

THORPE MALSOR PARISH COUNCIL

Minutes of the Ordinary Meeting of Thorpe Malsor Parish Council held on 24^h March 2022.

Present: Cllr E Stevenson (Chair), Cllr J Harrison, Cllr J Rawson,
Cllr H Sharp (Acting Clerk).
No members of the public attended.

1. Apologies for absence

Cllr Holborow sent apologies due to prior commitments, which were accepted.

2. Declarations of Interest

None

3. Approval and signature of minutes of the Ordinary meeting of 20th January 2022.

The minutes were approved without amendment and signed by the Chair.

4. Matters Arising

None.

5. Open Forum (public participation session).

No members of the public attended.

6. Finance

a) To receive the Finance Report, Internal Control Report and approve the Schedule of Payments.

The clerk presented the latest financial statement, which had been circulated prior to the meeting (copy attached). Two invoices were presented for payment and approved. Frances Pope, the internal controller, reported that she had checked the financial statement and the bank balances reflected the statement presented.

b) To consider quotation received for repair of bus shelter roof.

It was decided to defer this item until the next meeting. The clerk to obtain further quotations.

c) To consider a request for funding of replacement side gate in the Churchyard.

It was decided to defer this item until the next meeting. The clerk to research and propose a Small Grants Policy and Application Form for members' consideration at the next meeting.

7. To receive a report following inspection of the council's assets.

The report had been circulated to Councillors prior to the meeting (copy attached). It was noted that items in need of repair or replacement have been included in the 21/22 budget.

8. To review and approve the Council's Risk Assessment Policy.

It was resolved to adopt the policy.

9. To receive an update on events planned for the Queen's Platinum Jubilee celebration.

Cllr Stevenson reported that he had formed a working party to organise the events. This includes representatives from the Social Club and Village Hall Committee plus village residents. Community

events planned include: lighting of the beacon on Thursday evening, 2nd June; a party at the social club on Saturday evening, 4th June; a Big Lunch plus entertainment on Sunday 5th June.

The clerk advised that a grant may be available from NNC's Community Fund to cover some of the costs of the events. Cllr Stevenson agreed to make an application to NNC; clerk to forward the details to him.

10. To update council with progress on the Asset Mapping Project (AMP).

The clerk reported that she and Cllr Harrison had attended an online briefing. The assets to be mapped are land, buildings and services owned/provided by North Northants Council and not assets or services currently owned or provided by the parish council. A grant of £209 was available to the council to support the work involved and the clerk has applied for this grant. The clerk reported that she had commenced listing of the assets on a spreadsheet.

11. To receive an update on current projects:

a) Short Lane verge improvement

The clerk reported that Cllr Holborow had moved one tree and the last tree had been planted. It was noted that it will not be possible for allotment holders to park in the field adjacent to the allotments. Cllr Rawson suggested that consideration be given to creating a permanent parking area on the verge and suggested an idea seen at Castle Ashby where parking has been created with sleepers and gravel.

b) Tree Bench Seat

Cllr Sharp reported that the local carpenter was prepared to undertake construction of a new bench seat and had confirmed that he would be in contact with her as soon as possible to discuss the materials and work required. It was noted that the current seat had now partially collapsed and needed to be removed after the daffodils had bloomed.

c) Restoration works to the village well

The clerk reported that a quote had not yet been received for the proposed work, she will progress-chase and also obtain a quote from a further company who has previously undertaken work on the well.

d) Protection of green space in The Square

Cllr Stevenson reported that he had created signs to indicate that vehicles should not be parked on the grass and this was proving to be effective. He will monitor the situation and report back to the council at the next meeting.

12. To receive an update from Police Liaison Representative, Cllr Stevenson.

Nothing noteworthy to report at present.

13. Date of next meeting.

The date of the next meeting was provisionally set for Thursday 26th May and will be confirmed after consultation with all members.

The meeting closed at 8 pm.

Signed:(Chair)

Date:

THORPE MALSOR PARISH COUNCIL

SCHEDULE OF PAYMENTS

Accounts to be passed for payment 24th March 2022:

* Denotes paid in advance of meeting.

Payee	Details	Amount	Power
*North Northants Council	Election Fee	£28.40	LGA 1972, s. 101
*Fisher German	Bus Shelter Rental	£15.00	LG MP Act 1953, s4
Total		£43.40	

RECEIPTS SINCE: 20th January 2022:

Date	Particulars	Amount	Account Credited
07/03/22	Interest	£0.02	Premium Account
Total		£0.02	

FINANCIAL STATEMENT

Balances B/F 20/01/22		Receipts	Expected Balances (after payment of above invoices)
Premium Account	£631.79	£0.02	£631.81
Community Account	£5326.69	£0.00	£5,283.29
Total	£5958.48	£0.02	£5,915.10

THORPE MALSOR PARISH COUNCIL RISK ASSESSMENT POLICY & REGISTER

The following control systems are in place to ensure that Thorpe Malsor Parish Council is doing everything possible to protect the electorate from financial risk and harm. The Risk Assessment document will be reviewed annually.

FINANCIAL RISKS

RISK	MITIGATION	MONITORING/ACTION
1. Risk of funds being unavailable due to misappropriation or mismanagement.	<ol style="list-style-type: none"> 1. Fidelity insurance in place. 2. All expenditure approved at council meetings, minuted and published on the parish website. 3. Requirement for two Councillors to authorise/review all payments. 4. Internal Control Councillor appointed annually to carry out regular inspection of financial records and report to the council members. 4. Year-end accounts prepared by the RFO and circulated to members one month after the financial year-end. 5. Independent Internal Auditor appointed annually to verify year end accounts and balances. 6. No petty cash is kept. 	<ul style="list-style-type: none"> ▪ Financial statement presented at each council meeting. ▪ Regular review and report to the Council by Internal Control Councillor. ▪ Independent Internal Auditor verification following year end. ▪ Appropriate training of RFO when need identified.
2. Risk of accounting errors due to lack of financial control.	<ol style="list-style-type: none"> 1. All financial documentation held by the Responsible Financial Officer. 2. Approved payments entered on the computerised receipts and payments system as soon as reasonably practicable after members' approval. 3. Receipts entered on the computerised receipts and payments system upon receipt. 4. Bank balances regularly reconciled with the computerised receipts and payments system. 5. No receipts received except through BACS. 6. Review and authorisation of payments by two councillors. 7. VAT claims verified by the Internal Control Councillor before submission to HMRC. 	<ul style="list-style-type: none"> ▪ Regular review/report to Council by Internal Control Councillor (at least every six months). ▪ Financial Regulations reviewed annually.
3. Risk of budget overspend.	<ol style="list-style-type: none"> 1. Itemised annual budget set by the Council. 2. Precept demand determined based on this budget. 3. Spending against budget reviewed regularly and reported to Council at least twice yearly. 	<ul style="list-style-type: none"> ▪ Regular review of the accounts (at least every six months) with findings reported to the Council. ▪ Financial Regulations reviewed annually.
4. Risk of under insurance of parish council assets.	<ol style="list-style-type: none"> 1. Insurance cover will be reviewed annually to ensure adequate cover is maintained. 2. An Asset Register will be maintained by the Clerk and updated at the time assets are added or removed, and will be presented annually to the Finance Committee. 	<ul style="list-style-type: none"> ▪ Regular review of insurance cover and asset register carried out annually by the Council.

5. Risk of illegal expenditure.	1. RFO to ensure that all expenditure is within legal powers.	▪The relevant powers used are noted for each item of expenditure in the Financial Report, presented at every meeting of the Council.
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PUBLIC LIABILITY

RISK	MITIGATION	MONITORING/ACTION
6. Risk of harm to public using benches within the parish.	1. Public liability insurance up to £10,000,00.	▪Annual inspection by nominated risk assessment councillor(s). ▪Records of inspection kept by the Clerk.
7. Risk of harm to public using bus shelter.	1. Public liability insurance up to £10,000,00.	As above.

EMPLOYER'S LIABILITY

RISK	MITIGATION	MONITORING/ACTION
8. Risk of compensation claim from employee for malpractice or injury.	1. Employers Liability insurance up to £10,000,000 2. Contract of Employment to be issued within 2 months of commencement of employment. 3. Job description of employee reviewed annually. 4. Appraisal carried out annually in October by Chair & reported to council at the next meeting. 5. Matters relating to employees to be discussed in confidence – (public and press to leave the meeting room as well as employee) and minutes recorded as confidential. 6. Appropriate training to be provided for all identified training needs necessary to carry out role. 7. The Clerk/RFO will raise any concerns about their working station and immediate working area (where working from home) with the council and action will be taken to reduce risks. 8. Appropriate equipment to be provided to ensure that employee can carry out role effectively and safely.	The Council does not currently employ a Clerk & there are no other employees. There is therefore currently no monitoring or action required.