



CREWKERNE TOWN COUNCIL

TOWN HALL
MARKET SQUARE
CREWKERNE
SOMERSET TA18 7LN
TEL: 01460 74001

Email: towncouncil@crewkerne-tc.gov.uk

Councillors are hereby summoned and members of the press and public are invited to attend a meeting of the **Policy and Resources Committee** of Crewkerne Town Council to be held in the Beech Suite, George Reynolds Centre on **Monday 14th February 2022** *after the Planning & Highways Committee meeting* and commencing not before **7pm**.

Note:

- **Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link:**
<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

Katharine Sheehan, Town Clerk
8 February 2022

A G E N D A

Open Forum: questions may be put to the Council during this Public Participation session of up to 15 minutes and a maximum of 3 minutes per person. Issues received by the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Wednesday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda.

1. **To note apologies for absence.**
2. **Declarations of interest** on items on the agenda. (NB this does not preclude later declarations).
3. **To approve the minutes of the previous meeting** held on 10th January 2022.
4. **To receive the Clerk's verbal progress report** (for information).
5. **Repurposing of grant:** to consider a request from Crewkerne Shed to repurpose a grant received from the Council.
6. **Risk Register:** to review the Financial Risk Register.
7. **Asset Register:** to review the Asset Register.
8. **Review of existing policies**
 - 8a. **Financial Regulations & Standing Orders:** proposed amendment relating to contract requirements and associated amendment to Standing Orders to reflect these changes.
 - 8b. **Audio visual recording and photography policy:** – review and update in accordance with Policy Review Schedule.
 - 8c. **Policy Review Schedule:** To identify priority policies for review.

9. **Elections 2022:** to form a working group to produce a guide and induction/training schedule for new Town Councillors.
10. **To receive any matters of report** (for information)
11. **Date of next meeting:** Monday 13 June 2022 at 6.45pm.

RECONVENE AS FULL COUNCIL

12. **Storage at Falkland Square Toilets:** to consider a request from Crewkerne in Bloom to use the former toilets for storage on a temporary basis.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2), to resolve that the press and members of the public be excluded from following items having regard to the confidential issues to be discussed.

Confidential Session: Exclusion of the Press & Public – contractual & staffing matters

Town Council Assets 2021/22

As of 1 April 2021

	Value £
Town Hall & Victoria Hall	1,890,000
Henhayes Store	8,168
Aqua Centre	2,480,000
Bus Shelters	12,447
George Reynolds Centre	993,552
Town Hall/Victoria Hall Furniture/Equipment	27,209
CCTV Equipment	8,900
West One Mosaic & Nameplate	20,135
Civic Regalia	5,500
Christmas Lights and Hardware	19,659
Paintings/Works of Art/Memorabilia	36,001
Playground Equipment/Fencing	121,420
Skatepark Equipment	81,100
MUGA & Floodlighting	72,000
Grounds Maintenance Vehicle & Mowers	55,736
Open Spaces Machinery/Equipment	16,493
Street Fixtures & Fittings	37,001
Market Umbrellas/Gazebos	6,381
War Memorial Plaque	2,500
Henhayes Floodlights	40,950
Parcel Of Amenity Land off Bincombe Lane	16,332
Henhayes Recreation Ground	*1
Bincombe Nature Reserve	*1
Barn Street Recreation Ground	*1
Happy Valley	*1
Southmead Crescent Playground	*1
Pithers Court	*1
TOTAL ASSETS	5,951,490

During the year the following assets have either been added to the register or disposed of:

Added

Computer Equipment	1,484
Benches	1,326
Christmas Lights	4,349
Grounds Equipment	416
Bins	1,555
Air Quality Monitor	1,800
Planters	269

Total	11,199
--------------	---------------

Disposed of

Computer Equipment	275
Grounds Equipment	974

Total	1,249
--------------	--------------

TOTAL ASSETS as at 31st March 2022	5,961,440
--	------------------

CREWKERNE TOWN COUNCIL

FINANCIAL RISK MANAGEMENT

RISK IDENTIFIED	EVALUATION- PROBABILITY AND VALUE, AND CONSEQUENCES	RISK MANAGEMENT MEASURES TO AVOID / REDUCE OR CONTROL THE RISK	FURTHER ACTION NEEDED
Non-adherence to the agreed Financial Regulations and Financial Procedures.	Low risk, medium value	Everyone concerned with finance (members and staff) to have clear understanding of the Regulations, Standing Orders and Procedures and to adhere to them. Training undertaken by new Councillors. Regular review and revision of the Regulations, Procedures and Risk Management.	This is current practice Clerk to provide training for all members of the council in order to raise awareness of financial responsibilities This is current practice
Spending money with no legal power to do so.	Low risk, low value	Awareness of the regulations pertaining to public spending. Finance Officer to check all payments are legal and within spending powers. All invoices signed by Clerk.	This is current practice
Accounts do not balance at year end.	Low risk, low value Time and effort to put right. Will not be signed off by auditor.	This end-of-year problem should be prevented by: <ul style="list-style-type: none"> • Monthly reconciliation of bank accounts. • Monthly VAT reconciliation • Use of the accounting software Checking and signing of the reconciliation figures and original bank statements by Town Clerk/Deputy Clerk and by a Councillor	This is current practice This is current practice This is current practice
Loss of, or damage to assets	Low risk, high value Increased Insurance in future	Maintain an up-to-date Asset Register Regularly review the insurance of all council property and effects.	This is current practice This is current practice
Loss of Business Continuity due to substantial damage to Town Hall	Low risk, high value Inability to deliver services	Adequate insurance cover Regular review of Business Continuity Plan	This is current practice This is current practice
Crewkerne Leisure Management has control of a major council asset	Low risk, high value Loss/non-performance of CLM resulting in consequential loss	Annual Report by CLM at the Annual Town meeting each year. Annual accounts available to Council after audit. Meetings as required between CLM and CTC. Periodic re-valuation of Aqua Centre undertaken.	Current practice Current practice Current practice Revaluation undertaken 2019

<p>Inability to deliver the activities or services expected of the council resulting from lack of budgeted funds</p>	<p>Low risk, low value</p> <p>Insufficient funds to:</p> <ul style="list-style-type: none"> • Repair • Replace • Deliver <p>Loss of reputation</p> <p>Expensive litigation</p>	<p>Detailed Precept discussions and preparation of appropriate information by the Policy & Resources Committee for the Council.</p> <ul style="list-style-type: none"> • Review current year’s budget and spending • Determine the cost of spending plans • Assess levels of income. • Bring together spending and income plans. <p>Provide for contingencies and annually review the level of earmarked and general reserves.</p> <p>Approve the Budget and confirm the Precept.</p>	<p>This is current practice</p> <p>This is current practice</p> <p>This is current practice</p> <p>This is current practice</p>
<p>The inability of the Joint Burial Committee to deliver the services expected at a Cemetery</p> <p>JBC needs funds to:</p> <ul style="list-style-type: none"> • Properly maintain lodge, chapels and grounds • Ensure accurate burial records are kept 	<p>Low risk, medium value</p> <p>Loss of reputation of CTC</p> <p>Unexpected expensive maintenance</p> <p>Future precept increases to taxpayers</p> <p>Potential expensive litigation</p>	<p>JBC becomes Committee w/e/f 1.4.2022</p> <p>Ensure a robust forward planning assessment in liaison with JBC</p> <p>Good communications between office and undertakers about burials etc</p> <p>Cemetery plots for both old and new sections accurately mapped</p> <p>Cemetery administration software ensures accurate record keeping</p>	<p>This is current practice</p> <p>Town Clerk appointed as Clerk to JBC and CTC responsible for staff and undertaking all maintenance - current practice</p> <p>Current practice</p> <p>Current practice</p>
<p>Insufficient Reserves to deal with unexpected / emergency events</p>	<p>Low risk, medium value</p> <p>Unexpected expensive maintenance</p>	<p>Regular assessment of asset forward maintenance requirements, reporting into the Amenities Committee meetings</p> <p>Detailed forward planning in readiness for budget deliberations</p>	<p>This is current practice</p> <p>This is current practice</p>
<p>Overspend and underspend of budgets</p>	<p>Medium risk, medium value</p> <p>Reduction of reserves</p> <p>Effects on other budgets</p>	<p>Production of Quarterly Reports on expenditure and variances from budget</p> <p>Maintain adequate reserves, as indicated in the Reserves Policy. Level of earmarked and general reserves reviewed when setting precept</p> <p>Virement of funds when necessary.</p>	<p>This is current practice</p> <p>This is current practice</p> <p>This is current practice</p>
<p>Loss of income through failure to review fees / rents / charges</p>	<p>Low risk, low value</p> <p>Loss of income</p>	<p>Annual review of hire charges and rents prior to budget deliberations</p>	<p>This is current practice</p>

Internal fraud / corruption	Low risk, high value Loss of public money.	Adherence to and regular review of Financial Regulations and Procedures.	This is current practice
	Inability to deliver services.	Contracts for all members of staff provide clear description of role responsibilities	This is current practice
	Public disgrace and loss of reputation.	Deputy Clerk trained to cover all key weekly/monthly financial tasks	
	Possible expensive litigation.	Tight control of cash income	This is current practice
		Monthly statements of accounts for payment presented to and agreed by the council. Prepared by the FO, checked by the Clerk/Deputy Clerk and also independently checked by a Councillor prior to approval by Council.	This is current practice
		Monthly reconciliation of bank accounts presented to the council. Original bank statements inspected by Clerk/Deputy Clerk. Monthly check of bank reconciliations by nominated Cllr.	
		Annual Reconciliation of bank accounts presented to the council when the Annual Accounts are presented.	This is current practice
		Diary of regular income payment dates and follow up when overdue.	
		Register of Members Interests in place.	
		Established Petty Cash system, and regularly reimbursed. Approval of petty cash expenditure on Accounts for payment. Checked monthly by Clerk/Deputy Clerk. All petty cash chits signed off by a Councillor.	This is current practice
	Payroll System and evidence of PAYE & NIC being correctly deducted and paid to the Inland Revenue.	This is current practice	
	BACS salary payment authorisation schedule checked and signed by two councillors with a countersignature from the Clerk.	This is current practice	

External fraud / corruption	Low risk, medium value Loss of funds Inadequate services from suppliers.	Detailed consideration of estimates and tenders and contracts by Operations Manager/Clerk. Checking of invoices. Obtain professional expertise and /or the Operations Manager to verify work where necessary Monitoring and reporting on use of grants made by the council. Reports occasionally requested from beneficiaries.	This is current practice This is current practice This is current practice
Loss of data resulting from fire or theft of computers or failure of the operating system	Low risk, low value Inability to deliver some services.	Comprehensive back-up of data and use of software virus protection Accounts software is web-based	This is current practice
Bad Debts	Low risk, medium value Loss of income	Monitoring of outstanding invoices and chasing up late payers. Aim to reduce outstanding invoices at the end of the financial year to an absolute minimum.	This is current practice This is current practice
Inadequate Insurance (Property/Fidelity/Public Liability/Commercial Combined)	Low risk, high value Possible expensive litigation. Large repair / replacement bills.	Regular review of insurance policy Inform insurance company of notable purchases/changes Periodic revaluation of Council properties	This is current practice This is current practice This is current practice
Accidents (to staff, Councillors and members of the public)	Low risk, high value Potential loss of reputation Potentially expensive claims against Councils Insurance	Regular review of all risk assessments by Health & Safety officer, covering all buildings and amenities. Appropriate H & S training of grounds and office staff Playground equipment checked weekly by the Council's qualified grounds staff and documented. Independent annual playground inspections Maintain reports on all H & S issues. <ul style="list-style-type: none"> • Annual review of Public liability insurance (PLI). • Copies of PLI from organisations renting the Victoria Hall • Copies of current PLI from all organisations having a lease/license with the Council Annual maintenance contract for Victoria Hall and GRC lifts, to include regular inspections and servicing	This is current practice GRC: to be carried out This is current practice This current practice This is current practice This is current practice

Contractor Health and Safety	Low risk, high value	<p>Ensure adequate H&S Policies of contractor and verify insurance policies of contractor</p> <p>Routine request for method statements and PLI and Employer liability insurance</p>	<p>This is current practice</p> <p>This is current practice</p>
Security of Council assets	<p>Low risk, high value</p> <p>Insurance Claims</p> <p>Expensive Replacement</p>	<p>Annual review of insurance cover (see Inadequate insurance)</p> <p>Alarm systems installed in Town Hall, Victoria Hall, George Reynolds Centre and Aqua Centre.</p> <p>All employees to be aware of the need to secure property and equipment on leaving the work place.</p> <p>During meetings in the Council Chamber the Office doors to be locked.</p> <p>All employees are not permitted to use Council equipment for own use without Council's permission</p> <p>Annual review of equipment verified with asset register</p> <p>New users to be given written instructions as part of the hiring agreement. This will also apply to one-off users.</p> <p>Premises Fire Risk Assessments conducted and reviewed on a regular basis as required by the Health & Safety Policy.</p> <p>Periodic checks of Town Council land boundaries</p>	<p>This is current practice</p> <p>This is current practice</p> <p>This is current practice</p> <p>This is current practice</p> <p>This current practice</p> <p>This is current practice</p> <p>This is current practice</p> <p>This is current practice.</p>
Loss of documents	Low risk, high value	Deeds held in secure cabinet of Clerk's office or with solicitor	This is current practice
Loss of Finance Officer	Medium risk, low value	<p>Deputy Clerk trained in the computer systems and financial procedures and has regular practice.</p> <p>The Clerk ensures all duties are covered and maintains basic understanding of finance packages</p> <p>Assistance to be sought from neighbouring town councils and additional training from software providers as deemed necessary.</p> <p>Contract for FO to incorporate 2 months' notice</p>	<p>Training underway</p> <p>This is current practice</p> <p>This is current practice</p> <p>This is current practice</p>

Loss of Maintenance Contracts officer	Medium risk, low value	<p>Maintenance contracts officer to keep Clerk and Amenities Chairman regularly updated with ongoing tasks</p> <p>Contract for maintenance contracts officer to incorporate 8 weeks' notice</p>	<p>This is current practice</p> <p>This is current practice</p>
Loss of Clerk	Medium risk, low value	<p>Finance Officer and Deputy Clerk to undertake ongoing training of Proper Officer duties and responsibilities to enable duties to be covered</p> <p>Ongoing training to enable support of duties and responsibilities split between members of staff:</p> <p>Maintenance contracts officer - Amenities Committee including all amenities maintenance.</p> <p>Deputy Clerk – Planning & Highways Committee and all planning and highways matters</p> <p>Finance Officer - Policy and Resources Committee and Finance on Town Council agendas.</p> <p>Health and Safety - Health & Safety officer with support from the Chairman of Amenities</p> <p>Agendas and matters arising from the minutes with support from the appropriate Chairmen</p> <p>Assistance/ guidance from neighbouring town councils and SALC as necessary</p> <p>Contingency provision within precept for additional hours of salary payments to cover duties by other staff</p> <p>A calendar of periodic tasks and work reminders is kept up to date.</p> <p>Contract for Clerk to incorporate 3 months' notice.</p>	<p>Finance Officer fully competent. Deputy Clerk is CiLCA qualified</p> <p>This is current practice</p> <p>This is current practice</p> <p>This current practice</p> <p>This current practice</p> <p>This is current practice</p> <p>This is current practice</p> <p>This is current practice</p> <p>This is current practice</p> <p>This is current practice</p>
Loss of Deputy Clerk	Medium risk, low value	<p>Deputy Clerk to keep Clerk updated with ongoing tasks</p> <p>Contract for Deputy Clerk to incorporate 2 months' notice</p>	<p>This is current practice</p> <p>This is current practice</p>

Loss of Admin Officer	Medium risk, low value	Deputy Clerk and Finance Officer to be familiar with all Admin Officer administration tasks	This is current practice
		Clerk to be familiar with Council's website software	This is current practice
Loss of member of grounds staff	Medium risk, low value	Clerk to manage working duties with grounds staff and staff training to ensure flexibility of operations	This is current practice
Loss of Council vehicle	Low risk, medium value Some difficulty to deliver some services.	Regular maintenance and periodic replacement. Comprehensive insurance cover to enable replacement temporary vehicle.	This is current practice
Loss of reserves due to failure of a bank	Low risk, high value	Compliance of Reserves Policy	This is current practice
Large Project risks	Med risk, high value Cash flow insufficient Cost escalation and delays Changes/amendments to specifications within the contract. VAT problems Non completion of defects within contract period Time slippage/non completion within contract time. Grants threatened Contractor going bankrupt	Financial Package in place prior to commencement. Due diligence checks prior to contract award. Early clarification of VAT implications with HMRC. Tender process complies with Financial Regulations. Adequacy of opening reserves with reference to the Reserves Policy. JCT contract in place. Payment on measured valuation. Practical completion only given by dual signatures of Contracts. Adequacy of Building Insurance, evidence required. Any variations to previously agreed plans must be ratified by Full Town Council first. Appoint an independent professional Contracts Administrator/Project Manager. Monthly reports from Contracts Administrator and Contractors Contract should include insurance backed by guarantee and/or insurance performance bond.	Action as appropriate

Reviewed and ratified at Policy & Resources Committee meeting 14th February 2022, minute ref. XX