

**MINUTES OF THE MEETING OF DRONFIELD TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBER, CIVIC HALL, DRONFIELD  
ON MONDAY 1<sup>st</sup> APRIL 2019**

**Present:**

Councillors G. Baxter, L. Blanshard, L. Deighton (Chairman), M. Emmens, A. Foster, M. Foster, S. Green, R. Hall, A. Hutchinson, A. Powell, C. Smith and K. Tait.

**In Attendance:**

3 members of public, Joanne Mitchell (PA to Town Clerk) and Andrew Tristram (Town Clerk)

**1. Apologies**

Apologies were received from Cllr. K. Burkitt, Cllr. T. Collins, Cllr. A. Dale, and Cllr G. Hopkinson, Cllr R. Smith, Cllr R. Welton and Cllr. P. Wright.

**2. To consider a variation of order of business**

There were no variations to the order of business.

**3. Declarations of Interest**

Cllr C. Smith and Cllr. G. Baxter declared an interest in planning application 19/00304/CATPO.

Cllr. L. Deighton read out a summary regarding the Code of Conduct expected of councillors during the meeting.

**4. Public Speaking**

**4.1 Planning matters**

No members of the public raised any matters.

**4.2 General Matters**

A representative from Coal Aston and Dronfield Against Fracking thanked the council for their support and said that the purpose of the group was to maintain and raise awareness locally about fracking issues. To do this they had been putting posters up on the noticeboards however a number of them had been removed from the boards in the Civic Centre and other areas around town. The representative asked for the council to consider possible ways to prevent the posters from being taken down.

**4.3 Police Matters**

There was no police representative present, however a request was made to invite them to the next council meeting to speak about the recent spate of burglaries in Dronfield again.

**5. Council Minutes**

**284/18-19 RESOLVED**

That the minutes of the Ordinary Meeting of the Town Council held on Monday 4<sup>th</sup> March 2019 are approved and adopted as a true and accurate record of the meetings.

**6. Items for exclusion of public**

**285/18-19 RESOLVED**

To refer an item from the Properties Committee meeting to the confidential section of the meeting as it was considered commercially sensitive.

**7. Planning Matters**

**7.1 Planning Applications**

**286/18-19 RESOLVED**

To note the schedule of planning applications.

## 7.2 Planning Decisions

### **287/18-19 RESOLVED**

To note the schedule of planning decisions.

## **8. Outside Services Report**

The following tasks have been carried out up to 21<sup>st</sup> March 2019

Litter/Dog Bins - The litter and dog bins continue to be emptied on a weekly basis, this is carried out every Thursday and consists of 2 men doing the whole route, and they also inspect the play areas/equipment at the same time.

Play Areas – Maintenance continues on the play areas. Birches Fold has had most of the new equipment installed; there is some ground works still to do before the soft surface can be laid. Lundy Rd groundworks started today 21<sup>st</sup> March; the soft surface is being removed ready for some ground works to take place. The new equipment should be installed early next week.

Cemetery - The baskets are emptied around the Cemetery on a Monday and Friday. O/S will be spending a few days clearing all the branches/twigs from around all sections and blowing off the roads and footpaths.

Cliffe Park – The outside Services open the park in the mornings and check the lodge is set up and ready for any users each day. We also visit the park during the day to ensure that the bins are being emptied. The park is now maintained by Outside Services and the maintenance is being done on a weekly basis.

General Maintenance - O/S staff have been going round and cutting back shrubbery and hedgerows. The area to the front of Alma opposite the petrol station on Chesterfield Road has all been cut back all the way along to Little Italy.

Training – A member of the Outside Services team has completed Tractor training and use of the triple cutter. He passed the 2 day course. Two other members of the Outside Services team both attended and passed a Chainsaw Cross Cutting course this was a 2 day course.

Flower Beds – All the flower beds have been weeded including the circle at the train station.

Notice Board – The notice board at the side of the Civic has been replaced.

Dronfield Woodhouse Tennis Court – The gate that was removed from the tennis courts due to it being broken has been welded up and has now been rehung back in place.

Tree maintenance – Over the past few weeks we have had a few trees that have been blown over with the very high winds. They were cut up by the newly trained members of staff who were on the chainsaw course, which has proven to be a worthwhile course, as we did not have to wait on the tree surgeon to attend, to cut up and dispose of the fallen trees. There has been some tree maintenance taking place in Cliffe Park, the large tree at the entrance to the park had to be felled, due to it becoming dangerous after a large branch snapped off and put a lot of weight on one side. The trees around the MUGA pitch have been cut back, this will stop a lot of leaves from falling onto the pitch and making the grass slippery, which will ruin the artificial grass eventually.

Benches – We will be refurbishing the benches that were taken out of Birches Fold and Lundy ready to be installed for when the play areas are ready to be opened. We will be removing the 2 benches on Calleywhite Lane and refurbishing them and new steel profiles will be fitted, and then reinstalled back in position.

Fencing – The fence in Lucas gardens which was damaged when a tree fell onto it will be repaired next week.

Other Duties - Agendas placed on notice boards and removal when meeting has taken place. Banners removed/replaced on from the front of the Civic Hall when required. Various reports have been actioned around the Town.

Cllr. A. Hutchinson requested that the missing noticeboard that used to be outside the church in Coal Aston is referred to the Properties Committee.

Cllr. A. Foster requested that the entrance to the Alma from Snapehill is cleaned as the area is extremely slippery.

Cllr. G. Baxter requested that the Outside Services Manager check that any chemicals being used for weeding by the Outside Services team do not include Roundup or Ranger Pro produced by Monsanto as a recent America legal case linked it to causing cancer.

#### **288/18-19 RESOLVED**

To note the report from the Outside Services Manager.

### **9. Risk Management Schedule**

#### **289/18-19 RESOLVED**

To adopt the Risk Management Schedule as presented at the meeting (see appendix 1).

### **10. Meeting Reports**

#### **10.1 Properties Committee Meeting held on 19<sup>th</sup> March 2019**

#### **290/18-19 RESOLVED**

That Dronfield Carpets and Flooring is awarded the contract to replace the flooring and that Custom Group are awarded the contract to replace the blinds at Gosforth Lodge and that the council will contribute £146.74 in addition to the Awards for All grant to cover the total cost of the refurbishment.

#### **291/18-19 RESOLVED**

To proceed with the three hour time restriction on the Church Street Car Park and to investigate the potential options to monitor the time restriction.

#### **292/18-19 RESOLVED**

That a retaining chain and velvet backing is added to the current mayor's chain and that any further work is to be considered by the budget committee in future years budgets.

#### **293/18-19 RESOLVED**

That the monthly fee paid by the Peel Centre is increased to £100 per month from the current £65 on the understanding that the proposed service level agreement is implemented from April 2019.

#### **294/18-19 RESOLVED**

That the MUGA hire charges are increased by 1% for the regular teams and 2% for any commercial bookings.

#### **295/18-19 RESOLVED**

That the rental costs for the bowling pavilions are increased by 1%.

#### **296/18-19 RESOLVED**

That the costs to hire the cricket or football pitches for the S18 teams are increased by 1% and the cost for non-S18 teams are increased by 2%.

#### **297/18-19 RESOLVED**

That a nominal charge of £25 is made to check and sign Proof of Life certificates.

#### **298/18-19 RESOLVED**

To release the grant money for the community bus once the information requested had been provided.

### **299/18-19 RESOLVED**

That a Sheffield team could play on the Dronfield Woodhouse Cricket Pitch for the 2019 season, if they cover the cost of maintaining the cricket square by paying the contractor directly plus pay the current charges for hiring the pitch to the Council. Note: there will be no use of the pavilion included in this agreement.

### **300/18-19 RESOLVED**

To note the minutes from the meeting.

### **10.2 Gala Committee Meeting held on 21<sup>st</sup> March 2019**

### **301/18-19 RESOLVED**

To note the minutes of the meeting.

## **11. Town Clerk's Report**

### **Items for Decision**

None to report

### **Items for Information**

Public Path Creation Order for Footpath between Dale Road and Hazel Court.

Horse Riding – we have been informed that on Sunday 14<sup>th</sup> April horse riders across the UK will be riding out to raise awareness of the importance of driving slowly and wide past horses. The organiser in Dronfield would be happy to speak with any councillors about the ride planned in Dronfield.

### **Correspondence Received**

NEDDC provided Notice of Election for the forthcoming District and Parish Elections to be held on Thursday 2 May 2019.

### **04-2019 DALC Circular (circulated electronically)**

VAT making Tax Digital Update - Purdah Guidance - External Audit News - Report from Committee on Standards in Public Life – BREXIT - Government Guidance - Rural England's State of Rural Services - Persimmon Homes, giving £1M

### **Road Improvement Schemes**

Correspondence has been received providing details of schemes in the Dronfield area that have been identified within this years proposed LTP Capital Programme 2019/20 subject to Cabinet approval this week.

1. Owler Bar, A621 (Roundabout to Carr Road) – Carriageway Resurfacing
2. Snape Hill Lane – Carriageway Resurfacing
3. Cemetery Road – Carriageway Resurfacing
4. Longcroft Road – Surface Dressing
5. Longcroft Avenue – Surface Dressing
6. Longcroft Crescent – Surface Dressing
7. Hall Close – Surface Dressing
8. Green Lea – Surface Dressing
9. A61 Dronfield By-Pass – Surface Dressing

Unfortunately because of the amount of Virgin Media activities within Dronfield there are no proposals to undertake any footway schemes within the 2019/20 financial year.

The County Council are aware of the 10k event taking place this weekend and have confirmed that any required repairs will be undertaken prior to the event.

**302/18-19 RESOLVED**

That the Town Council write to the organiser of the planned horse ride through Dronfield to welcome and support the action but also ask if there are any plans to clean up behind the ride.

**303/18-19 RESOLVED**

To note the Town Clerks report.

**12. Financial Reports**

Members received details of Income and Expenditure, Schedule of Receipts, Bank Reconciliation and Schedule of Payments to 31<sup>st</sup> January 2019.

**304/18-19 RESOLVED**

To approve the schedule of Payments of £46,290.67 for February 2019.

**305/18-19 RESOLVED**

To note the schedule of Receipts totalling £9,576.61 for February 2019.

**13. Exclusion of the press and public**

**306/18-19 RESOLVED**

To temporarily exclude the press and public in light of the confidential nature of the business about to be discussed.

**14. Properties Committee Meeting – Dronfield Market**

The meeting closed at 8.20pm.

Chairman:

Date:

**DRONFIELD TOWN COUNCIL**  
**PLANNING APPLICATIONS**  
**SUBMITTED TO COUNCIL ON MONDAY 1<sup>st</sup> APRIL 2019**

No	Reference	Applicant	Location	Details
1.	18/01274/FL	The Co-Operative Group	84 Hartington Road	Proposal to replace existing refrigeration plant with new plant, construct an external store and attached lean to canopy (Amended Plans)
2.	19/00082/FL	Mr Adrian Woodhall	85 Carr Lane	Demolition of existing dwelling and erection of two storey dwelling with rooms in the roof space
3.	19/00092/FLH	Mr B Stubbs	33 Smithy Croft	Application for pergola to rear elevation
4.	19/00115/FLH	L Donohoe-Denton	6 Summerwood Lane	Application for removal of existing garage and rear extension to be replaced with new double storey side extension and rear single storey extension, including internal remodel and conversion of hip to gable roof with loft space including two proposed dormers (Amended Plans).
5.	19/00184/FLH	ME Kay	39 Paddock Way	Demolition of garage and construction of two storey front and rear extension with single storey rear and side extension, garden shed and car port
6.	19/00186/FLH	M Nicholson	11 Falcon Road	Single storey front and rear extension and two storey side extension
7.	19/00202/FLH	Mr L Ellison	212 Stublely Lane	Front and rear dormer extensions to create first floor living accommodation (Revised scheme of 18/00295/FLH)
8.	19/00206/TPO	Mrs Meriel Anderson	1 Rembrandt Drive	Application to crown reduce 2 Whitebeam covered by NEDDC TPO84

9.	19/00214/FLH	F Birrell	103 Barnes Avenue	Proposed conversion of garage to living space with single storey side and front extension
10.	19/00217/AD	Co-op - Food Programme Delivery Orchid Group	84 Hartington Road	Application for advertisement consent for the display of 5 illuminated and 5 non illuminated signs
11.	19/00218/FLH	Mr R Pain	6 Ravensdale Road	Installation of Modular Ramp providing access from drive way to side entrance of property
12.	19/00222/FLH	Mr & Mrs Snell	19 Hallows Drive	Single storey rear and side extension
13.	19/00223/AD	Mr William Butler - Butlers Bakery	52 Hartington Road	Application for advertisement consent for external lighting for existing shop signage
14.	19/00239/FLH	A Rawson	78 Barnes Avenue	Proposed single storey rear extension and 3 storey side extension with dormer to rear
15.	19/00250/FL	Mr J Pople - New Leaf Plant Centre	New Leaf Nursery Dyche Lane	Variation of Condition 2 of previously approved 17/00728/FL for extension
16.	19/00266/FLH	Mr R Bembridge	41 Lundy Road	Application for single storey rear extension
17.	19/00297/FLH	D Finnie	48 Paddock Way	Application for single storey front and side extensions and removal of chimney
18.	19/00301/FLH	Miss Atkin	40 Bowshaw	Single Storey extension to rear
19.	19/00304/CATPO	Mr Nofal	57 Chesterfield Road	Notification of intention to fell 1 Sycamore tree and remove stems from 2 Lime trees located within the Dronfield Conservation Area
20.	19/00323/FLH	Yoshino Dunn	4 Homlesdale Road	Demolition of existing garage and conservatory and erection two storey side and single storey rear extension

At : 13:23

## BANK ACCOUNT-NO 1

## List of Payments made between 01/02/2019 and 28/02/2019

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
06/02/2019	Louise Lye	BACS	40.00		Partial refund- Gosforth Lodge
06/02/2019	British Gas Trading Ltd	ddr	36.57		Gas - Work unit 10 Oct-15 Jan
07/02/2019	Gamma Business Communications	ddr2	117.53		Telephone charges - January
08/02/2019	HSBC Bank Plc	ddr3	26.81		HSBC Bank charges Dec/Jan
11/02/2019	HSBC Bank Plc	ddr4	34.76		Electronic bank charges
11/02/2019	OPUS - 42 Cemetery Road (Lodge	ddr5	446.02		Electric- Cemetery - Jan
11/02/2019	TALKTALK DIRECTDEBIT	ddr6	23.31		Broadband - Works Unit -Feb
11/02/2019	Plusnet PLC	ddr7	38.53		Broadband - Civic Hall Feb
11/02/2019	PHS Group Plc	ddr8	60.26		Sanitary Disposal-Feb-May
11/02/2019	L Lye	BACS	40.00		Gosforth Lodge partial refund
11/02/2019	Cancel - duplicate transaction	CANCEL	-40.00		Cancel - duplicate transaction
12/02/2019	Water Plus	ddr10	1,327.06		Water - C/ Park 15 Oct-24 Jan
12/02/2019	O2 Direct Debit	ddr9	34.50		Mobile Phones - Handset charge
13/02/2019	Yorkshire Water	ddr11	125.00		Water Sewerage 11Sep- 24 Jan
13/02/2019	O2 Direct Debit	ddr12	57.07		Mobile Phone Call contract Jan
14/02/2019	Water Plus	ddr13	263.46		Water-Civic Hall 19 Nov-29 Jan
14/02/2019	Yorkshire Water	ddr14	1,360.17		Water Sewerage C/Park sep-jan
15/02/2019	BACS B/L Pymnt Page 2334	BACS Pymnt	16,590.72		BACS B/L Pymnt Page 2334
15/02/2019	Mr A Kirk	600580	84.00		3 x call out - microphones etc
15/02/2019	Ann Beedham	600581	140.00		NP - document artwork amends
15/02/2019	Flogas Britain Ltd	ddr15	66.16		Gas-CA Sports Nov-Jan
15/02/2019	PHS Group Plc	ddr16	1.52		Sanitary disposal adjustment
15/02/2019	BACS Salaries - February 2019	BACS	15,274.97		BACS Salaries - February 2019
18/02/2019	FuelGenie	ddr17	291.86		Vehicles Fuel -January
18/02/2019	PHS Group Plc	ddr18	136.08		Gos Lodge Sanitary - Feb-May
19/02/2019	Post Office Ltd	ddr2	4,585.87		Jan 2019 - Tax & NI
20/02/2019	Contract Natural Gas Ltd	ddr19	372.11		Gas-Stonelow- January
20/02/2019	Contract Natural Gas Ltd	ddr20	666.72		Gas-Gos Lodge- Jan
21/02/2019	British Gas Trading Ltd	ddr21	724.35		Gas - Civic Hall - January
21/02/2019	Spitfire Network Services Ltd	ddr22	39.60		Alarm Line Rental - February
21/02/2019	IRIS Payroll Solutions Ltd	ddr23	22.85		Auto Enrolment Package -Jan 19
21/02/2019	O2	DDR	3.75		Cam Mobile - Device Plan
21/02/2019	OPUS - Coal Aston Pavilion	ddr10	27.00		Electric - CA Pavilion - Jan
21/02/2019	OPUS - Cliffe Park	ddr11	876.78		Electric - Cliffe Park - Jan
21/02/2019	OPUS - Main Pavilion Stonelow	ddr12	76.93		Electric-Main Pav Stonelow Jan
21/02/2019	OPUS - Civic Hall	ddr7	624.55		Electric - Civic Hall - Jan
21/02/2019	OPUS - Library Gardens	ddr8	13.69		Electric - Chruch Street - Jan
21/02/2019	OPUS - Unit Callywhite Lane	ddr9	655.84		Electric - Works Unit - Jan
22/02/2019	Derbyshire Police	200111	500.00		Replacement for lost Cheque
22/02/2019	Personnel Advice & Solutions L	ddr	120.00		Purchase Ledger Payment
22/02/2019	Water Plus	ddr24	42.35		Water - Birches Fold - Oct-Feb
24/02/2019	IDMobile	ddr	5.00		Sim card for tablet - February
25/02/2019	St John Ambulance Band	200112	50.00		Additional donation - St Johns
25/02/2019	HSBC	DDR	10.00		Bank charged - Stopped Cheque
26/02/2019	Water Plus	ddr4	33.93		Water-C/Park Bowling - Oct-Jan
26/02/2019	Water Plus	ddr5	43.48		Water - Works unit - Nov-Jan
26/02/2019	OPUS - Small Pavilion Stone	ddr6	97.21		Electric - SmI Pav Stonelow-Jan



## BANK ACCOUNT-NO 1

## List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/02/2019	Yorkshire Water	ddr	58.84		Water Sewerage- C/Hall Oct-Feb
28/02/2019	Yorkshire Water	ddr2	23.51		Water Sewerage - C/P Bowling
28/02/2019	Westfield Health Direct D	ddr3	37.95		Westfield deductions - Feb
<b>Total Payments</b>			<u>46,290.67</u>		

## BANK ACCOUNT-NO 1

## Cash Received between 01/02/2019 and 28/02/2019

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/02/2019	Sales Recpts Page 3882		Sales Recpts Page 3882	304.20
01/02/2019	Sales Recpts Page 3883		Sales Recpts Page 3883	23.00
01/02/2019	Sales Recpts Page 3884		Sales Recpts Page 3884	50.00
01/02/2019	Sales Recpts Page 3900		Sales Recpts Page 3900	1,450.00
04/02/2019	DVLA	chq	Vehicle Tax Refund FD55 MZX	104.16
04/02/2019	K Packwood	chq	Replacement Chq inv DTC5899	50.00
04/02/2019	Sales Recpts Page 3881		Sales Recpts Page 3881	50.00
08/02/2019	Mr Giles	cash	Market Rent 31.1.19/7.2.19	72.50
08/02/2019	Sales Recpts Page 3878		Sales Recpts Page 3878	1,353.20
08/02/2019	Sales Recpts Page 3879		Sales Recpts Page 3879	451.12
08/02/2019	Sales Recpts Page 3880		Sales Recpts Page 3880	50.00
08/02/2019	Sales Recpts Page 3893		Sales Recpts Page 3893	1,000.00
11/02/2019	Sales Recpts Page 3892		Sales Recpts Page 3892	61.20
13/02/2019	Sales Recpts Page 3891		Sales Recpts Page 3891	61.20
18/02/2019	Derbyshire County Council	chq	Grant D/W - Defibrillator	1,015.00
19/02/2019	Sales Recpts Page 3889		Sales Recpts Page 3889	304.20
19/02/2019	Sales Recpts Page 3890		Sales Recpts Page 3890	304.20
22/02/2019	Sales Recpts Page 3885		Sales Recpts Page 3885	965.26
22/02/2019	Sales Recpts Page 3886		Sales Recpts Page 3886	133.42
22/02/2019	Sales Recpts Page 3887		Sales Recpts Page 3887	177.15
25/02/2019	Sales Recpts Page 3897		Sales Recpts Page 3897	65.00
25/02/2019	Sales Recpts Page 3899		Sales Recpts Page 3899	304.20
26/02/2019	Sales Recpts Page 3898		Sales Recpts Page 3898	304.20
27/02/2019	Sales Recpts Page 3894		Sales Recpts Page 3894	50.00
27/02/2019	Sales Recpts Page 3895		Sales Recpts Page 3895	23.00
27/02/2019	Sales Recpts Page 3896		Sales Recpts Page 3896	100.00
27/02/2019	Saxton Mee	bacs	Cemetery Lodge Income	645.80
28/02/2019	HSBC - Refund	bacs	Refund from HSBC Bank Charges	50.00
28/02/2019	Sales Recpts Page 3901		Sales Recpts Page 3901	54.60
<b>Total Receipts</b>				<b>9,576.61</b>

**APPENDIX 1**

**Dronfield Town Council – Risk Management Schedule – Approved by Council 1<sup>st</sup> April 2019 – Minute 289/18-19**

<b>FINANCIAL AND MANAGEMENT</b>				
<b>Topic</b>	<b>Risk</b>	<b>H/M/L</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
Precept	Adequacy of precept  Requirements not submitted to District Council  Amount not received by District Council	L  L  L	To determine the precept amount required, the Town Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Responsible Finance Officer. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from the District Council. This figure is submitted by the RFO in writing to the District Council. The Council receive reports at all Council meetings of receipts. (The precept is usually received in April and October).	Existing procedure adequate
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
Bank and Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The bank does make occasional errors in processing cheques which are discovered when the RFO reconciles the bank accounts once a month when the statement arrive, these are dealt with immediately by informing the bank and awaiting their correction.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election. Monitor the bank statements monthly.

Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked within a week .	Existing procedure adequate. Review the Financial Regulations when necessary.
Reporting and Auditing	Information communication	L	A monitoring statement is produced regularly before each Council meeting with the agenda, discussed and approved at the meeting. This statement includes, bank reconciliation, and a breakdown of receipts and payments.	Existing communication procedures adequate.
	Compliance	M	Monitor performance of actual compared to budgets and investigate any discrepancies or unusual items.	Budget Advisory Committee to meet to review budget reports. Council receive the information at each meeting.
Direct costs Overhead expenses Debts	Goods not supplied but billed	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Incorrect invoicing	L	All invoices are authorised by two Councillors prior to payments being made.	
	Cheque payable incorrect	L	Two Councillors are nominated to check each invoice against the cheque book and associated paperwork and initials the invoices	
	BACS Payments	L	Two councillors are nominated to check each invoice against the BACS payment run and initial the invoices prior to payment.	
	Loss of stock	L	The Council has minimal stocks, these are checked and monitored by the Clerk.	
	Unpaid invoices	L	Unpaid invoices to the Council for room hire are pursued and where possible, payment is obtained in advance.	
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the general power of competence.	Existing procedure adequate.
Grants - receivable	Receipts of Grant	L	The Council presently receives every year a Council Tax support grant. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Charges – rentals payable	Payments of charges, leases, rentals	L	The leases the Civic Hall and an Industrial Unit - invoices payable for the rental amounts are entered into the normal payment system for authorisation.	Existing procedure adequate.

Charges – rentals receivable	Receipt of rental  Insurance implication	L  M	Football Pitches/Cricket Pitches/Bowling Greens/Room Hire etc - The Office staff issue booking forms for usage and an invoice. The Council copy is held in the Council records. The cheque or BACS payment is received and banked and Council is notified accordingly. The respective Clubs arrange their own insurance.	Existing procedure adequate. Review agreement and fees annually. Ensure payment and copy of insurance document received.
Best value Accountability	Work awarded incorrectly  Overspend on services	L  M	Normal Council practice would be to seek, if possible, at least three quotations for any substantial work required to be undertaken or goods. Contracts valued at £25,000 or greater will comply with the Public Contract Regulations 2015 legislation. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Include when reviewing Financial Regulations and Standing Orders.
Salaries and associated costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L L	The Council authorises the appointment of all employees through a Personnel Committee. Salary rates are assessed annually by the same Committee and applied on 1 <sup>st</sup> April each year in accordance with NJC terms and conditions. Salary analysis and slips are produced by the RFO monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). The Tax and NI is worked out using HMRC approved payroll software. All Tax and NI payments are submitted automatically by electronic transfer (RTI) monthly. All staff each submit a weekly time sheet containing hours and tasks. These are checked and initialled by the relevant Line Manager or the Clerk and submitted into the records. Each has a contract of employment and job description. All contracts of employment contain a section on overpayment and recoup.	Existing appointment and payment system is adequate.
Employees	Loss of key personnel  Fraud by staff  Actions undertaken by staff  Health & Safety	L  L  L  L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Existing procedure adequate.   Purchase revised books. Membership of the SLCC/Derbyshire ALC. Monitor working conditions,

			The Maintenance staff should be provided with adequate direction, training and safety equipment needed to undertake the roles.	safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are allocated to Councillors, just a monthly allowance to the Town Mayor.	No procedure required
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. An annual allocation is added an earmarked reserve for Election Costs.	Existing procedure adequate
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate
Annual Return	Submit within time limits	L	Employer's Monthly and Annual Returns are completed and submitted online through the payroll software and to the Inland Revenue within the prescribed time frame by the RFO.  The Council's Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Council to be resolved and minuted at Full Council Meetings, including a reference to the power used.	Powers minuted when invoked
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Existing procedure adequate. Guidance/training to Chair should be given (if required).
	Business conduct	L	Business conducted at Council meetings should be managed by the Chairman.	Members to adhere to Code of Conduct.
Members interests	Conflict of interest	L	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda.	Existing procedure adequate.
	Register of Members interests	M	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register.

Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate.
	Cost	L		Review insurance provision annually.
	Compliance	L		Review of compliance.
	Fidelity Guarantee	M		
Data protection	Policy Provision	L	The Council are registered with the Data Protection Agency	Ensure annual review of registration
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. There have been requests for information to date and the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee. The Clerk is aware of the requirement in the Freedom of Information Act 2000 to provide the information within twenty working days following receipt.	Monitor and report any impacts of requests made under the Freedom of Information Act 2000.

<b>PHYSICAL EQUIPMENT OR AREAS</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate.
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Town Council.	Existing procedure adequate. Ensure inspections carried out.
	Loss of income or performance	L	All assets are insured and reviewed annually.	
	Risk to third parties	L	All public amenity land is inspected regularly by town council employees.	

Play Areas	Risk/Damage/Injury to third parties	L	The Town Council has 10 play areas which are inspected on a weekly basis by Outside Services and are subject to an annual independent inspection.	Existing procedures adequate. Ensure inspections are carried out.
Cemetery	Risk/Damage/Injury to third party	L	The Town Council manages one Cemetery which are inspected and maintained on a fortnightly basis by the Outside Services team.	Existing procedures adequate. Ensure adequate staff training is carried out.
	Risk of wrong plot number being used	L	All paper work and plot numbers to be double checked before plot is dug and remains interned.	Ensure inspections are carried out.
Notice boards	Risk/damage/injury to third parties	L	The Town Council has 17 notice boards sited around the town.	Existing procedure adequate.
	Road side safety	L	All locations have approval by relevant parties, insurance cover, inspected regularly by the Outside Services Staff - any repairs/maintenance requirements brought to the attention of the Council.	
Benches, Bus Shelters, Grit Bins, etc.	Risk/damage/injury to third parties	L	The Council is responsible for some benches, bus shelters and grit bins around the town and are covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L M	The Town Council Meetings are held in The Council Chamber at the Civic Hall The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health and Safety and comfort aspects.	Existing locations adequate.
Council records – paper	Loss through: theft fire damage	L M L	The Council records are stored at the offices in the Civic Hall. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc. Recent materials are in a (metal filing cabinet (not fire proof) and older more historical records at the Derbyshire Records Office.	Damage (apart from fire) and theft is unlikely and so provision is deemed adequate. Deeds/leases and old minute books to be copied and deposited off-site. (County Archive)
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	LM	The Council's electronic records are stored on the Server. Back-ups of the files are taken every day and a copy is kept in the safe in the kitchen.	Electronic Backups taken on a series of external hard drives. These need to be ensure files can be retrieved and opened.



<b>CIVIC HALL, GOSFORTH LODGE &amp; PAVILIONS</b>				
<b>Hazard</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
Slips, Trips and Falls	Injuries to users from spillages and tripping hazards	M	Users hire agreement – clear up spillages immediately and know where equipment is kept. No storage in corridors No trailing electrical leads/cables	Check Hire Agreements and Users Risk Assessments
Working at height	Injuries, possibly serious, from falling from height	M	Appropriate equipment and ladders to be used at all times Hirers to be made aware that they are responsible for stepladder safety. Employees know safety issues when working at height	Check Hire Agreements and Users Risk Assessments  Ensure training is up to date.
Vehicle Movement	Injury caused by vehicle impact	L	The Town Council own a number of car parks which should be clearly marked and well lit 5mph Speed limit in car parks owned by the Town Council.	Check markings, lighting and signage
Hazardous Substances	Skin problems, eye damage from direct contact with cleaning chemicals. Vapour may cause breathing difficulties	L	Use correct cleaning equipment and wear rubber gloves. Observe COSHH regulations and follow instructions on labels in accordance with manufacturer's recommendations. Cleaning products marked irritant be replaced with milder alternatives. Store cleaning products securely.	Ongoing training programme. Caretakers to check for dry, red or itchy skin on hands and seek medical advice if necessary.
Electricity	Risk of shocks or burns from faulty installations	L	Fixed installations correctly installed and inspected regularly by qualified electrician. All portable equipment to be PAT tested. Users to be made aware that they are responsible for any equipment used on site	Annual inspection. User agreement to include PAT testing of user's equipment. Users to be made aware of fuse box and isolation switches.
Stored equipment and Manual Handling	Injury caused by collapsing stacks or by trying to lift objects that are too heavy or awkward.	L	Caretakers and Users know to stack chairs and tables carefully Caretakers to follow HSE manual handling guidance	Training of staff in correct procedures.
Fire	Fatal injuries from smoke inhalation and/or burns	M	Ensure fire exits are clearly marked and illuminated Ensure fire exits are kept clear at all times. Test fire alarm weekly. Fire extinguishers maintained in accordance with manufacturer's recommendations. Instructions clearly visible. Staff and Users to know evacuation procedures and assembly points.	Ensure that Users and staff are made aware of issues. Check User's risk assessments.

<b>OUTSIDE SERVICES</b>				
<b>Hazard</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
Slips, Trips and Falls	Injuries to users from spillages and tripping hazards	M	Clear up spillages immediately and know where equipment is kept. No storage in corridors No trailing electrical leads/cables	Check and review separate Risk Assessments.
Working at height	Injuries, possibly serious, from falling from height	M	Appropriate equipment and ladders to be used at all times Employees to be made aware that they are responsible for stepladder safety. Employees know safety issues when working at height	Check and review Risk Assessments  Ensure training is up to date.
Vehicle Movement	Injury caused by vehicle impact	L	Car parks clearly marked and well lit 5mph Speed limit in the unit car park.	Check markings, lighting and signage
Hazardous Substances	Skin problems, eye damage from direct contact with cleaning chemicals. Vapour may cause breathing difficulties	L	Use correct cleaning equipment and wear rubber gloves. Observe COSHH regulations and follow instructions on labels in accordance with manufacturer's recommendations. Cleaning products marked irritant be replaced with milder alternatives. Store cleaning products securely.	Ongoing training programme. Caretakers to check for dry, red or itchy skin on hands and seek medical advice if necessary.
Electricity	Risk of shocks or burns from faulty installations	L	Fixed installations correctly installed and inspected regularly by qualified electrician. All portable equipment to be PAT tested. Users to be made aware that they are responsible for any equipment used on site	Annual inspection. User agreement to include PAT testing of user's equipment. Users to be made aware of fuse box and isolation switches.
Stored equipment and Manual Handling	Injury caused by collapsing stacks or by trying to lift objects that are too heavy or awkward.	L	Caretakers and Users know to stack chairs and tables carefully Caretakers to follow HSE manual handling guidance	Training of staff in correct procedures.
Fire	Fatal injuries from smoke inhalation and/or burns	M	Ensure fire exits are clearly marked and illuminated Ensure fire exits are kept clear at all times Test fire alarm weekly. Fire extinguishers maintained in accordance with manufacturer's recommendations. Instructions clearly visible. Staff and Users to know evacuation procedures and assembly points.	Ensure that Users and staff are made aware of issues. Check User's risk assessments.

Electrical and Mechanical Equipment	Injury caused by blades and other machine parts. Flying stones from trimmers etc.	M	Ensure that every job undertaken by Outside Services has a Risk Assessment and that all employees are provided with the correct Personal Protective Equipment and clothing.	Ensure that all jobs have an up to date Risk Assessment
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