

Yattendon Parish Council

Full Council Meeting



This meeting is open to the press and public (Public Bodies (Admissions to Meetings) Act 1960)

Councillor Summons:
All Councillors of Yattendon Parish Council are hereby summoned to attend the following meeting. Please notify the Clerk if you are unable to attend.

Date:	Thursday 14 th May 2026
Time:	8:00 pm
Location:	Yattendon Village Hall, Yattendon Road, Yattendon, RG18 0UE

Agenda

1. To elect the Chair of the Council for 2026/27 and confirm their declaration of acceptance of office
2. To elect the Deputy Chair of the Council for 2026/27 and confirm their declaration of acceptance of office
3. To receive apologies for absence from Council Members and consider their acceptance
4. To receive any [declarations of Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests](#) and to consider any requests for dispensation from Members declaring a Disclosable Pecuniary Interest
Councillors should use the [flow-chart](#) to identify which type of interest they have and what action should be taken
5. To receive:
 - a) Questions or comments from members of the public regarding items on the agenda
 - b) Representations from any member who has declared an Other Registerable Interest or Non-Registerable Interest
6. To approve the [Minutes of the Full Council Meeting held on 16th April 2026](#)
7. To discuss any matters arising from the previous meeting
8. To receive an update from our District Councillor
9. To receive a report from Yattendon Estates

10. To receive an update on [planning application responses and decisions](#) since the previous meeting
11. Finance:
 - a) To receive the [Finance Report](#) and approve the payments listed
 - b) To receive the most recent bank reconciliation – *this has not been updated since the last meeting*
 - c) To receive any reports from the Internal Controller
 - d) To receive the [Quarterly Budget Summary](#)
12. To appoint any new committees in accordance with standing order 4
13. To review the [Scheme of Delegation](#) for staff and to review whether any delegation arrangements are required for other local authorities
14. To review the [inventory of land and assets](#), including buildings and office equipment
15. To confirm the arrangements for insurance cover in respect of all insured risks
16. Policies:
 - a) To review and/or update the following policies
 - [Standing Orders](#)
 - [Financial Regulations](#)
 - [Complaints Procedure](#)
 - [Code of Conduct](#)
 - [Data Protection Policy](#)
 - [IT Policy](#)
 - [Internal Controls Policy and Procedure](#)
 - [Model Publication Scheme](#)
 - [Training and Development Policy](#)
 - b) To adopt the following policies:
 - [Freedom of Information and Environmental Information Policy](#)
 - [Press and Media Procedure](#) – *to replace the [Media Policy](#)*
17. To review the [council's and/or staff subscriptions to other bodies](#)
18. To review the [direct debits](#) approved by the Council
19. To determine the [time and place of ordinary meetings of the full council](#) up to and including the next annual meeting of full council
20. To consider [Parish Council responsibilities and representation on outside bodies](#)
21. To consider the [Risk Register for 2026/2027](#)
22. To review the feedback from our internal auditors on the 2024/25 audit and consider any actions required - see the [internal auditor's report](#) and [page 4](#) of the AGAR

Swap order next year, certificate of exemption should come last according to PKF form

23. Certificate of Exemption 2025/2026: To consider, approve and sign and date the Certificate of Exemption for expenditure under £25,000 – see [page 3](#) of the AGAR
24. Annual Governance Review 2025/2026: To consider, approve, and sign and date the Annual Governance Statement – see [page 5](#) of the AGAR
25. Accounting Statements 2025/2026: To consider, approve, and sign and date the Accounting Statements – see [page 6](#) of the AGAR
26. To appoint an internal auditor for 2026/2027 and agree the scope for audit - *the scope of audit will be the Internal Audit Checklist as given in pages 25-32 of the [SAPPP Practitioner's Guide 2026/27](#)*
27. To review the [Earmarked Reserves](#)
28. To consider submitting a petition to West Berkshire Council to request a 20mph speed limit be implemented in Yattendon
29. To consider quotes to replace the wooden bus shelter in Burnt Hill, including applying for funding
30. Matters for future consideration and information

Date and time of next meeting:

Thursday 10th September 2026 at 8 pm (to be confirmed at this meeting)

S. Marshman

Dr. S. Marshman, PSLCC, Clerk to the Council

8th May 2026

Supporting Documents

Agenda Item 2: To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests and to consider any requests for dispensation from Members declaring a Disclosable Pecuniary Interest

DPI = Disclosable Pecuniary Interest
 ORI = Other registerable Interest
 NRI = Non-Registerable Interest

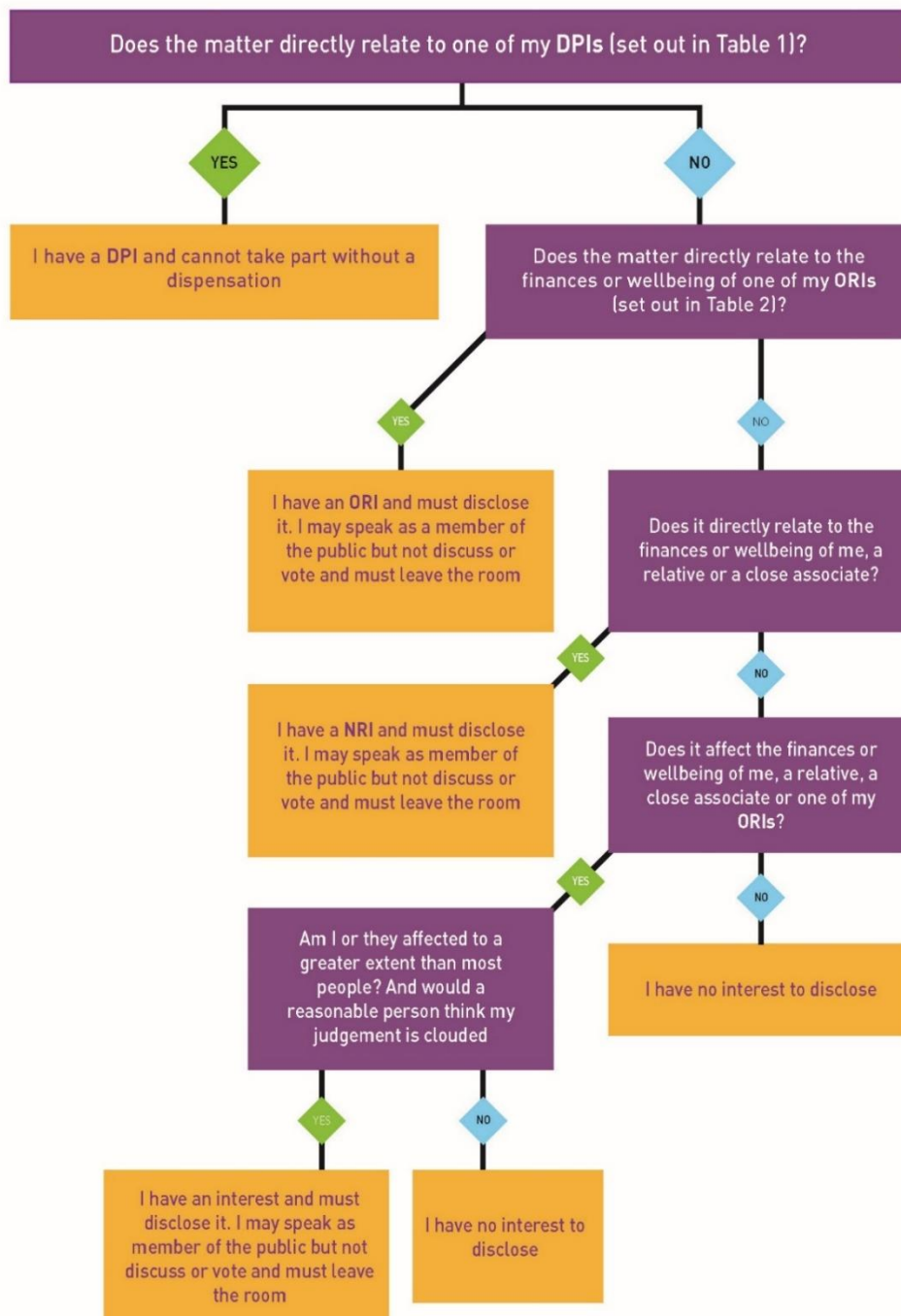


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council -</p> <p>a) under which goods or services are to be provided, or works are to be executed; and</p> <p>b) which has not been fully discharged.</p>
Land and* property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge) -</p> <p>a) the landlord is the council; and</p> <p>b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners, is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p>

	(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

You must register as an Other Registerable Interest:

1. any unpaid directorships
2. any body of which you are a member or are in a position of general control or management, and to which you are nominated or appointed by your authority
3. any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion
 - (iv) or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Agenda Item 8: To receive an update on planning application responses and decisions since the previous meeting

Applications responded to under delegated powers since the previous meeting:

Application Reference	Location	Proposed Work	Parish Council Response
None			

West Berkshire Council's recent planning decisions:

Application Reference	Location	Proposed Work	Parish Council Response	WBC Decision
25/01905/ FULMAJ	The Old Dairy, Frilsham Home Farm Business Units, Frilsham, RG18 0XT	Installation of a wastewater treatment plant and associated works	No objections	Approved

Agenda Item 9: Finance

Finance Report

Status at the last bank reconciliation on 31st March 2026	
Lloyds Bank Current	£367.35
Lloyds Bank Savings	£0.00
Unity Trust Bank Current	£2,280.58
Unity Trust Bank Savings	£6,024.06
Total	£8,671.99

Income received 10th April - 7th May 2026	
VAT refund	£572.71
Precept	£6,793.00
Total	£7,365.71

Payments to be approved				
Date	Method	Payee	Payment Detail	Amount
17-Mar	FEE	Lloyds Bank	Bank account fee	£4.25
20-Apr	FEE	Lloyds Bank	Bank account fee	£4.25
30-Apr	FEE	Unity Trust Bank	Bank account fee	£7.00
06-May	BACS	Staff Costs	Inc. salaries for all staff, expenses, pension contributions and PAYE for Apr	£508.80
06-May	FEE	Tactical Facilities Management	Refuse disposal Apr	£65.16
14-May	BACS	Heelis & Lodge	Internal audit	£190.00
14-May	BACS	Berkshire Association of Local Councils	Membership	£85.63
Total				£865.09

Agenda Item 14: To review the inventory of land and assets including buildings and office equipment

Asset Description	Date Acquired	Purchase Value	Location /Responsibility
Bus Shelter		£1,394.83	Burnt Hill
Car Park Light 1		£1,400.80	Royal Oak car park
Car Park Light 2		£1,365.00	Royal Oak car park
Courtesy Light		£300.00	By Church gate
Dog Waste Bin	April 2018	£167.00	Chapel Lane
Filing Cabinet	May 2018	£119.00	Village Hall
Laptop	17/10/2022	£441.66	Clerk
Laptop	April 2017	£412.00	Clerk
Litter Bin		£100.00	Adjacent to the car park, The Square
Noticeboard		£1,103.69	Outside the Village Hall
Remembrance Tommy Statues	10/10/2022	£291.67	Yattendon Estates providing storage
Salt Bin	November 2016	£259.61	Everington Lane
Salt Bin	June 2016	£260.00	Scratchface Lane, Burnt Hill
Speed Indicator Device (SID) Gen5 Pro	07/10/2022	£1,175.00	
Tablet for Speed Indicator Device (SID)	07/10/2022	£164.00	
Teak Circular Bench	05/06/2025	£1,393.34	The Square
Wellhouse bus shelter		£24,401.75	The Square
Total		£34,749.35	

Agenda Item 16: Policies

Freedom of Information and Environmental Information Policy

Version number	1.0	Minute reference	
Date adopted		Review due	Annually

Introduction

The Parish Council is committed to openness and transparency. The Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme (2021) and publishes information in accordance with that scheme. Details of the information the Council makes routinely available can be found in the document titled [*Information Available from Yattendon Parish Council Under the Freedom of Information Model Publication Scheme*](#).

This policy explains how members of the public may access information held by the Council under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

Accessing Information

Information may be obtained in the following ways:

a) Parish Council Website

The Council routinely publishes information online, including agendas, minutes, policies, financial information and governance documents. Members of the public are encouraged to check the website first.

b) Inspection of Documents

Requests to inspect documents should be made to the Clerk. Some records may require notice to locate or prepare, and an appointment may be necessary.

c) Written Requests

If the information is not available on the website or through routine publication, a written request may be submitted to the Clerk.

A valid FOI request must include:

- the requester's name
- an address for correspondence (email or postal)
- a description of the information sought

Requests do not need to refer to the Freedom of Information Act to be valid. The Council will treat any request for recorded information as a request under the Freedom of Information Act or Environmental Information Regulations, where appropriate, and will respond in accordance with the relevant legislation.

Requests for environmental information may be made verbally or in writing under the EIR.

Council Response

The Council will respond within 20 working days of receipt of a valid request. The Council will:

- confirm whether the information is held
- provide the information, subject to any exemptions or exceptions
- advise if a fee is payable
- explain any refusal and outline the review process

Where a request is complex or voluminous, the Council may extend the deadline under the EIR to a maximum of 40 working days and will notify the requester within the initial 20 working day period, explaining the reasons for the extension.

Fees and Charges

The Council follows the relevant statutory fees regulations and associated guidance issued by the Information Commissioner's Office.

a) Freedom of Information Act

The Council may charge for:

- disbursements (e.g. photocopying, printing, postage)
- staff time spent locating and retrieving information, only where the estimated cost exceeds the statutory limit of £450 (calculated at £25 per hour)

The Council will estimate the cost of complying with a request to determine whether it exceeds the appropriate limit of £450 (calculated at £25 per hour, equating to 18 hours of work). This estimate includes staff time spent locating, retrieving and extracting the information.

If the estimated cost exceeds £450, the Council may:

- refuse the request,
- comply with the request and charge in accordance with the Fees Regulations, or
- offer advice to help the requester narrow the scope.

Where the estimated cost does not exceed the limit, the Council will not charge for staff time and will only charge for disbursements.

b) Environmental Information Regulations

Under the EIR, the Council may charge a reasonable amount for staff time and disbursements. Charges will be advised in advance.

Any charge under the EIR will be reasonable and will not be set at a level that would discourage requests for information.

c) Standard Disbursement Charges

- Photocopying/printing: 10p per sheet
- Postage: actual cost

Information will not be released until any applicable fee has been paid. Where a fees notice is issued under FOIA, the statutory time limit for responding to the request will be paused until payment is received.

Exemptions and Exceptions

Some information may not be disclosed. The Council will apply exemptions under FOIA and exceptions under EIR where appropriate. Examples include:

- personal data protected by the UK GDPR and Data Protection Act 2018
- commercially sensitive information
- information provided in confidence
- information that would prejudice law enforcement or legal proceedings

Where information is withheld, the Council will explain the reason.

Any refusal of a request will be provided in writing within the statutory time limit, stating the reasons for refusal, the relevant exemption or exception, and the requester's right to request an internal review and to appeal to the Information Commissioner's Office.

Advice and Assistance

The Council has a duty to provide reasonable advice and assistance to anyone seeking information. Requests for help should be directed to the Clerk.

Further guidance is available from the Information Commissioner's Office at www.ico.org.uk.

Complaints and Internal Review

If a requester is dissatisfied with the Council's response, they may request an internal review within 40 working days. The review will be undertaken by a member or officer not previously involved in the original decision, where possible.

If the requester remains dissatisfied after the internal review, they may contact:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

www.ico.org.uk

Document History

Date	Version	Amendments
	1.0	Adopted

Press & Media Procedure

Version number	1.0	Minute reference	
Date adopted		Review due	Annually

Introduction

The purpose of this procedure is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media. It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

Key Aims

The Council is accountable to the local community for its actions, and this can only be achieved through effective two-way communications. The media - press, radio, TV, internet - are crucially important in conveying information to the community so the Council should maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

It is important that the press has access to the Clerk/ Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

The Legal Framework

The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the government's [Code of Recommended Practice on Local Authority Publicity](#).

The Parish Council's adopted Standing Orders should be adhered to.

Contact with the Media

The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

Confidential documents including reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who responsible and appropriate action was taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made. Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting.

There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details may be in the public

domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

When responding to approaches from the media, the Clerk or the Chair are authorised to make contact with the media.

Statements made by the Chair and the Clerk should reflect the Council's opinion.

Other Councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.

There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

Attendances of Media at Council Meetings

The Local Government Act 1972 requires that agenda, reports and minutes are sent to the media on request.

The media are encouraged to attend Council meetings, and seating and workspace will be made available.

Any filming or recording of Council proceedings by the media should be with prior notice to the Clerk and Chair of the meeting (see Standing Orders and the Council's Recording of Meeting's Procedure).

Press Releases

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

The Clerk or any Member may draft a press release, however they must all be issued by the Clerk in order to ensure that the legal principles are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored. Social media
The Council has a separate social media and electronic communication procedure.

Document History

Date	Version	Amendments
	1.0	Adopted

Agenda Item 17: To review the council's and/or staff subscriptions to other bodies

- Society of Local Council Clerks (SLCC)
- Berkshire Association of Local Councils (BALC)

Agenda Item 18: To review the direct debits approved by the Council

- Information Commissioner's Office – Annual Registration

Agenda Item 19: To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

All meetings are to be held at Yattendon Village Hall.

Date	Time	Meeting Type
Thursday 10 th September 2026	8 pm	Full Council
Thursday 12 th November 2026	8 pm	Full Council
Thursday 25 th February 2027	8 pm	Full Council
Thursday 15 th April 2027	7 pm	Annual Parish Meeting
Thursday 13 th May 2027	8 pm	Annual Meeting of the Parish Council

Agenda Item 20: To consider Parish Council responsibilities and representation on outside bodies

Role	Current Role Holder
Downland Practice Patient Representation Group representative	Tim Magee
Internal Controller	Georgie Rudge
Speed Indicator Device (SID)	Philip Bickford Smith
Yattendon and Frilsham Sports and Social Trust	Adam McCormick

Agenda Item 21: To consider the Risk Register for 2026/2027

Risk Assessment and Management 2026/27

Version number	1.0	Minute reference	
Date adopted		Review due	APCM May 2027

Introduction to Risk Assessment and Management

The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. It is important therefore that Councils have in place a system to help them assess and manage risks. Ultimately risk management is the responsibility of Members because risks threaten a council's ability to achieve its objectives.

Assessment and Management of risk is one of the mandatory areas addressed on Internal Audits. The Risk Assessment system and associated Risk Register will be used by Internal Auditors to assess whether the Council takes seriously its possible exposure to risk and has put in place actions to limit the consequences of potential risks.

For smaller parishes, this system will be relatively simple. It can essentially be broken down into the following 3 main steps:

- Identifying the key risks facing the council
- Evaluating the potential of one of these risks occurring
- Managing the risk: agreeing measures to avoid, reduce or control the risk or its consequence.

Risk Identification

Risks can be divided into a number of categories and the following have been used here:

- Physical assets – buildings, equipment, IT hardware etc.
- Finance – banking, loss of income, petty cash etc.
- Injury to the public and/or staff – in halls, playgrounds and recreation grounds, etc
- Complying with legal requirements – agendas and minutes, records, etc
- Councillor propriety – declarations of interest, gifts and hospitality etc

Risk Evaluation

Risk Evaluation is essentially a 2-part exercise, answering the questions:

- What is the chance of the risk occurring?
- What is the likely impact if it does occur?

In smaller Parish Councils it is only necessary to classify the answers to each of these questions as Low, Medium or High

Risk Management

There are three main ways of managing risks:

- Manage the risk yourself
- Take out insurance to cover the risk
- Agree with another party that they will manage the risk on your behalf; this may include rewarding them for so doing.

Risk Register

Identified risks are documented in a Risk Register.

It should be noted that Risk Assessment and Management is not a one-off exercise; risks should be constantly kept under review, especially as the business of the Council changes and new projects are undertaken.

Risk Assessment Matrix

Identified risks are assessed using the following matrix.

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Assets

Risk	Chance	Impact	Risk	Management Control	Further Action
Damage to – or loss of – fixtures and fittings	L/1	M/2	L/2	The Parish Council insurance policy covers office contents and street furniture.	
Loss of data - physical	L/1	L/1	L/1	All important files are held within lockable filing cabinets.	
Loss of data – electronic	L/1	M/3	M/3	Continual back up to cloud storage is made of the Parish Council files.	
Asset Register is out of date	L/1	M/2	L/2	An inventory of all Council assets is maintained by the Clerk, who arranges appropriate insurance cover. The Asset Register is reviewed annually by Councillors.	

Injury to Public, Members and/or Staff

Risk	Chance	Impact	Risk	Management Control	Further Action
Injury to third parties, members and staff using council facilities	L/1	H/3	M/3	Insurance has been taken out to cover Public Liability (£10M), Employers Liability (£10M) and Personal Accident.	
Lone Working - Injury, illness or incident involving the Clerk or Councillors during site visits	L/1	M/2	L/2	The Parish Council has an adopted Lone Working Policy (adopted September 2020), which sets out responsibilities and safe working practices. The policy requires lone workers to “follow safe working practices” and “remain alert for their own safety”. Lone workers carry a mobile phone and follow the guidance in the policy when travelling or meeting members of the public.	

Finance

Risk	Chance	Impact	Risk	Management Control	Further Action
Precept is not adequate	L/1	M/2	L/2	The Council reviews the draft budget and, as it meets quarterly, sets the precept each November in order to meet the January submission deadline.	
Payments are made incorrectly	L/1	M/2	L/2	All payments are to be supported by an invoice, approved at the Council meeting and recorded in the minutes. All payments are to be approved by two councillors.	
Council funds are not properly managed	L/1	M/2	L/2	Income is invested in appropriate accounts by a competent Clerk. This is reviewed regularly by members at the Council meeting.	
Loss of cash through theft or dishonesty	L/1	M/2	L/2	<p>No petty cash is maintained by the Council / Clerk.</p> <p>Any necessary expenditure on small items such as stamps is paid for unapproved on a corporate credit card, which has an appropriate limit set and is paid off monthly by direct debit. These payments are reported to the council at the next meeting.</p> <p>Insurance cover has been taken out to cover a) loss of non-negotiable money and robbery b) misappropriation of funds by staff or Councillors (Fidelity Guarantee sum insured = £150,000)</p>	

Council Financial Regulations are inadequate	L/1	M/2	L/2	Council financial procedures are well tried and tested. A set of Financial Regulations under which the Council operates was formally adopted by members at the Meeting held on 12 th September 2024, Minute 24/039. These Financial Regulations were updated on 26/06/25, Minute 25/016.	
Council financial controls and accounting records are inadequate to prevent financial irregularity	L/1	M/2	L/2	<p>The Clerk maintains Council accounting records using Scribe council accounting software. Members are provided with regular reports covering bank balances, explanatory notes and management accounts.</p> <p>If required, all cheques are presented to Full Council for approval and cheque stubs are signed by two Councillors.</p> <p>All electronic payments are submitted by the Clerk and authorised by two Councillors. A full list of payments for approval is submitted at each Full Council meeting.</p>	
Audit documentation is not submitted within the required timeframe to the internal and external auditors	L/1	M/2	L/2	The Clerk must ensure the documentation from the External Auditors has been received and follow the given timeframes within the documentation.	

Insurance

Risk	Chance	Impact	Risk	Management Control	Further Action
Insurance must be renewed each year	L/1	L/1	L/1	The insurance renewal must be considered at the May meeting each year in time for the 1 st June renewal date.	
Insurance must cover Public Liability (£10M), Employers Liability (£10M), Personal Accident and Fidelity	L/1	L/1	L/1	The Clerk reviews the insurance policy before presenting to the Council. The Council reviews the insurance policy at the Annual Parish Council Meeting.	

Councillor Propriety

Risk	Chance	Impact	Risk	Management Control	Further Action
Members do not declare their interests, gifts or hospitality	L/1	L/1	L/1	The Clerk maintains a Register of Interest, which all Councillors are required to keep up to date. An agenda item at each meeting gives members the opportunity to declare Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests. A flow chart to assist Councillors to determine the type of interest they have is included within each agenda pack. Members are requested to review their Register of Interest at the start of each Municipal Year.	

Business Continuity

Risk	Chance	Impact	Risk	Management Control	Further Action
Loss of Clerk	L/1	M/2	L/2	All electronic files are backed up to the Cloud. The Chairman possesses a sealed envelope containing the relevant passwords in order to be able to access the files should this be required.	
Cyber-attack, phishing, ransomware or unauthorised access to Council systems	L/1	H/3	M/3	The Council uses secure cloud storage with ransomware protection, multi-factor authentication, a password manager, and regularly updated software. The Clerk and Councillors receive basic cyber-awareness guidance. These controls significantly reduce the likelihood of a successful attack.	

Legal Compliance

Risk	Chance	Impact	Risk	Management Control	Further Action
Motions adopted by the Council are not legal	L/1	M/2	L/2	<p>The Clerk advises members if they consider a motion may be illegal. A new set of Standing Orders, based on the NALC standard, was adopted at the meeting 15th May 2025, Minute 25/016. These are reviewed every May and are updated where appropriate.</p> <p>The Council refers to the 12th edition of Arnold-Baker on Local Council Administration by Roger Taylor as a general reference text, alongside up-to-date NALC and SLCC model documents and guidance from BALC/HALC and SLCC.</p>	

Committees and officers exceed their terms of reference	L/1	M/2	L/2	Committee Terms of Reference and Delegated Powers are reviewed annually at the AGM. The Clerk has a detailed Job Description.	
Minutes and agendas are not produced in a timely manner or made available to the public	L/1	L/1	L/1	Signed agendas for all meetings are produced by the Clerk and are available to members at least 3 clear days before each meeting and are posted on the Council notice board in the Parish on the Tuesday before each Monday meeting. Minutes are produced within 4 weeks of the meeting and are posted on the website and the notice board.	
Effectiveness of internal audit is not considered.	L/1	M/2	L/2	An annual review of the effectiveness of internal audit must be undertaken and recorded in the minutes at the next meeting after the report has been received. Appropriate steps should be taken to deal with matters raised in reports from the internal auditor through agenda items.	
Formal advice is not sought when required.	L/1	M/2	L/2	Continue with memberships of BALC/HALC and SLCC.	
Failure to comply with data protection registration	L/1	M/2	L/2	The Council is registered with the Information Commissioner's Office and the registration fee is paid annually by direct debit.	
Failure to comply with Freedom of Information request	L/1	M/2	L/2	The Council has a Model Publication scheme in place. The Parish Council and the Clerk are aware that if a substantial request came in, it could create a number of additional hours' work. The Clerk is able to claim overtime should this be required.	Update Publication Scheme as needed.

Failure to comply with the General Data Protection Regulations	L/1	M/2	L/2	The Clerk has attended GDPR training. All Councillors complete data protection training once every election term (four years). New Councillors are required to complete data protection training shortly after joining the Council to ensure they understand their responsibilities under GDPR.	Ensure data protection training is scheduled for all new Councillors and repeated once every election term.
Failure to comply with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018	L/1	L/1	L/1	Failure to comply with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018	Annual review of the accessibility statement and website compliance.

Agenda Item 27: To review the Earmarked Reserves

The table below shows the earmarked reserves throughout the 2025/2026 financial year.

Reserve	Balance 1st April 2025	Transfers	Spend	Receipts	Balance 31st March 2026
Earmarked					
Laptop EMR	200.00	100.00	0	0	300.00
Bench/Bus Shelter Repairs/Replacement	500.00	0	0	0	500.00
CIL Funds	2,126.62	0	0	2,126.62	4,253.24
Total Earmarked	2,826.62	100.00	0.00	2,126.62	5,053.24
GENERAL RESERVES					3,618.75
TOTAL FUNDS					8,671.99