

# KILMERSDON PARISH COUNCIL

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YOU ARE SUMMONED TO ATTEND A MEETING OF KILMERSDON PARISH COUNCIL AT THE KILMERSDON VILLAGE HALL ON TUESDAY 18<sup>TH</sup> FEBRUARY 2020 COMMENCING IMMEDIATELY FOLLOWING THE 7.30PM PUBLIC MEETING

## A G E N D A

1. **ELECTION OF CHAIR**
2. **APOLOGIES** To receive apologies for absence
3. **DECLARATIONS OF INTEREST** To note any Councillors' interests
4. **MINUTES** To approve the Minutes of the Parish Council Meeting held on 20<sup>th</sup> January 2020. (Pages 1-4).
5. **PUBLIC SPEAKING TIME (max 15 mins).**
6. **FINANCIAL MATTERS** To approve expenditure as follows

Payee	Detail	Gross	Net	Power	Ch no
L Close	January Salary	£251.76	£251.76	LGA 1972. S143	001407
L Close	Quarterly web fee to 1&1	£17.96	£14.97	LGA 1972 S143	001408

- 6.1 **Annual Review of the Fixed Asset Register (Pages 5-6)**
- 6.2 **Annual Review of the Insurance Schedule (Pages 7-8)**
- 6.3 **Annual Review of the Transparency Code 2020 (Pages 9-13)**
- 6.4 **To note the VAT 126 claim has been made from 1/2/18-31/1/20 in the amount of £1,806.45**
- 6.5 **To note that the NatWest Bank mandate has been rejected due to a missing signature.**
7. **RISK MANAGEMENT REVIEW** To agree the Kilmersdon Risk Assessment 2020 (Pages 14-15)
8. **HIGHWAY MATTERS**
9. **PLAYING FIELD**
  1. Damage to a seat of a picnic bench, possible rot underneath. Nick Taylor is investigating.
  2. See saw – taken out of use Sept 2019. Hazard tape is requested.
  3. Trim Trail quote to replace rotten elements - update on local help in replacing the timbers (Cllr Nagel)

# KILMERSDON PARISH COUNCIL

4. Tree Report – to receive any further quotes

## 10. PLANNING APPLICATIONS (Cllr Butt)

- 2020/0129/LBC Installation of an accessible bathroom, additional AC units and associated joinery. Babington House Vobster Cross To Hatchet Hill Babington.
- Mendip Local Plan Part 11 – main modifications. Following the public meeting, to confirm the response to the proposed 145 dwellings in the parish.

## 11. MENDIP LOCAL PLAN

## 12. CORRESPONDENCE

## 13. OUTSIDE BODIES

- Neighbourhood Plan

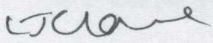
## 14. WEBSITE ACCESSIBILITY To receive any further quotes

## 15. MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

## 16. DATE OF NEXT MEETING – 16<sup>th</sup> March 2020

*Part 2 To resolve to exclude the press and public under s.1(2) of the Public Bodies (Admission to Meetings Act) 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

## 17. REVIEW OF LEASES Overview of the issues circulated electronically to Councillors 27/1/20.

  
**Lesley Close**  
**Parish Clerk**

10<sup>TH</sup> February 2020 [Clerk@kilmersdonpc.co.uk](mailto:Clerk@kilmersdonpc.co.uk) Tel: 07521 951471 [www.kilmersdonpc.co.uk](http://www.kilmersdonpc.co.uk)

To Cllrs N Brand, R Butt, E Drewe (Vice Chair), N Ham, D Hudson, B Nagel.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.

# KILMERSDON PARISH COUNCIL

## Minutes of the Meeting of Kilmersdon Parish Council

Held at the Coles Garden Meeting Room  
At 7.30pm on Monday 20<sup>th</sup> January 2020

**PRESENT:** Cllr K Lewis (Chair) Cllrs N Brand, R Butt, E Drewe, N Ham, D Hudson and B Nagel.

**ABSENT:** -

**ATTENDING:** Cllr A Barkshire (Mendip District Council); Six members of the public; L Close (Parish Clerk).

### 130.APOLOGIES

There were no apologies for absence.

### 131.DECLARATIONS OF INTEREST

There were no declarations of interest.

### 132.MINUTES

The minutes of the Parish Council meeting held on 16<sup>th</sup> December 2019 were **agreed** as a true record and signed by the Chair.

### 133.PUBLIC SPEAKING TIME

Three members of the public talked about the B3139 to the north of the parish past the Red House Farm. Accidents on the bend have always taken place there, averaging about three a year over the past 20 years. However, this has recently increased with three before Christmas and one a week since Christmas. The road is too fast, there is no warning of the bend and they queried the camber and road surface. The road was re-surfaced to make it non-skid after a couple died around 1996. It has recently been re-surfaced and it was questioned whether the non-skid element had been missed. The Chair gave an overview of unsuccessful attempts to get Somerset CC Highways to provide accident prevention measures in the area and it was agreed that the members of the public contact County Councillor Mike Pullin to lend weight to the Parish Council's efforts so far.

Members of Fibreway outlined their work as a broadband provider in the parish and it was agreed that they contact Kilmersdon Parish News to highlight what they can offer to residents.

### 134.FINANCIAL MATTERS

The following payments were **agreed**.

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

1

### KILMERSDON PARISH COUNCIL

#### Minutes of the Meeting of Kilmersdon Parish Council

Payee	Detail	Gross	Net	Power	Ch no
L Close	Dec Salary	£251.56	£251.56	LGA 1972. S143	001400
Greensward	Grounds maintenance, non selective spray, litter pick	£648.00	£540.00	LGA 1972 S143	001401
Greensward	Tree survey	£240	£200	LGA 1972 s111	001402
Gould autoplates and signs ltd	Map of the parish (colour)	£18.00	£15.00	LGA 1972 S143	001403
GB Sport and Leisure	Work to the zip wire	£420.72	£350.60	LGA 1972 s111	001404
Kilmersdon Meeting Room	Meeting room hire – Neighbourhood Plan	£40.00	£40.00	Localism Act s116-121	001405
Kilmersdon Meeting Room	Meeting room hire – Parish Council	£74.00	£74.00	LGA 1972. S143	001406

- 1. Precept Report 2020/21** – The Parish Council considered the precept required to deliver the budget without completely depleting reserves. Total net expenditure for 2020/21 goes up from £14,323 to £16,496 due to the decision to add legal fees to the budget. **Agreed** to set a precept of £15,100, a Band D equivalent of £63.60. To deliver this budget the reserves would reduce by £1,396. *Action – the Clerk*
- 2. Precept Leaflet 2020/21** was **agreed** with some minor amendments. *Action – the Clerk*

#### 135.HIGHWAY MATTERS

- The hedge at Thatched Cottage, Hoares Lane required cutting back to stop large vehicles having to move to the other side of the road when passing. *Action – the Clerk*
- Kilmersdon Hill – the white lines have been re-painted in reverse of their former state so that it allows drivers to overtake when going up the hill. Double white lines would be preferred. *Action – the Clerk*
- Jack and Jill Hill – the leaves were never swept and pose a danger with the frost. *Action – the Clerk*
- Kilmersdon village sweep – it is good to see the village has been swept.

#### 136.PLAYING FIELD

- Nick Taylor to repair rotting bench seat.
- See saw – taken out of use Sept 2019. Glulam beams had proved expensive but local seasoned hardwood beams looked feasible at £300. **Agreed** that Cllr Nagel would contact a local building expert for confirmation that he would arrange the fitting and Cllr Drewe to order the beam accordingly. *Action – Cllrs Drewe and Nagel*

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

## KILMERSDON PARISH COUNCIL

3. Trim Trail replacement of rotten elements – **agreed** that Cllr Nagel to meet the local building expert that week. *Action – Cllr Nagel*
4. Masterplan for the Play Park – the quotes were received and noted should more equipment require replacing.
5. Tree Report – Three quotes were received. **Agreed** to go back to one of the contractors to ensure they all quoted on a like for like basis of the medium and high risk items only. Other quotes to be sought. *Action – Cllr Ham and the Clerk*

### 137.PLANNING APPLICATIONS

The Parish Council took the Tree Officer's advice in respect of the application below.

- 2019/3056/TCA Ash (T1 and T2)- Reduce crown by approximately 2m. 2 New Bungalows Kilmersdon Hill

### 138.MENDIP LOCAL PLAN PART 2

The consultation on the main modifications' deadline of 2<sup>nd</sup> March was noted. **Agreed** to consult local residents in order to represent their views to Mendip. A public meeting would be held before the Parish Council meeting in February at the Village Hall. The Clerk to liaise with the Village Hall bookings and confirm the date. Andre Sestini or his colleague to be invited to the meeting. *Action – the Clerk*

### 139.CORRESPONDENCE

There was no correspondence.

### 140.OUTSIDE BODIES

The Neighbourhood Plan consultation results would go on the website shortly.

Cllr Barkshire reported that Somerset CC would like to go Unitary.

There is a consultation on climate change with a drop in session at Shepton on 15<sup>th</sup> February 10-4 and Frome in the evening of 3<sup>rd</sup> March.

### 141.WEBSITE ACCESSIBILITY

Two quotes for re-designing the website had been received from local web designers, both of which were considered very high. Cllr Drewe to contact Clive Abbott. *Action – Cllr Drewe*

### 142.MATTERS OF REPORT AND ITEMS FOR THE NEXT MEETING

There were no items raised.

**143.DATE OF NEXT MEETING:** To be confirmed dependent on the date of the public meeting.

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

3

KILMERSDON PARISH COUNCIL

144. It was agreed to exclude the press and public under s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

145. REVIEW OF LEASES

The revised location in the car park of the Truespeed box was agreed. *Action – the Clerk*

The draft licence to occupy for the car park and deed of variation for the playing field lease were noted. **Agreed** that the Clerk informs Savills that it did not meet the requirements and to request the solicitor attend a future meeting to understand that first-hand. The Chair to circulate the areas of concern. Cllr Butt to contact Savills by phone. *Action – Cllr Butt, Cllr Lewis and the Clerk*

Cllr Lewis outlined his intention to stand down from the Parish Council as the Chair and as a Councillor. He was thanked for all his work over the years.

The meeting ended at 9.30pm

*Minutes are draft until approved at the next meeting.*

Signed:

Date:

Signed 4

## Kilmersdon Parish Council

## Fixed Asset List at 27/1/20

Ref no	Description	Location	Date acquired	Value	Insurance value
1	Kilmersdon Road signs (2)	B3139	no record	£730	£730
2	Charlton Road signs (2)	B3139	no record	£730	£730
3	Double swings	Playing field	2002	£1,888	£1,888
4	Buzy Tower	Playing field	2013	£1	£10,910
5	Youth Shelter	Playing field	2002	£3,980	£3,980
6	Sports surfaces	Playing field	2004	£3,998	£3,998
7	Jubilee bench	Coles Garden	2012	£358	£358
8	Bench	Kilmersdon Hill	no record	£1	£358
9	Bench	Jack and Jill hill	no record	£1	£358
10	Zipwire	Playing field	2013	£1	£3,700
11	Grassmat	Playing field	2013	£1	£3,500
12	Train with slide	Playing field	2013	£1	£2,700
13	Matting	Playing field	2013	£1	£1,200
14	Trim trail	Playing field	2013	£1	£3,600
15	Goalposts	Playing field	2013	£1	£550
16	Spiral garden	Playing field	2014	£1	£12,961
17	Birds nest swing	Playing field	2013	£1	£875
18	See saw	Playing field	2013	£1	£600
19	Lenovo laptop v110 with Microsoft office and F secure software	Clerk's home	2017	£653	£653
20	OKI Scanner/printer	Clerk's home	2017	£170	£170
21	Heartsafe AED Locator with a value of £2,300	Wall of Norton Garden Machinery	2018	£1	£2,300
22	Safety surfacing under the basket swing	Playing field	2019	£1,770	£1,770
23	Playing field noticeboard	Playing field	2019	£132	£132

24	Village signs	Entrances to Kilmersdon	2019	£634	Insured by Somerset CC
	<b>Total value</b>			<b>£15,056.12</b>	<b>£58,021.00</b>

Items donated to the Parish Council are valued at £1.

Updated 27/1/20

Code	Description	Location	Year	Value	Insured Value
25	...	...	2018	£1	£3,300
26	...	...	2013	£110	£110
27	...	...	2013	£823	£823
28	...	...	2013	£1	£800
29	...	...	2013	£1	£812
30	...	...	2014	£1	£3,300
31	...	...	2013	£1	£210
32	...	...	2013	£1	£3,400
33	...	...	2013	£1	£1,300
34	...	...	2013	£1	£3,300
35	...	...	2013	£1	£3,300
36	...	...	2013	£1	£3,300
37	...	...	2013	£1	£3,300
38	...	...	2013	£1	£3,300
39	...	...	2013	£1	£3,300
40	...	...	2013	£1	£3,300
41	...	...	2013	£1	£3,300
42	...	...	2013	£1	£3,300
43	...	...	2013	£1	£3,300
44	...	...	2013	£1	£3,300
45	...	...	2013	£1	£3,300
46	...	...	2013	£1	£3,300
47	...	...	2013	£1	£3,300
48	...	...	2013	£1	£3,300
49	...	...	2013	£1	£3,300
50	...	...	2013	£1	£3,300
51	...	...	2013	£1	£3,300
52	...	...	2013	£1	£3,300
53	...	...	2013	£1	£3,300
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90	...	...	2013	£1	£3,300
91	...	...	2013	£1	£3,300
92	...	...	2013	£1	£3,300
93	...	...	2013	£1	£3,300
94	...	...	2013	£1	£3,300
95	...	...	2013	£1	£3,300
96	...	...	2013	£1	£3,300
97	...	...	2013	£1	£3,300
98	...	...	2013	£1	£3,300
99	...	...	2013	£1	£3,300
100	...	...	2013	£1	£3,300

Kilmersdon Parish Council



**Annual Review of the Insurance Schedule 2020**

The Parish Council insurance is with Zurich and 2019/20 is year 1 of a 3 year agreement. I would highlight the following points:

**(1) Sums insured**

I have checked the sums insured against our fixed asset register.

The insurance schedule specified **£10,400** for surfaces. The fixed asset register shows surfaces totalling **£10,468**.

The Insurance Schedule specifies **£13,423** for street furniture. Assuming that street furniture consists of benches, youth shelter and road signs, then it appears that insurance is adequate, the total cost of such items on the fixed asset register coming to **£6,156**.

The Insurance Schedule specifies **£30,812** for play equipment. The fixed asset register shows play equipment (including goalposts) totalling **£24,823**.

There is no insurance for the garage. I am unaware of the contents of the garage.

**(2) Fidelity Guarantee**

As a minimum this figure should equate to half the year's precept plus cash balances in the bank. I calculate the Fidelity Guarantee therefore should be at least **£25,298**, (being £7,162, plus balances in the bank, which at 31<sup>st</sup> March 2019 were £18,136)

The limit of indemnity on the Insurance Schedule of **£250,000** is therefore adequate cover.

**(3) Loss of earnings**

The loss of earnings cover in the event of business interruption is broken down into two elements (1) Loss of non negotiable money in situations specified in the police £250,000; and (2) Loss of other money - £5,000 in transit, £500 in the private residence of any member or employee.

**(4) Employers' Liability**

The limit of indemnity is £10 million.

**(5) Public Liability**

The limit of liability is £12 million.

**(6) Personal Accident**

Councillors and employees are covered for personal accident to the limit of £50,000.

**(7) Libel and slander**

The sum insured is £250,000.

**(8) Claims during the year**

There have been no claims in the past year.

**(9) Additions this year**

There have been no additions this year.

**(10) Other items to note**

The annual premium in 2019/20 was £539.52 with Zurich. In 2018 it was £668.23 (Came and Company), £587.88 in 2017 (Came and Company), compared with £563.49 in 2016 (Came and Company) and £568.50 in 2015 (Broker Network).

Lesley Close

27<sup>th</sup> January 2020

Review of Compliance with the Transparency Code for Smaller Authorities

<u>Information title</u>	<u>Information which should be published</u>	<u>2018/19</u>	<u>2019/20 – progress to date</u>
<p><b>All items of expenditure over £100</b></p>	<p>Annual publication no later than 1 July. Publish details of each individual item of expenditure.</p> <p>Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents do not need to be published but should remain available for inspection.</p> <p>For each individual piece of expenditure the following should be published:</p> <ul style="list-style-type: none"> <li>a. Date the expenditure was incurred.</li> <li>b. Summary of the purpose of the expenditure</li> <li>c. Amount</li> <li>d. VAT that cannot be recovered.</li> </ul>	<p>Published on website</p> <p>Available to view</p> <p>Published on website</p>	

<p><b>End of year accounts</b></p>	<p>Annual publication no later than 1<sup>st</sup> July. Publish signed statement of accounts according to the format included in the Annual Return form. It should be accompanied by:</p> <ul style="list-style-type: none"><li>a. A copy of the bank reconciliation for the relevant financial year.</li><li>b. An explanation of any significant variances ie. More than 10-15% in the statement of accounts for the relevant year and previous year.</li><li>c. An explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.</li></ul>	<p>Published on website</p>	
<p><b>Annual governance statement</b></p>	<p>Annual publication no later than 1<sup>st</sup> July. Publish signed annual governance statement according to the format</p>	<p>Published on website</p>	

	included in the Annual Return form. Explain any negative responses to governance statements, including how any weaknesses will be addressed.	Not applicable	
<b>Internal audit report</b>	Annual publication no later than 1 July. Publish signed internal audit report according to the format in the Annual Return form. Explain any negative responses to the internal controls objectives, including how any weaknesses will be addressed. Explain any 'not covered' responses to internal control objectives.	Published  Not applicable  Not applicable	   All details listed here <a href="https://kilmersdonpc.wordpress.com/about/">https://kilmersdonpc.wordpress.com/about/</a>
<b>List of councillor or member responsibilities</b>	Annual publication of councillor or member responsibilities no later than 1 July, including: a. Names of all councillors or members	Published on website	

<p><b>Location of public land and building assets</b></p>	<p>b. Committee or board membership and function (if Chairman or Vice Chairman)  c. Representation on external local public bodies (if nominated to represent the authority or board).</p>	<p>Published on website</p>	<p>Description</p> <p>Land adjacent to Kilmersdon Village Hall. 1.3 acres.</p>
<p>Annual publication no later than 1 July.  Publish details of all land and building assets, either in its full asset and liabilities register or as an edited version. The following information must be published:</p> <p>a. Description (including size/acreage)  b. Location (address or description of location)  c. Owner/custodian  d. Date of acquisition (if known)  e. Cost of acquisition (or proxy value)  f. Present use</p>	<p>Playing field and car park adjacent to the Village Hall, High St, Kilmersdon BA3 5TD.</p> <p>Leasehold  15/5/1991. 21 year lease.  £1 pa  Playing field/ play park/ car park</p>	<p>Location</p> <p>Owner/custodian</p> <p>Date of acquisition</p> <p>Cost of acquisition</p> <p>Present use</p>	<p>Garage  No. 4 Kilmersdon  Rental  14/11/12  £41.67 net pa  Storage</p>

<p><b>Minutes, agendas and papers of formal meetings</b></p>	<p>Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place.          Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place</p>	<p>Published on website</p>	<p>Information is published here  <a href="https://kilimersdonpc.wordpress.com/about/">https://kilimersdonpc.wordpress.com/about/</a></p>
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Review schedule

	<b>Review date</b>
To Parish Council	19/2/17
To Parish Council	18/2/19
To Parish Council	18/2/20
<b>Next Review:</b>	Feb 2021

# Risk Assessment and Management Kilmersdon Parish Council

Activity: Kilmersdon Risk Assessment		Assessment Date: 27 01 20		Review Date: February 2020		
Hazard and Risk	People at risk	Underlying causes	Our Controls	Severity	Probability	Target date & by whom
<b>Business continuity</b> The lack of adequate plans to ensure the Business Continuity of Council operations	Councillors, Clerk, public	Any event which might cause major disruption to the continuity and delivery of council business	Parish Business Continuity Plan in place. Online back up is installed via Dropbox, which continually updates. Records can be instantly retrieved by all Councillors via shared links.	Medium	Low	
<b>Financial viability</b> Lack of proper accounting and poor budget activity. Illegal expenditure.	Councillors, Clerk, public	The extent to which the financial security is affected by internal and external events	Accounts and budgets are prepared and submitted by the Clerk for scrutiny and approval by the Parish Council. Internal audit conducts independent verification. Insurance covers fidelity and property risks. Annual review of the insurance schedule ensures that current levels are evaluated. The power by which the Council spends is recorded next to each item of expenditure in the minutes.	Medium	Low	Annual review of the insurance schedule - Clerk - Feb 2019
<b>Difficulties in the financial sector</b>	Council	All banks have taken measures to reduce their risks, but the risk remains	The Council to hold its funds in secure holdings. The Nat West 'Statement of principles' is aimed at continued, but safer lending combined with support for small businesses which is subject to advance notification to the bank of impending crises. We are only covered for £75,000 per bank should a bank go under - we should be aware of banks which are the same bank but different names eg Tesco bank is not a bank in its own right but is part of another bank; The low risk banks are those which operate solely in the UK (eg. Santander whilst offering higher interest rates is based in Europe). There is no petty cash. Postage and stationery are purchased by the Clerk, recorded with receipts in a book which is signed and paid at Parish Council. Payments & Receipts Schedule examined by Parish Council each month.	High	Medium	
<b>Cash Stolen</b> - Personal injury - Loss of income	Councillors, Clerk, public			Medium	Low	
<b>Banking</b> - Loss of monies - Security	Council		An effective and controlled budget process is maintained. The budget is reviewed in October to provide early warning of impending difficulties. Calculation of the precept against the total budget includes 6 months net expenditure as a cash reserve. Internet banking, when it is put in place, will require two councillors to log in and approve the list of payments drawn up	Medium	Low	



<b>Cheque and direct debit Fraud</b> - Loss of monies - Reputation -	Council		by the Clerk and approved by the Parish Council. Two Members to sign all cheques and initial invoices as seen. Payments & Receipts Schedule examined by PC each month. Monthly direct debit payments signed off by two Councillors	Low	Low
<b>Not achieving</b> desired efficiencies and service improvements	Council		All actions are minuted. A disciplinary process is in place. A code of conduct is in place. The Financial Regulations outline our procurement procedures. Our actions are held to account through internal audit.	Low	Low
<b>Insufficient Councillors</b> to carry out the business and operations	Council	Failure to attract enough councillors to serve on the council	Council matters are distributed by newsletter, reporting the range of council business. The website is updated regularly with the latest parish council news. The annual parish meeting attracts local people.	Low	Low
<b>Failure of the Clerk</b> in the performance of duties	Council	Failure to fulfil any duty which has adverse effects on the council	Clerk is trained in all aspects of council business and receives supplementary updates via the professional bodies of NALC and SLCC.	Low	Low
<b>Death or serious injury from negligence or failure</b> Failure to adequately safeguard against significant injury or death at the play area	Public and young people in particular	Lack of adequate risk assessment and action at the play area by the village hall	Play equipment is inspected annually. In September 2017 it was agreed to have three quarterly inspections via GB Sports and Leisure and an annual inspection by ROSPA. In addition weekly checks were set up in 2018, undertaken by volunteers, which helps give advance notice of play area damage Parish Council to consider all risks identified at the play area in a timely way according to their risk level.	High	Medium
<b>Fire/ flood</b> - loss of records	Council	Natural disaster resulting in Parish Council records being lost	All records are backed up via Dropbox. Ancient archives are held at the Somerset Archives Office. Business Continuity Plan in place.	Low	Low

**Assessor's signature:**

**Date:**

**Clerk's signature:**

**Date:**