       Town Clerk/       Meeting         Failure to effectively       3       5       15       Town Clerk/       Meeting between Town       8         manage media relations       3       5       15       Mayor       Clerk, Chair of Policy &       8         Mayor       Clerk, Chair of Policy &       Resources and the Mayor       Image media relations       8       10       10         Mayor       Clerk, Chair of Policy &       Nork with parties       10       13       13		ur protocol, resulting in mixed messages and					Newsletter Councillor contact	Minutes		feedback
Town Council role       Town Meeting         Failure to effectively       3       5       15       Town Meeting         Failure to effectively       3       5       15       Town Clerk/       Meeting between Town         manage media relations       3       5       15       Town Clerk/       Meeting between Town       8         Mayor       Clerk, Chair of Policy &       Mayor       Clerk, Chair of Policy &       8         Nayor       Clerk, Chair of Policy &       Resources and the Mayor       8       (2×4)         Nork with parties       Nork with parties       10 ascertain       13		lack of comprehension of					Council meetings	Standing Orders		Negative media
Failure to effectively     3     5     15     Town Clerk/ Mayor     Meeting between Town     8       manage media relations     3     5     15     Town Clerk, Chair of Policy & Resources and the Mayor     8       manage media relations     1     1     1     1		Town Council role					Town Meeting Council office			>
Work with parties     13	ß	Failure to effectively manage media relations	ო	2	15	Town Clerk/ Mayor	Meeting between Town		8	Negative media
o return srtain						in frame	Resources and the Mayor		(+X2)	Negative
Work with parties       concerned to ascertain							to ascertain how to return to an equilibrium			feedback
							Work with parties			
							13			

#### Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council held in the Council Chamber, The Old Court House, Church Street, Bingham, on Tuesday 2 April 2019 at 7.15pm

No	Risk description	Risk Likelihood	<b>Risk</b> Impact	Gross Rick	Risk Owner	Mitigation	Key Controls	Residual	<b>Risk Indicators</b>
		(L)	(1)	(L X I)				(L X I)	
						how to return to an equilibrium			
						Action plan co-ordinated by Town Clerk			
R4	Qualified audit returned	3	4	12	Town Clerk	Council would consider and decide to act upon recommendations made	Financial Regulations Standing Orders	8 (2x4)	Queries from external auditor
						by Internal Auditor Comply with public inspection rights	Transparency Code for Larger Councils over		
Legal	Legal Risks								
Ц	Failure to comply with	2	S	10	Town Clerk &	Access to professional	Standing Orders	8	Notification of
	key legislative requirements				Councillors	advice from Nottingham County Council and Rushcliffe Borough Council	Financial Regulations	(2x4)	failure
12	Legal costs attributed to removal of trespassers from Bingham Town Council land	б	4	12	Town Clerk, Councillors & 3rd party organisations	Security high priority in both managed and leased land	Security highlighted during management meetings with third parties and with grounds	8 (2x4)	Travellers camp on Bingham Town Council land
						Good Communications Key financial risk passed on by insurance provision	staff		
						14			

Bingham Town Council

## Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council held in the Council Chamber, The Old Court House, Church Street, Bingham, on Tuesday 2 April 2019 at 7.15pm

Risk Indicators		Fire, flood or other natural	Notification of entry failure					Feedback	Issues with	negative feedback	
Residual Risk (L X I)		8 (2x4)						16 (4x4)			2
Key Controls		Emergency Plan to be developed which may	Council maintains continuity of operation								
Mitigation		Nottinghamshire County Council Disaster Plan	Alarm Systems	Health and Safety Compliance	Fire Controls	Town Clerk and Deputy ability to work from home	Website accessible via 3rd partv supplier	Councillor engagement	Business connections	Bingham Town Council communication channels	15
Risk Owner		Town Clerk, Councillors & and party	organisations					Policy & Resources			
Gross Risk (L X I)		15						20			
Risk Impact (1)		ъ						2			
Risk Likelihood (L)		ε						4			
Risk description	Corporate Risks	Disaster management – loss of building, facility or infractructure						Failure to meet changing stakeholder requirements	-		
No.	Corpo	61						C2			

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**RISK REGISTER** 

Risk Indicators	New term of Council will commence in May. Conflict in Council meetings	Negative media Staff frustrations Councillor frustrations Negative stakeholder feedback	Conflicts of interest Staffing or Councillor criticism Atmosphere in office Stress levels Staff absence Incomplete or inne delayed work	Information gaps Outcome failure
Residual Risk (L X I)	16 (4x4)	20 (4x5)	25 (5x5)	9 (3x3)
Key Controls	Standing Orders Committee Structure	Feedback	Code of Conduct Appraisal Process SLCC guidance and advice Seek advice from HR Consultants Training provision	
Mitigation	Councillors work in partnership to seek consensus (or majority view) on direction	Project priorities set Bingham Town Council communication channels Councillor engagement Business connections Regular policy reviews	Meeting between Town Clerk, Chair of Policy & Resources and the Mayor to ascertain circumstances of deterioration.	Councillor engagement Business connections
Risk Owner	Town Clerk/ Mayor	Town Clerk/ Council	Town Clerk, Chair of Policy & Resources & Mayor	Town Clerk
Gross Risk (L X I)	16	50	25	12
Risk Impact (I)	4	ى ب	Ω	4
Risk Likelihood (L)	4	4	ب م	б
Risk description	Changes in political organisation lead to uncertainty of direction	Raising expectations and then not delivering	Councillor / staffing relationships deteriorate	Failure to effectively communicate with stakeholders
No	ខ	C4	C5	CG

Bingham Town Council

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council held in the Council Chamber, The Old Court House, Church Street, Bingham, on Tuesday 2 April 2019 at 7.15pm

RISK REGISTER	Key Controls Residual Risk Indicators Risk (L X I)	n Council Negative n channels		nsideration Legal orders 9 Health and Safety	(3X3)	Event planning	proach with Appropriate licences in	place	re County Complaints		icil and		ents
RISK R	Mitigation	Bingham Town Council communication channels		Committee	_	Councillor input	Partnership	local schools,	Nottinghamshire County	Council, Rushcliffe	Borough Council and	others	Risk Assessments
	Risk Owner			Town Clerk & Committee consideration	Community &	Environment Committee							
	Gross Risk (L X I)			16									
	Risk Impact (I)			4									
	Risk Likelihood (L)			4									
	Risk description		Event Planning	Event Management									
	°N		Event	ш									

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<b>RISK REGI</b>

Bingham Town Council

	lihood
Key:	Like

Likelihood		Impact				
		Minor	Moderate Severe	Severe	Major	Critical
		1	2	З	4	S
Highly Likely	5	5	10	15	20	25
Likely	4	4	80	12	16	20
Occasional	3	3	9	6	12	15
Unlikely	2	2	4	9	∞	10
Very Unlikely	1	1	2	e	4	5

Considered by Policy and Resources Committee - 02 April 2019

#### Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council held in the Council Chamber, The Old Court House, Church Street, Bingham, on Tuesday 2 April 2019 at 7.15pm