



Killamarsh Parish Council

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MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 23 JANUARY 2023

Those present :

Chair : Cllr S Clough

Vice-Chair : Cllr N Challenger

Councillors : Cllr C Curzon, Cllr D Drabble, Cllr S Jackson, Cllr T Lacey, Cllr C Lacey, Cllr A Platts, Cllr M Potts, Cllr B Rice, Cllr M Ritchie, Cllr E Thompson, Cllr W Tinley, Cllr J Windle

Officers : Mrs G Blank, Mrs J France

22/213 Chair's Announcements

The Chair welcomed everyone to the meeting.

There were no other announcements.

22/214 Apologies for Absence

No apologies were received by the Clerk prior to the meeting.

22/215 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

Cllr Richie declared an interest in Item 8d on the agenda.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received.

22/216 Adjournment for Public Participation

There were seven members of the public in attendance.

A member of Killamarsh Age Well Group spoke to give feedback on what the group had used the Section 137 grant for and to confirm that the speakers had been purchased and photos and all receipts had been forwarded to the Parish Office.

A member of the public said they had not as yet received a response to the issues they had raised via a written document at the meeting of Full Council held on 21st November 2022. The Clerk responded that she did not have any contact details to enable a response to be sent. The member of the public gave their email address and the Clerk said a response would be emailed as soon as possible.

22/217 Reports from County and District Councillors & Invited Guests

There were no County Councillors in attendance and no reports from District Councillors.

22/218 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

No items on the agenda required the exclusion of the press and public.

22/219 Minutes from the previous meeting

a. To approve the draft minutes of the Full Council meeting held on 19th December 2022.

Cllr Potts asked for amendments to be made, the Chair reminded Cllr Potts and other Councillors that amendments and corrections of minutes should be submitted to the office prior to the meeting.

Cllr Potts stated that the minutes hadn't noted her comment with regards to Standing Order 9b not being followed at the meeting of Full Council on 21st November 2022.

Following the meeting the office checked and the comment from Cllr Potts had been noted in minute number 22/189 from the 21st November 2022 meeting.

RESOLVED: That the minutes of the meeting held on the 14th December 2022 were a true and accurate record.

b. To receive an update on an ongoing issues not covered as an agenda item.

Nothing to report.

22/220 Finance Committee

a. To receive the draft minutes of the meeting held on the 16th January 2023 if available.

The draft minutes had been circulated to Councillors prior to the meeting.

Cllr Potts asked if these minutes had been made available to the public. The Clerk responded that the minutes had only been sent out to Councillors at this point for their feedback on accuracy and would be made public following this.

b. To receive the budget monitoring 2022/23 3rd quarter budget report.

Noted.

c. To receive the budget summary submission to NEDCC.

Noted.

d. To consider and approve the purchase of litter picking equipment and donate them to Killamarsh Wombles.

Killamarsh Wombles had not been successful in an application for a Section 137 grant, however Greencore had provided the clothing they had requested.

The Wombles have asked the Clerk to clarify why they had been unsuccessful and have been provided with additional feedback.

The Wombles have also received funding for some hedge cutting and strimming equipment from Rykneld homes which has meant they have needed to purchase insurance at the cost of £152 which they have no funding to cover. They are also in need of some litter picking equipment not

provided free of charge from NEDCC.

The cost of the litter pickers is £470.25 but the Clerk suggested that the Parish could use GPC to purchase the pickers, claim back the VAT and donate them to the Wombles, this would cost £318.02 leaving enough funding from the Section 137 bid to cover the cost of the insurance.

Cllr Thompson asked why the wombles needed 50" pickers rather than the standard size ones and Cllr Ritchie informed her that it was to enable them to reach further into hedges and ditches safely.

Cllr Thompson asked if the Wombles had received any funding from the disbanding of KCT as other local charities had, Cllr Ritchie wasn't aware of such funding and confirmed the Wombles had not received any funding.

Cllr Clough proposed that the Clerks suggestion be accepted and Cllr Tinley seconded. Thirteen Cllrs were in favour with one abstention.

RESOLVED: To purchase litter picking equipment and donate it to the Killamarsh Wombles using GPC and a payment of £152 towards the insurance costs is made.

22/221 Health, Safety & Well Being Committee

To receive the draft minutes of the meeting held on the 16th January 2023 (if available).

These were noted.

22/222 Environment & Climate Change Committee

a. To receive the draft minutes of the meeting held on the 18th January 2023 (if available).

The meeting of the Environment & Climate Change Committee did not take place due to the number of apologies received making it inquorate. A new date for the meeting has been arranged.

b. To consider and approve the appointment of Andrew Towlerton Associates to support the Parish Council with its Neighbourhood Plan.

The Clerk updated the Council on the positive feedback she had received from other Parish Councils who had worked with Andrew Towlerton. Cllr Windle also stated that he was aware he was very experienced in the delivery of Neighbourhood Plans. There would be no cost to the Parish Council as there was funding available for Andrew Towlerton to access.

Cllr Thompson asked if the Council would need to pay for using Mr Towlerton services to which the Clerk explained his costs would be covered in the grant he would obtain on the Councils behalf.

RESOLVED: That Andrew Towlerton Associates are engaged to assist with the Neighbourhood Plan for Killamarsh.

c. To receive an update on the Church Parish Clock and consider and approve any actions to be taken.

The Deputy Clerk updated the Council on the Church Clock and that a full restoration of the dials had been recommended. This had been discussed at the Environment & Climate Change Committee on the 14th December 2022, who had asked the office to obtain information from the church with regards to the maintenance of the clock tower and the situation with the church bells that were not currently working. This information was presented and confirmed that the clock tower and church building has a regular maintenance schedule and that the church are seeking funding to repair the bells.

Cllr Potts and Cllr Challenger stated that going forward the Parish Council need a written agreement in place with the church to clarify who is responsible for the repair and maintenance of the church clock, as the long standing verbal agreement is old and not specific enough. The Clerk agreed this was needed and that it was on her To-do list.

Cllr Rice was in support of the Parish Council maintaining the church clock as it forms part of the heritage of Killamarsh.

RESOLVED: To obtain a further quotation for the dial restoration and bring it back to Full Council.

22/223

Planning

- To determine any action required on the planning application information, from lists circulated by the office previously.

None.

22/224

Motions requested by Members

Cllr Tony Lacey

As District Councillor for Killamarsh East I have been notified of an application to purchase land to the rear of 29-69 Rotherwood Road, for the use of grazing land for a pony. In my capacity as District Councillor I have objected to this sale as I am concerned that the land could be sold on to a developer for more housing. The 3.3 acre plot is situated between the Primrose Lane housing development and the building works on Rotherham Road which would grant access to the land.

I would like the Parish Council to also consider submitting an objection.

Should the plot of land become available to purchase on the open market I would also like the Council to consider purchasing it to either preserve the green spaces in Killamarsh or use for recreational purposes.

A discussion took place with Cllrs agreeing that it would not be in the best interests of Killamarsh for NEDDC to sell this plot of land to a private individual. Cllr Curzon asked if NEDDC may be willing to gift the land to the Parish Council.

Cllr T Lacey's proposed motion was seconded by Cllr Tinley. All were in favour.

RESOLVED: To submit an objection to the sale of the land by NEDDC to a private individual.

Cllr Clough also added that due to the fact there are many potential ideas for the use of this piece of land and that the proposed purchaser of the land is unknown, if the land is put on the open market the Council may end up in a bidding war with other bodies having more funding available to them.

Due to this he proposed that an objection is put forward to NEDCC to stop any sale of land and that if NEDCC wish to dispose of the land then they consider gifting it to the Parish Council for use by the community.

RESOLVED: To ask NEDDC if they would consider gifting the land to Killamarsh Parish Council for the use of the community e.g. allotments or recreational land.

22/225

Reports from Members

To receive reports from Parish Councillors who have attended recent meetings or events on behalf of the Parish Council including representation on external bodies:

31/01/23

10:18 AM

Meeting Date = 23/01/23

Page 4 of 5

- a. Veolia Norwood - nothing to report
- b. Chesterfield Canal Trust - nothing to report
- c. Community Support for Killamarsh (Bread Charity) - nothing to report
- d. NEDDC/Parish Liaison - nothing to report

22/226

Clerk / Deputy Clerk's update

- a. To consider and approve the room hire rate for the Sheffield IAM Roadsmart (Advanced motoring driving sessions) that are to be held in the Killamarsh Community Hub building and commence on the commence on February 26th 2023.

The Clerks suggestion of £15 per hour for these sessions was agreed by all.

RESOLVED: To charge Sheffield IAM Roadsmart £15 per hour for use of Killamarsh Community Hub for their advanced motoring sessions.

- b. To consider and approve the use of Killamarsh Community Hub building for future Parish Council meetings. As per the Local Government Act 1972, Schedule 12, point 10(1). *'Meetings may not take place in licensed premises unless no other suitable room is available free of charge.'*

RESOLVED: To use Killamarsh Community Hub for all future Parish Council meetings

22/227

Items for discussion for a future agenda

- Grant Policy
- Corporate Risk assessment Policy & Register
- Website information about Killamarsh

22/228

Date of the Next Council Meeting

- 27th February 2023

The meeting closed at 7.50pm

**Kilmarsh Parish Council
Budget 2022/23**

Hem 8

EXPENDITURE

2021/22
Outturn
Excluding
Leisure Centre

2022/23
Approved
Budget

22/23
Current actual
31.01.2023

22/23
Projected
Outturn

22/23
Variance

Health, Safety & Wellbeing Committee

	2021/22 Outturn Excluding Leisure Centre	2022/23 Approved Budget	22/23 Current actual 31.01.2023	22/23 Projected Outturn	22/23 Variance
Salaries & Wages					
1000 Office Staff - Salaries	22,478.00	63,000.00	26,582.21	36,882.21	-26,117.79
1001 Office Staff - NIC	1,442.00	6,500.00	11,289.21	15,786.93	9,286.93
1002 Office Staff - Pension	1,254.00	12,000.00	8,177.74	9,931.98	-2,068.02
1010 Amenity Attendants - Salaries	16,592.00	2,100.00	11,958.62	17,118.62	15,018.62
1011 Amenity Attendants - NIC	1,069.00	550.00	3,794.04	5,984.04	5,434.04
1012 Amenity Attendants - Pension	2,899.00	4,000.00	4,627.46	8,105.06	4,105.06
1020 Cleaner - Salaries	0.00	5,148.00	4,217.08	5,845.32	697.32
1021 Cleaner - NIC	0.00	661.00	0.00	0.00	-661.00
1022 Cleaner - Pension	0.00	0.00	0.00	0.00	0.00
1030 Events Manager - Salary	0.00	8,000.00	0.00	0.00	-8,000.00
1031 Events Manager - NIC	0.00	700.00	0.00	0.00	-700.00
1032 Events Manager - Pensions	0.00	1,500.00	0.00	0.00	-1,500.00
1040 Hospitality Staff - Salaries	0.00	18,337.00	0.00	0.00	-18,337.00
1041 Hospitality Staff - NIC	0.00	0.00	0.00	0.00	0.00
1042 Hospitality Staff - Pensions	5,664.00	0.00	0.00	0.00	0.00
1050 Pension Added Years Payment	801.00	800.00	213.67	213.67	-586.33
Total - Salaries & Wages	52,199.00	123,296.00	70,860.03	99,867.83	-23,428.17

Indirect Staffing Costs

1100 Staff Training	410.00	2,000.00	1,540.00	1,540.00	-460.00 No further planned training for 22/23
1110 Travel	722.00	300.00	0.00	100.00	-200.00
1120 Recruitment Advertising	1,241.00	0.00	1,203.00	1,203.00	1,203.00 Events Manager post
1130 HR/Personnel/H&S Fees	1,313.00	2,500.00	2,797.50	4,647.50	2,147.50 Payroll support & H&S
1140 Uniform	0.00	1,000.00	260.41	350.00	-650.00
Total - Indirect Staffing Costs	3,686.00	5,800.00	5,800.91	7,840.50	2,040.50

Total - Health, Safety & Well Being Committees

55,885.00 129,096.00 76,660.94 107,708.33 -21,387.67

Finance Committee

Administration Costs

1200 Stationery / Copier Charges	2,298.00	2,000.00	1,844.84	2,094.84	94.84
1205 Subscriptions / Books	1,354.00	1,500.00	2,385.90	2,500.00	1,000.00
1210 Postage	160.00	750.00	0.00	0.00	-750.00
1215 IT Costs	16,897.00	12,000.00	16,875.89	18,375.89	6,375.89 Purchased IT
1220 Misc. Expenses	55.00	600.00	-27.78	-27.78	-627.78
1225 Telecoms	1,901.00	2,000.00	1,344.07	1,744.07	-255.93
1230 Parish Newsletter	347.00	1,200.00	495.00	695.00	-505.00
1235 Office Equipment	37.00	500.00	423.97	500.00	0.00
1240 Election Costs	14,100.00	2,000.00	0.00	2,000.00	0.00 Move to EMR
1245 Bank Charges	141.00	1,100.00	164.60	219.47	-890.53
1250/1 Audit - External	1,300.00	1,600.00	0.00	0.00	-1,600.00 Accrual put through in 21/22
1250/2 Audit - Internal	1,687.00	1,700.00	-1,426.25	-1,426.25	-3,126.25 Accrual put through in 21/22
1255 Accountancy Fees	5,478.00	3,500.00	3,311.06	3,311.06	-188.94
1260 Professional Fees	450.00	0.00	350.00	350.00	350.00 Lease advice?
1265 Legal Fees	850.00	2,000.00	782.40	782.40	-1,217.60
1300 Rent - Council Offices	1.00	1.00	0.00	0.00	-1.00
1310 Rates - Council Offices	3,770.00	3,792.00	3,792.40	3,792.00	0.00
1320 Electricity - Council Offices	0.00	1,500.00	0.00	0.00	-1,500.00
1330 Refuse Disposal - Paper	162.00	550.00	331.12	441.49	-108.51
1340 Property Maintenance - Council Offices	547.00	12,000.00	419.98	419.98	-11,580.02 See Hub expenditure
1350 Insurance	7,546.00	6,000.00	3,616.98	3,616.98	-2,383.02 Van insurance moved to correct budget
Total - Administration Costs	59,081.00	56,293.00	34,684.18	39,389.15	-16,903.85

Grants & Donations

1400 Grants - Section 137

150.00 5,000.00 1,754.85 1,754.85

-3,245.15

Total - Grants & Donations

150.00 5,000.00 1,754.85 1,754.85 -3,245.15

Projects

1500 NEDCC - Leisure Centre Subsidy	250,000.00	150,000.00	0.00	150,000.00	0.00
1505 NEDCC - Leisure Centre Condition Survey & Boilers	0.00	0.00	0.00	20,000.00	20,000.00 Unbudgeted
1510 Loan Interest PWLB	0.00	2,000.00	0.00	0.00	-2,000.00 Use to cover unbudgeted costs in 22/23
1520 Loan capital PWLB	0.00	23,000.00	0.00	0.00	-23,000.00 Use to cover unbudgeted costs in 22/23
1530 Parish Suite - Refurbishment	0.00	0.00	4,850.00	4,850.00	4,850.00
1540 Contribution to reserves	0.00	18,791.00	0.00	18,791.00	0.00
Total - Projects	250,000.00	193,791.00	4,850.00	193,641.00	-150.00

Total - Finance Committee

309,231.00 255,084.00 41,289.03 234,785.00 -20,299.00

Environment & Climate Change Committee

Parks & Open Spaces

2000 Rent - CISWO land	89.00	89.00	18.51	18.51	-70.49
2010 Dog Bin Emptying	4,156.00	6,000.00	2,073.60	4,147.20	-1,852.80 Extra Added for additional bins fitted in Dec22
2015 Dog Bin Purchases	0.00	0.00	0.00	0.00	0.00
2020 Grounds Maintenance	10,194.00	24,000.00	10,092.24	15,000.00	-9,000.00 future Tree Maintenance.
2030 Gritting - Bags and Bins	0.00	2,000.00	340.06	1,000.00	-1,000.00 Dependent on weather to year end
2040 Equipment & Small Tools	1,024.00	1,500.00	584.98	800.00	-700.00 Split out works element
2045 General Maintenance of open spaces	0.00	0.00	738.86	1,000.00	1,000.00 Works element
2050 Vehicle Leasing	3,207.00	3,000.00	2,691.40	3,221.68	221.68
2060 Vehicle Fuel & Maintenance	874.00	2,500.00	2,313.47	2,513.47	13.47 Includes Van Insurance
Total - Parks & Open Spaces	19,544.00	39,089.00	18,853.12	27,700.86	-11,388.14

Cemetery

2100 Water Charges	129.00	170.00	146.88	195.84	25.84
2105 Gates Opening Costs	0.00	0.00	1,420.00	1,900.00	1,900.00
2110 Refuse Disposal	1,698.00	2,000.00	1,250.68	1,250.68	-749.32
Total - Cemetery	1,827.00	2,170.00	2,817.56	3,346.52	1,176.52

Churches & Churchyards

2300 Electricity - Clock	409.00	450.00	343.90	450.00	0.00
2310 Maintenance Costs	262.00	370.00	3,018.00	3,018.00	2,648.00 Repairs to face and Chimes
Total - Churches & Churchyards	671.00	820.00	3,361.90	3,468.00	2,648.00

Highways & Street Furniture						
2400	Rent - Bus Shelter	30.00	40.00	0.00	40.00	0.00
2410	Maintenance / Repairs	320.00	0.00	374.00	1,624.00	1,624.00 Further repairs to Station Road needed
Total - Highways and Street Furniture		350.00	40.00	374.00	1,664.00	1,624.00

CCTV						
2500	Electricity	634.00	750.00	612.43	762.43	12.43
Total - CCTV		634.00	750.00	612.43	762.43	12.43

Projects						
2600	Neighbourhood Plan	0.00	5,000.00	0.00	5,000.00	0.00 Move to EMR
2610	Birchlands Log Circle - Capital Reserve Fund	1,367.00	0.00	0.00	0.00	0.00
2620	Notices Boards - Capital Reserve Fund	0.00	0.00	577.00	-577.00	-577.00 Funded from Capital Reserve
2630	Benches (*4) - Capital Reserve Fund	0.00	0.00	2,038.00	-2,038.00	-2,038.00 Funded from Capital Reserve
2640	Grant Funded - Debris	0.00	0.00	5,240.00	5,240.00	5,240.00 Funded from Grant
Total - Projects		1,367.00	5,000.00	7,855.00	7,625.00	2,625.00

Total - Environment & Climate Change Committee						
		24,393.00	47,869.00	33,874.01	44,566.81	-3,302.19

Events & Communications Committee

Killamarsh Community Hub

3100	Rates	3,169.00	17,208.00	10,304.00	11,776.00	-5,432.00 remaining budget to be allocated to Parish Suite
3110	Water Charges	42.00	0.00	218.99	550.00	550.00
3120	Electricity	654.00	1,500.00	1,697.64	2,541.71	1,041.71
3130	Gas	406.00	5,000.00	3,795.28	4,545.28	-454.72
3140	Maintenance Contracts	214.00	0.00	1,405.00	9,905.00	9,905.00 to be used from budget line 1340
Total - CLOC Building		4,485.00	23,708.00	17,420.91	29,317.99	5,609.99

Parish Suite

3200	Bar Stock	0.00	5,000.00	0.00	0.00	-5,000.00
3210	Catering Purchases - Food & Drink	0.00	4,000.00	0.00	0.00	-4,000.00
3220	Catering Purchases - Non Food	0.00	1,500.00	0.00	0.00	-1,500.00
3230	Publicity	0.00	800.00	0.00	0.00	-800.00
3240	Equipment & Small Tools	34.00	1,200.00	226.05	226.05	-973.95
3245	Cleaning Materials & Equipment	0.00	0.00	386.02	500.00	500.00
3250	Stocktaking fees	0.00	600.00	0.00	0.00	-600.00
3260	Entertainers	0.00	800.00	0.00	0.00	-800.00
3270	Lease	0.00	22,000.00	40,479.70	40,479.70	18,479.70 21/22 payment paid late
3275	Service Charge	0.00	0.00	0.00	13,445.55	13,445.55 Unbudgeted and Based on first 3 qtrs invoices now received
3280	Licences	0.00	1,000.00	529.00	579.00	-421.00 Other licences needed to be reviewed
Total - Parish Suite		34.00	36,900.00	41,620.77	55,230.30	18,330.30

Community Bus

3300	Community Bus	0.00	5,000.00	0.00	0.00	-5,000.00
Total - Community Bus		0.00	5,000.00	0.00	0.00	-5,000.00

Projects

3400	Queens Platinum Jubilee	0.00	0.00	1,427.76	1,427.76	1,427.76
3410	Extreme Wheelis Sessions	0.00	0.00	3,245.00	1,770.00	1,770.00 Reserved used to partially offset costs
Total - Projects		0.00	0.00	4,672.76	3,197.76	3,197.76

Events

3000	Killamarsh in Colour	1,812.00	6,500.00	0.00	0.00	-6,500.00 No costs as accrual included from 21/22 cost £2240
3500	Competition Prizes	0.00	0.00	170.00	170.00	170.00
3510	Christmas Decorations & Activities	0.00	0.00	3,646.14	3,646.14	3,646.14 2 rooted Trees, lamppost testing, lamppost trees, lights and festival tree
3520	Village Festival	0.00	0.00	0.00	0.00	0.00
3530	One off Events	6,485.00	12,000.00	133.82	3,398.82	-8,601.18 Includes contribution to EMR for 2023 Extreme Wheelis programme
3540	Remembrance Day	641.00	500.00	428.06	428.06	-71.94
Total - Events		8,938.00	19,000.00	4,378.02	7,643.02	-11,356.98

Total - Events & Communications Committee						
		13,457.00	84,608.00	68,092.46	95,389.07	10,781.07

TOTAL EXPENDITURE						
		402,966.00	516,657.00	219,916.44	482,449.21	-34,207.79

INCOME

Finance Committee

Administration

100	Precept	495,263.00	488,649.00	488,648.56	488,648.56	-0.44
110	Rent	250.00	0.00	50.00	50.00	50.00
120	Memorial Fence Insurance Claim	0.00	0.00	900.00	900.00	900.00
130	Wayleaves and Easements	19.00	0.00	21.18	21.18	21.18
140	Bank Interest	0.00	13.00	0.00	0.00	-13.00
150	Leases	0.00	0.00	1,920.00	1,920.00	1,920.00
160	Misc Income	650.00	0.00	429.88	129.88	129.88
Total - Administration		496,182.00	488,662.00	491,969.62	491,669.62	3,007.62

Environment & Climate Change Committee

Allotments

200	Belk Lane Income	485.00	500.00	350.00	500.00	0.00
210	Station Road Income	470.00	500.00	350.00	500.00	0.00
Total - Allotments		955.00	1,000.00	700.00	1,000.00	0.00

Rights of Way - DCC

220	Rights of Way Income from DCC	495.00	495.00	0.00	495.00	0.00
Total - Rights of Way - DCC		495.00	495.00	0.00	495.00	0.00

Project Funding

230	Defibrillator Grant Income	0.00	0.00	1,956.00	1,956.00	1,956.00
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Total - Projects Funding 0.00 0.00 1,956.00 1,956.00 1,956.00

Events & Communications Committee

Killamarsh Community Hub

300 Rent 0.00 6,200.00 0.00 0.00 -6,200.00

Total - CLOC Building 0.00 6,200.00 0.00 0.00 -6,200.00

Parish Suite

310 Hire Income -57.00 13,000.00 0.00 0.00 -13,000.00
 320 Bar Income 0.00 7,000.00 0.00 0.00 -7,000.00
 330 Catering Income 0.00 0.00 0.00 0.00 0.00

Total - Parish Suite -57.00 20,000.00 0.00 0.00 -20,000.00

Events

340 Village Festival 0.00 0.00 50.00 0.00 0.00 transfer to 23/24
 350/1 Grants received - Jubilee 1,475.00 0.00 700.00 700.00 700.00
 350/2 Grants received - Remembrance 450.00 300.00 150.00 150.00 -150.00

Total - Events 1,925.00 300.00 900.00 850.00 550.00

TOTAL INCOME 499,500.00 516,657.00 495,525.62 495,970.62 -20,686.38

NET BALANCE -96,534.00 0.00 275,609.18 13,521.41 13,521.41

Reserves	Movement		01.04.2023
	31.03.2022	In Year	
General Fund	£146,334.99	£2,661.55	£148,996.54
Reserves			
EMR Birchlands Play Area	£1,509.67	£1,509.67	£1,509.67
EMR Parish Suite Reserve	£59,962.11	£59,962.11	£59,962.11
Rolling Capital Fund	£112,053.19	£112,053.19	£112,053.19
EMR Environment Reserve	£67,306.04	£85,696.04	£85,696.04
EMR Community Events	£1,475.00	£1,790.00	£3,265.00
EMR Election Costs	£0.00	£2,000.00	£2,000.00
EMR Neighbourhood Plan	£0.00	£5,000.00	£5,000.00
EMR Speedwatch	£0.00	£16.26	£16.26
Reserves	£242,306.01	£18,406.26	£260,712.27
	£388,641.00	£409,708.81	£285,678.27

Should have been moved 21/22

Estimated Outstanding Costs £262,087.77
 EMR reserves at 1.04.22 £260,712.27

Total **£522,800.04**
 Jan Bank Balance £671,796.58
 Estimated General Fund **£148,996.54**



MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON TUESDAY 07 FEBRUARY 2023

Those present :

Chair : Cllr A Platts
Vice-Chair : Cllr N Challenger
Councillors : Cllr S Clough, Cllr W Tinley
Officers : Mrs G Blank

EC099 Chair's Announcements

The Chair had no opening announcement to make.

EC100 Apologies for Absence

Apologies have been received from Cllr C Lacey and Cllr J Windle and the reasons given were accepted.

EC101 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None

EC102 Adjournment for Public Participation

There were no members of the public in attendance.

EC103 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items on the agenda requiring the exclusion of the Press and Public.

EC104 Minutes from the previous meeting

a) To approve the draft minutes of the Events & Communications Committee meeting held on 6th December 2022.

RESOLVED: That the minutes of the meeting held on the 6th December 2022 are a true and accurate record.

b) To receive an update on an ongoing issues not covered as an agenda item.

The Committee asked that it be minuted that they acknowledge that the Clerk and Deputy Clerk may not have had the opportunity to progress actions from previous meetings due to the amount of projects that various committees of the Council are asking them to look at and thanked both

members of staff for all their efforts trying to manage their workloads.

The Clerk informed Councillors that the recent Clerks Practitioners Conference had been extremely useful especially around how the Council can engage with the younger community and where there are funding opportunities to help implement some of the ideas. The Clerk read out a long list of suggestions taken from the conference that the Council could look at developing. Councillors liked several of the ideas including a Young Killamarsh Plan, a page on the Councils website or a website specifically aimed at the younger generation (which Cllr Tinley agreed to assist with) and a youth council to look at and deliver projects such as play area improvements.

The Clerk agreed to put together a report and add this to a future agenda for further discussion.

EC105

Village Festival

a) To receive an update.

The Clerk updated Councillors on the arrangements already in place for the festival planned for the 15th July 2023.

The Clerk and Deputy Clerk have met with the manager of Killamarsh Active who is very keen to play a big role in the day. The land at the side of the leisure centre is available for the Council to use and the Clerk has requested that the new long stay car park also be made available for the Council to use on the day.

The Clerk confirmed that payment had been received for 5 craft stalls so far with many more people enquiring. A variety of catering outlets have been in touch and a Mexican street food van and burger van have confirmed that they will be attending.

Both Derbyshire Fire Service and Police have confirmed that they will be in attendance and will bring any appliances they have available.

A small selection of fairground rides have been sourced for younger children which will hopefully be situated in the car park along side the emergency services.

Derbyshire Wildlife society may be in attendance but will confirm nearer to the time.

The Killamarsh Scouts will be attending and putting on several demonstrations.

The Air cadets will also be attending and have offered to help set up and act as the lost and found station, as well as putting on a display of some drills.

Several fitness instructors have indicated that they would be prepared to put on some demonstrations such as cheer leading and Zumba.

Derbyshire FM are happy to attend, play music and compare for the day. They also have a stage that they can bring. The office can they try and source some local singers or smaller bands to play.

Extreme Wheels are happy to attend.

A circus skills group have also expressed an interest.

Cllrs asked if the Killamarsh Wombles had been asked to dress up on the day and the Clerk confirmed she had spoken to Cllr Ritchie who was happy to organise this if the Council are prepared to pay for the costume hire. Councillors agreed that this was acceptable and that the Wombles could take the opportunity to raise awareness and possibly funds to support their efforts in keeping Killamarsh clean and tidy.

The Clerk informed Councillors that there was still a lot of organising to do especially around licences but felt more comfortable that progress was now being made. The Chair and other Councillors thanked the Clerk and Deputy Clerk for their efforts to organise the festival and were extremely pleased with the amount of progress.

b) To consider and approve the quotation to have North Derbyshire Radio station present at the event.

The Clerk updated the Committee on the meeting that took place between herself, the Deputy Clerk and the owner of North Derbyshire radio. The radio station would be prepared to attend for the day and bring with them 2 presenters and a stage. During the day they would provide any music required, make public announcements on what's happening and speak to locals. They would use their social media platforms to promote the event as well as broadcasting some parts live on the day.

The cost for providing the stage etc would be £975 for the day but the Council would need to hire a generator. The stage would be available for the Council to use if it has any local singers and small groups that they want to invite.

Councillors considered the proposal and looked at the parameters of the budget for the event.

RESOLVED: That North Derbyshire radio station are engaged to be present at the event.

c) To consider and approve the elements of the Extreme Wheels quotation for attending the village festival.

The Clerk had been asked to look at getting Extreme Wheels to attend as an attraction and also promote the programme being funded by the Parish Council.

The Clerk presented the options and costings available on the day and the Committee agreed that the body zorbing, laser tag and BMX pro demos would be an excellent attraction to have. The Clerk confirmed that this could all be done within budget.

RESOLVED: That approval is given to the Clerk to engage Extreme Wheels to attend the village festival.

d) To consider and approve the Circus skills workshop quotation.

The Clerk circulated a variety of activities and their costs to Councillors prior to the meeting. The Committee liked the idea of the Circus skills workshops, Bubble performer and Stilts but asked for clarification on costs and durations of each activity as the quotation was not detailed. Cllr Tinley also asked that the company be looked into as she was concerned that they didn't exist on Companies House.

RESOLVED: That due diligence is followed and more checks completed on the company before engaging them.

RESOLVED: That if the checks are satisfactory and the quotes received are for 2 - 3 hours then approval is given to book the Circus and all 3 activities identified.

EC106

Community Events

a) In light of King Charles III statement that he would like a low key Coronation, consider and approve plans to mark the occasion.

The Clerk listed a few suggestions she had following conversations with fellow Clerks.

- A portrait of the King competition for various school ages and categories. The winning portraits to be framed and displayed in the community hub.
- A village coat of arms sign to be situated on the village green.
- A beacon to be purchased and situated at Highmoor.
- Bunting for the village.

The Committee discussed the pro's and con's and cost of each suggestion.

Cllr Clough then suggested that if there was sufficient funding left following the refurbishment of Norwood Play area could a new play area at Highmoor be planned and named to commemorate the Coronation of King Charles III. Councillors liked this idea as residents in this area have previously looked into the possibility of a play area in this area.

The Clerk said that she would need to firstly contact CISWO to see if they would agree to their land being used for the project, look into the required planning permission and also see what funding may be available. Councillors suggested that the Clerk contact the landlady of the local pub to see if the brewery would support the project and also any nearby businesses. The design of the play area would also be a good opportunity to engage with youths.

RESOLVED: That the portrait competition and bunting is agreed and approved and the Clerk to look into funding for prizes and framing.

RESOLVED: That a recommendation is submitted to Full Council to create a new play area in dedication to the Coronation of King Charles III, subject to funding and planning permissions.

b) To consider and approve the mock up of the Calendar.

Councillors liked the overall look of the Calendar but had a few suggested amendments.

Cllr Platts and Tinley didn't like how the Council logo looked on the design and asked for either a clear background or a whole band of white background. They would also like to see contact details for the Parish Council on the calendar.

A couple of photos didn't fill the whole page and Cllr Tinley asked if this could be changed. The Clerk believed this is how they had been received but would look into it. Cllr Tinley offered to have a look at the photos and get someone to look if they could be improved.

RESOLVED: That subject to the few amendments proposed the mock up of the Calendar is approved.

EC107

Communications

a) To consider and approve the date of the next edition of the Parish Newsletter.

It was agreed that to avoid all issues around Purdah the next newsletter is produced prior to the cut off date of the 22nd March 2023.

RESOLVED: That a newsletter is produced for delivery in early March 2023.

b) To consider and approve content if applicable.

It was agreed that content should be kept simple to avoid any questions over electioneering.

As the Clerk is on annual leave leading up to the deadline Cllr Platts will lead on articles in readiness for the Clerk to help finalise on her return to work.

RESOLVED: That the following articles are included in the next edition of the Parish newsletter:

- Village Festival details
- Community Hub information - Parish Council office, Council meetings and room hire available.
- SID's information on areas approved.
- CCTV update residents on progress.
- Proposed Norwood play area improvements.
- Chairman's report.
- Changes to the voting system.
- Become a Councillor poster / facts.
- Village Green parking - requested by Cllr Potts who is to be asked to submit the article to Cllr Platts.
- Cheap family meal recipe.

EC108 Policies

- a) To consider, approve and recommended the Room Hire and Charging Policy.

The policy had been circulated to Councillors prior to the meeting.

Councillors went through the policy, challenging and amending certain points to form a clear and concise policy.

RESOLVED: That the Clerk make the proposed changes and put on the next agenda for final approval before recommending it to Full Council for adoption.

EC109 Events and Marketing Manager

- To receive an update on applications.

The Clerk informed the Committee that four applications had been received and that a date for the recruitment panel to shortlist and interview would be set once Cllr C Lacey's availability was known.

EC110 Remembrance Sunday

- To consider and approve the quotation received for lamppost poppy signs for 2023.

The Clerk had been asked to look for alternatives for the lamppost poppies and had asked Eckington Parish Council who they had used. The Clerk had approached the same company who had provided an at cost quotation due to the nature of the signs.

Councillors agreed that the signs used by Eckington PC had been very good and clear and that the quotation of £329 for 168 poppy signs with the names of local residents who served their country printed on them was a reasonable price. Wreaths would still be ordered from RBL and a donation to them in lieu of poppies could be considered at another date.

RESOLVED: That the quotation for the lamppost poppy signs for 2023 is approved.

EC111 Items for discussion for a future agenda

- Youth engagement
- Room Hire Policy

- Update on Parish Suite
- Update on Events & Marketing Manager

EC112

Date of the Next Council Meeting

- 4th April 2023

MEETING CLOSED 20:55



Killamarsh Parish Council

Killamarsh Parish Office
Stanley Street
Killamarsh, S21 1EL

Tel: 0114 247 2260
Email: parish.office@killamarsh-pc.gov.uk
Website: www.killamarsh-pc.gov.uk

MINUTES OF THE ENVIRONMENT AND CLIMATE CHANGE COMMITTEE HELD ON 15 FEBRUARY 2023

Those present :

Chair : Cllr W Tinley
Vice-Chair : Cllr S Clough
Councillors : Cllr S Jackson, Cllr M Potts, Cllr J Windle
Officers : Mrs J France

ENV104 Chair's Announcements

There were no announcements.

ENV105 Apologies for Absence

Apologies have been received from Cllr C Lacey and the reason given was accepted.

ENV106 Declaration of Disclosable Pecuniary & Other Interests

a) To receive declarations of disclosable pecuniary interests and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None received.

b) To receive, consider and record Councillors requests for dispensation (Section 13 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received.

ENV107 Adjournment for Public Participation

To adjourn the meeting for 15 minutes to allow members of the public 3 minutes each to make representation on the business of the agenda for the meeting. No resolutions should be made under public participation.

Two members of the public were present.

A member of Killamarsh Town Team informed the Committee that the Defibrillator at Killamarsh Community Hub had been taken out on standby on 14th February, but was not needed and was replaced.

A member of the public wanted to raise awareness of climate change and they talked about something they had seen in a documentary linking air traffic and oil spills to climate change. They asked how the Parish Council and the wider district and county council were addressing climate change. Cllr Tinley mentioned the 200 tree saplings that had been planted in the Autumn. Cllr Tinley asked the member of the public if they would consider writing a letter highlighting climate change, with suggestions about how the public could help, for the Parish Council newsletter, and

they said that they would.

ENV108 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admission to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

RESOLVED: That no items on the agenda require the exclusion of the press and public.

ENV109 Minutes from the previous meeting

To approve the minutes of the meeting held on the 31st January 2023.

Cllr Potts said that in Item ENV098 - Village Green, she had stated that she believed the 'ongoing maintenance costs' associated with a new raised curb would not be cost effective for the Parish Council to take responsibility for.

RESOLVED: With the exception of the above amendment the minutes of the meeting held on 31st January 2023 are a true and accurate record.

ENV110 Clerk / Deputy Clerk's update

To receive a report on any ongoing items not on the agenda.

The Deputy Clerk said that the Clerk had received a quote of £450 + VAT to erect two no parking signs at the Village Green. These were aluminium signs on a tall aluminium post concreted into the ground. The Committee decided that they would prefer a more natural looking sign, closer to the ground.

RESOLVED: To obtain quotes for a wooden/natural no parking sign.

The Deputy Clerk said that she had written to the solicitors who act for the landowners at the Precinct to ask permission to install a post with hanging baskets on in place of the planter and they said that was fine.

RESOLVED: To obtain quotes for an appropriate hanging basket post.

ENV111 Norwood

To approve using the Environment & Climate Change Committee's earmarked reserve (EMR) to fund the redevelopment of the play area at Norwood should the grant funding application be unsuccessful or not be sufficient to cover the whole amount.

Cllr Potts objected to the use of EMR to fund the Norwood play area project as the money had been earmarked for improvements to the centre of Killamarsh. She suggested that there could be other funding streams that could be looked at e.g. Section 106 monies from Fanny Avenue or Shepherds View or funding from Rykneld Homes.

Cllr Windle said that the Norwood play area project had been talked about for three years and really needed doing to improve the facilities for children in the area.

Cllr Clough said that the cost of the play area project was just over £60k from the selected supplier - KOMPAN - and that he was hopeful that a good proportion of that could be accessed from grant funding.

Cllr Tinley proposed that the Committee recommended to Full Council that the EMR should be used to help fund the Norwood play area project if needed and Cllr Clough seconded. All were in favour with the exception of Cllr Potts who asked that her objection to this be noted.

RESOLVED: To recommend to Full Council that the earmarked reserve be used to fund the Norwood play area project by Kompan should the grant funding application be unsuccessful or not be sufficient to cover the whole amount.

ENV112 Cemetery

To consider and approve the installation of automated cemetery gates based on the quotes received.

Cllr Tinley said that even though the installation of automatic gates would have an initial outlay, longer term, costs would be saved by not having to employ a company to lock and unlock the gates.

It was agreed that the current cemetery gates were still in a reasonable condition and therefore it would be more cost effective to install the automated gearing on them, rather than purchasing new gates.

Cllr Clough proposed that the Committee progress with the quote from 1st Call Gate Automation to make the current gates automatic and Cllr Windle seconded. The previously obtained quote from National Grid to install an electricity supply was also approved. All were in favour.

RESOLVED: That the installation of an electricity supply and automated gearing on the current cemetery gates is approved.

ENV113 Speed Indicator Devices

To approve COEVAL to supply and install the Speed Indicator Devices.

Cllr Potts asked if residents had been consulted who would be affected by having a speed indicator device (SID) near to their property. Cllr Clough said this would be done as part of the licence application via a proforma from Derbyshire County Council, and was only applicable to two out of six locations.

The Deputy Clerk clarified that grant funding had been approved from the Police and Crime Commissioner that would fund approximately two thirds of the cost of the SIDs.

RESOLVED: To approve COEVAL to supply and install the Speed Indicator Devices subject to the licence being granted by Derbyshire County Council.

ENV114 Benches

To consider and approve a replacement bench at the junction of Upperthorpe Road and Manor Road following a request from a resident.

The Deputy Clerk had checked with NEDDC and DCC and they had both confirmed that the bench did not belong to them. Cllr Windle said he would consult with a previous Cllr who would know if the bench had been originally placed there by the Parish Council.

Cllr Clough said that he had been to have a look at the bench and thought that it may be possible to just replace the slat that has a corner missing.

RESOLVED: To ask the Handy Person if they could replace the broken slat on the bench.

ENV115 Items for discussion for a future agenda

- Cllr Jackson would like to discuss a community bus service similar to that which the Parish Council provided a few years ago.
- Cllr Potts asked for an update on an alternative allotment site in Killamarsh.

ENV116 Date of the Next Council Meeting

The next meeting of the Environment & Climate Change Committee is scheduled for Wednesday 15th March 2023.

The meeting closed at 7:48 pm

Killamarsh Parish Council

KPC 06 Corporate Risk Assessment Policy & Register

DETAILS OF POLICY	
Policy No	KPC 06
Policy Title	Corporate Risk Assessment Policy & Register
Committee/Working Party Responsible	Finance Committee / Full Parish Council
Last Reviewed	19/12/2022
Next Review Date	March 2024

The Policy

1. Scope of Policy

To involve members in the ownership and accountability for corporate success and appropriate management of the associated risks.

2. Definition of Risk

An uncertainty of outcome of actions or events which impacts upon the Council achieving its objectives.

3. Policy

3.1. The Council is committed to good risk management, allowing it to:

- a) have increased confidence in achieving its objectives;
- b) constrain threats to acceptable levels (i.e. within its risk appetite);
- c) take informed decisions about exploiting opportunities; and
- d) assist the Parish Clerk in completing the annual governance statement.

3.2. The Council recognises that in order to achieve its objectives it must manage risk within its risk appetite. Where risks lie beyond the risk appetite, members and the Clerk will take appropriate action to reduce those risks. A schedule of corporate risks will be maintained in a corporate risk assessment for review and approval by members.

3.3. In addition to corporate risk, members and the Clerk have a responsibility to assess and appropriately manage risk as part of the evaluation of project proposals, business cases and grant applications. The Clerk will include the detailed outcome of project and business case risk assessment in any Council agenda item that considers major financial investment. Responsibility for assessing and managing Health and Safety risks associated with Council activity and events will be managed by the Clerk with methods of safe working communicated to and adhered by members and contractors.

3.4. The Clerk and members are responsible for assessing and managing risk as an integral part of their day-to-day role in ensuring the Council's objectives are met, recognising that all risk categories must be considered, including reputation, health and safety and financial risk. Where risks are identified which have the potential to impact upon the Council's objectives, these will be referred to the Clerk for consideration for inclusion in the corporate risk assessment.

3.5. Members are required to at least annually review this risk assessment policy and the corporate risk assessment. This will include:

- a) reviewing the risk assessment rating criteria, risk appetite and approaches to managing risk;
- b) identifying and updating the schedule of risks;
- c) evaluating the likelihood and potential impact to the Council of each risk materialising;
- d) deciding upon measures to avoid, reduce or control each risk, as appropriate; and
- e) recording the decisions reached.

4. Organisational Arrangements

4.1 The Parish Clerk will ensure that all officers are aware of their responsibility in managing and reporting risk. Each officer shall make appropriate arrangements to ensure risk is continually assessed in relation to their area of responsibility.

4.2. The Parish Clerk, advised by officers as required, will initially review the corporate risk assessment at least annually in advance of it being submitted to the Council for review and ultimate approval.

4.3. The Council in its Forward Work programme will make arrangements to approve the risk assessment policy and corporate risk assessment on at least an annual basis.

<u>Subject</u>	<u>Risk(s) Identified</u>	<u>High, Medium or Low</u>	<u>Management/Control of Risk</u>	<u>Reviewed by</u>
Precept	Inadequate Precept	Low	To determine the precept required, the Clerk / RFO examines the current financial year's accounts together with the projected year-end accounts, and considers all expenditure and income required for the next financial year, then presents this to Council to enable Council to make an informed decision and agree the Precept. The public are then notified of this via a meeting Agenda and invited to attend the next full Council meeting, whereby Council agree the Precept amount. The Clerk then submits the Precept form to NEDCC	Clerk / RFO and Full Council
	Precept not paid by Local Authority	Low	The Clerk/RFO checks the bank account regularly in April and October to ensure the half yearly precept payments have been made by NEDCC and notifies them if not.	
Financial Regulations	Not adhering to policy and procedures as set out in the Financial Regulations	Low	The Clerk/RFO and Council follow the model Financial Regulations as set out by NALC, which have been revised accordingly and adopted by the Parish Council. These are reviewed annually by the Clerk and Council and adopted at the May Annual Parish Council Meeting.	Clerk / RFO and Full Council
Standing Orders	Not adhering to policy and procedures as set out in the Standing Orders	Low	The Clerk and Council follow the model Standing Orders as set out by NALC, which have been revised accordingly and adopted by the Parish Council. These are reviewed annually by the Clerk and Council, and adopted at the May Annual Parish Council Meeting.	Clerk / RFO and Full Council
Bank Records & Banking	Banking / Financial Errors	Low	All items of income and expenditure are cross-referenced against the bank statements and a monthly reconciliation report created for authorisation.	Clerk / RFO and Finance Committee
	Security of banks	Medium	Currently 1 bank account in place. Parish Council eligible under FSCS up to £85,000. Other bank account / investment opportunities need to be investigated to secure Council monies.	Clerk / RFO and Finance Committee

	Loss through theft and dishonesty	Low	All expenditure and income is approved by the Finance Committee and minuted as such. All cheques are to be signed by 2 Councillors with stubs initialed also. Blank cheques are never authorised and if a mistake is made on a cheque, it is automatically cancelled and a line put through it and it is then stapled to the back of the cheque book, which states the details of the cheque and why it was cancelled. Where online banking is used for payments The Council is also covered by a Fidelity Guarantee of £500,000.	Clerk / RFO and Finance Committee
Financial & Accounting Records	Inadequate records	Low	The Clerk/RFO maintains a cashbook listing all income and expenditure. The Clerk/RFO compiles all paperwork relating to monthly income and expenditure saved on their laptop and in files kept at in the Parish Council office. All files are reviewed by the Chairman and Internal Controller annually and also assessed by the Internal Auditor annually before being submitted for audit.	Clerk / RFO and Finance Committee
	Not following the grant claims procedure	Low	The Clerk/RFO ensures the grant policy is adhered to and that all qualifying organisations are notified of the claim process annually. The Clerk/RFO also ensures there is a power to pay such grants before presenting the grant application to Council for agreement.	Clerk / RFO and Full Council
	Grant Payments	Low	The Clerk/RFO ensures that all annual grants are budgeted for and a schedule of such payments kept for audit purposes and future budgeting. Payment is made in accordance with the Grant policy.	
Cash	Loss through theft and dishonesty	Medium	Petty cash float of £150 is held. Receipts reconciled to cash float. Deputy Clerk manages the float and Clerk/RFO monitors regularly. Reimbursements checked by members of the Finance Committee periodically at their discretion.	Clerk / RFO and Finance Committee
Debit Card	Incorrect Use	Medium	Restricted to use by the Clerk /RFO only and only used in line with policy and procedure. All purchases to be made using the card, are reviewed monthly by 2 Councillors, with all records of use being added to the cashbook and invoice folder, including all receipts.	Clerk / RFO and Finance Committee
Borrowing	Ability to repay loans	Low	The Clerk/RFO ensures that appropriate provision is made in the budget for any repayments required annually, as well as completing affordability check calculations.	Clerk / RFO and Full Council

Best Value	Charges made on the Parish Council are too high	Low	The Clerk/RFO will always obtain at least 2 estimates/quotations for any work undertaken by contractors on behalf of the Parish Council. For any major expenditure procedures set out in the Financial Regulations will be adhered to. All estimates/quotations are then to be agreed and approved by full Council and minuted accordingly.	Clerk / RFO and Full Council
Financial Reporting	Insufficient information	Low	The Parish Council appoints an Internal Controller annually (from the Finance Committee) to review and authorise all financial records. All income and expenditure is presented at Finance meetings along with the balances of all Parish Council bank accounts. Each quarter, the Clerk/RFO circulates to Council a financial report outlining income and expenditure against budget. The Clerk/RFO ensures that all VAT returns are made in a timely manner and recorded in the cashbook accordingly. All accounts are available for public inspection.	Clerk / RFO, Finance Committee and Full Council
	Audits	Annual Audit is not completed within the set deadline	Low	The Clerk/RFO prepares the year end accounts and Annual Return for the Internal Auditor to review, who is appointed by the Full Council from the Finance Committees recommendation on an annual basis. Once the accounts have been returned by the internal auditor any recommendations are reported on and noted by Full Council. The RFO then completed the AGAR for Full Council approval within the time frames set. All required documentation is then submitted to the External Auditor for review. On the return of the signed AGAR by the external auditor all findings are reported and minuted at Full Council and the Conclusion of Audit document is shared for public view.
Invoices	Annual Audit is not advertised	Low	The Clerk/ RFO is to ensure the annual audit notices are put on the Council notice board and website for the public to view, for the prescribed period of time.	
	Goods not supplied but billed	Low	All invoices are only paid after the service or goods have been received, and only after the Finance Committee have approved them.	Clerk/RFO and Finance Committee
	Incorrect Invoicing	Low	All requests /orders for goods and services are confirmed in writing by the Clerk/RFO, to agree all costs involved. The Clerk/RFO is to check all invoices received for accuracy and ensure all information is entered into the Cashbook.	

	Unpaid Invoices	Low	As the Parish Council raises very few invoices, this is easily dealt with by the Clerk/RFO following up any unpaid invoices monthly.	
Freedom of Information Act	Non-compliance with the Model Publication Scheme	Low	Information and documentation is made available on the Parish Council website. Information is also publicised on the parish notice boards, with all FOI's dealt with in accordance with the Model Publication Scheme. The website is regularly checked to ensure it complies with all current legislation.	Clerk / Events and Communications Committee.
Salaries	Salary and expenses paid incorrectly, Incorrect NI & Tax deductions and Pension contributions	Low	The Council payroll is contracted to NEDDC who make the HMRC, tax and NI contributions and pensions on behalf of the council. The Clerk submits monthly information on hours, overtime and any additional payments.	Clerk and Health, Safety and Wellbeing Committee
Data Protection	Non-compliance with Data Protection Legislation	Low	Killamarsh Parish Council is registered with ICO the UK Data Protection Agency and governed by their rules. Any Breach of the GPC should be reported to Council and the ICO for investigation.	Clerk and Full Council
Insurance	Inadequate Cover	Low	An annual review is undertaken prior to the renewal of the insurance policy. Third party risk is included within the cover, with current liability set at £10m.	Clerk / Finance Committee and Full Council
	Fidelity Guarantee	Low	The amount is reviewed annually to ensure insurance cover is sufficient for the Parish Council's needs.	
	Public Liability	Low	Currently insured for cover in all areas with the play equipment at the playing field regularly inspected by the Handymen and inspected annually by an External ROSPA Inspector.	
	Personal Accident	Low	All Council members, employees and/or volunteers of the Parish Council are covered under the personal accident plan of the insurance policy, with Risk Assessments undertaken for any major events and the insurance company notified of such.	
	Cost	Low	Three quotations are obtained at the end of each insurance cover and presented to the Finance Committee and then Full Council for approval.	
Assets				

Physical Assets	Loss or damage	Medium	An annual review is conducted for insurance, storage and maintenance purposes. An annual review is also conducted for the level of public liability insurance required. Buildings protected by CCTV and alarm system and is externally monitored out of hours.	Clerk / Full Council
	Risk/damage to third party(ies) property	Low		
Financial Assets	Land rent / lease not paid or rent income received	Low	The Clerk/RFO is to ensure that all rent and lease income is paid in a timely manner and recorded within the budget.	Clerk / Finance Committee
	Land owned by the Council not registered with HM Land registry	High	The Council should have a comprehensive list of land owned by themselves and ensure that each one is registered with HM Land Registry to avoid disputes in the future.	Clerk / Full Council
	Adequacy of Reserves	Low	The Council must maintain reserve levels to an adequate amount. This is considered by the Finance Committee and approved by Full Council annually during the budget setting cycle.	RFO / Finance Committee and Full Council
Staffing	Loss of Parish Clerk	Medium	Regular back-up of information, policies and procedures maintained. List of passwords and other key information kept in the office safe. Edge IT host/back up the finance and agenda/minutes packages by accessing them online. Deputy Clerk available to cover.	Clerk and Health, Safety & Wellbeing Committee
	Employment Law	Medium	DALC, NALC and SLCC bulletins, and the Clerk's networking with colleagues keep Councillors up to date with new and existing legislation/guidance. DALC, NALC and SLCC are available to provide support in the areas of human resources and health & safety.	
	Contracts of Employment	Low	All employees issued with contracts of employment and reviewed regularly.	
	Inadequate training	Low	Annual appraisals set for all staff and training needs identified	
	Performance measurement	Low	Annual appraisals set for all staff.	
		Lack of direction and prioritisation and absence of a business / parish plan.	Medium	A business / parish plan is required to set the Councils objectives for the next 5 years. The Clerk will maintain a work plan and regularly share this with Councillors so that priorities can be set.
Governance	Spend on activities that the Parish Council has no power to do so,	Low	The Parish Council has adopted the General Power of Competence in October 2022 as it meets the necessary criteria. This should be reviewed at every relevant annual meeting.	Clerk / Full Council
	Councillor Vacancies and Election	Medium	Loss of GPC will result in existing projects being able to continue but no new projects without a specific power being started. Cost of any election or by-election needs budgetary provision to	RFO / Finance Committee

	Costs (including by-elections)		avoid unbudgeted costs being incurred. Co-option policy in place and regularly updated. NEDCC notified of all vacancies as soon as possible who will declare the vacant position and notify the Clerk accordingly.	and Full Council
	Breach of Code of Conduct	Low	The Council adopts the recommended Code of Conduct policy and reviews this on an annual basis. The Council also has a Councillor and Officer protocol that it has adopted. The Council should also consider taking the Civility and Respect Pledge. All complaints about Councillors should be reported to the Clerk in the first place and if possible dealt with informally by the Parish Council. If a resolution cannot be achieved all complaints should be passed to the Monitoring Officer at NEDCC.	Clerk / Full Council
Health & Safety	Health and Safety provision and responsibilities not met	Low	Killammarsh Parish Council engage the services of a third party provider to assess the needs of the Council and to ensure all policies and procedures are in place. Through staff appraisals areas of Health and Safety training requirements are also identified. Clerk to complete the IOSH training.	Clerk / Health, Safety and Well Being Committee
DATA and IT arrangements	Loss of data through cyber-attack, fire or theft.	Low	The Parish Council uses Microsoft One Drive to store all its data, with the exception of EdgellIT software which is stored remotely on the cloud. The office saves a monthly copy of all files on an external hard drive which is kept in a fire proof safe.	Clerk / Full Council
	Freedom of Information and Subject Access Requests	Low	All data is available to the public under the Model publication scheme. The Council has a complaints and FOI policy which it follows. A Vexatious Communications policy is required for any regular complainants or FOI requests.	Clerk / Full Council
	Information Security	Low	Council has adopted a clear desk policy and all sensitive information is locked away each day. Digital documents of a sensitive nature are password protected. Any breaches of information security to be dealt with by the Clerk and if necessary reported to Full Council	Clerk / Full Council
Vehicle	Accident	Low	Adequate insurance cover in place and reviewed annually. All Staff / Councillors who drive the vehicle are required to provide photographic evidence of their driving license and this information checked regularly.	Clerk / Health, Safety and Well Being Committee.
	Theft	Low	Adequate insurance cover in place and reviewed annually. Vehicle parked off road and in a secure location overnight, Van keys kept in key safe in the office.	Clerk / Health, Safety and Well Being Committee.

	Misuse and Accidental damage	Low	Users of vehicle to complete a daily vehicle check log and report all damage to the Clerk / Deputy Clerk. A Vehicle Usage policy to be developed and implemented.	Clerk / Health, Safety and Well Being Committee.
Reputation	Adverse press	Medium	Social Media Policy and Press and Media Policy to be developed and adopted. No one Councilor should respond on behalf of the Council without first consulting with the Clerk and/or the Events and Communications Committee. Regular Newsletter articles to be published in the Doorsteppa informing residents of Council news and activities, all articles to be discussed at the appropriate Events and Communications meeting.	Clerk / Events and Communications Committee
Allotments	Management of Council of Allotments	Low	Allotments are monitored and managed by the Environment and Climate Change Committee with the support of the Deputy Clerk. Tenancies are governed and enforced through a tenancy agreement and tenancies are allocated in order of the waiting list. Charges are reviewed annually for the following year. Allotments are checked that they are being properly kept on a regular basis and any breaches in the tenancy agreement result in the termination of the tenancy.	Deputy Clerk / Environment and Climate Change Committee
Cemeteries & Burials	Management of Cemeteries and Burials	Low	The Council owned Cemetery is maintained under a Service Level Agreement by NEDCC. The SLA needs reviewing and amending on a regular basis.	Deputy Clerk / Environment and Climate Change Committee
Council Play Equipment	Accidents caused by faulty play equipment	Medium	The Parish Council pays NEDCC for regular safety checks on its play equipment and the Handyman do visual checks on a weekly basis. All damage and faults are reported to the Clerk to deal with appropriately.	Deputy Clerk / Environment and Climate Change Committee
Bus Shelters & Benches	Management of Bus Shelters and Benches	Low	The Parish Council Handyman routinely clean and tidy the Council owned Bus shelters and report any damages to the Clerk to deal with appropriately. Benches are checked on a regular basis for signs of damage	Deputy Clerk / Environment and Climate Change Committee
Trees	Reports of overgrowing / dangerous trees	Medium	The Parish Council have a duty of care to maintain all trees and vegetation on land it owns to a safe standard. A tree inspection and maintenance programme is to be completed for all Trees on Council land so proactive works can be carried out.	Deputy Clerk / Environment and Climate Change Committee
Grit Bins & Salt	Grit bin refills and salt distribution inappropriately managed	Medium	Approximately 40 grit bins in the village with several being owned by the Parish Council. Contractors are in place to refill the bins as and when required and some salt supplied by NEDCC in return for the Council arranging the contractor. Bags of grit are also purchased and delivered to vulnerable residents in the village. A Grit Bin and Salt delivery Management policy is required and	Deputy Clerk / Environment and Climate Change Committee

			enforced to minimize misuse. New sites to be considered against a criteria in the village.	
	Last Reviewed:	Mar-22		
	Next Review Date	Mar-23		

Reviewed by Finance Committee:

Approved by Finance Committee:

Approved by Full Council:

