

CREECH ST MICHAEL PARISH COUNCIL

Draft Minutes for the Annual Meeting of Creech St Michael Parish Council held at Creech St Michael Village Hall on **Monday 13 April 2024 at 7.00pm**

Councillor Attendance

Cllr. Annabelle Peters – Chair	AP	Present	Cllr, Neil Davidson – Vice Chair	ND	Present
Cllr. Adrian Birch	AB	Present	Cllr. Stephen Greenhalgh	SG	Present
Cllr. Corinne Giles	CG	Present	Cllr. Paul Tucker	PT	Present
Cllr. David Griffin	DG	Present	Cllr Kieran Roe MBE	KR	Present
Cllr. Barbara Williams	BW	Present			

Also Present: Cllr. Norman Cavill (Somerset Council) (from 7.50pm), seven (7) members of the public and Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer.

Meeting started at 7.00pm

1.0	Chair's welcome				
	The Chair welcomed everyone to the meeting and invited members of the public to speak on any matter they wished to be heard.				
2.0	Public Question time - Questions asked by the Public and Press will be noted.				
	None.				
3.0	Election of a Chair of Creech St Michael Parish Council [M] Cllr. Annabelle Peters was nominated for the role of Chair of Creech St Michael Parish Council and unanimously approved. Cllr. Peters signed the Declaration of Acceptance of Office.				
	Prop:DG	Sec:KR	In Favour:8	Against:0	Abstain:1
4.0	Election of a Vice Chair of Creech St Michael Parish Council [M] Cllr. Neil Davidson was nominated for the role of Vice Chair of Creech St Michael Parish Council and unanimously approved.				
	Prop:SG	Sec:PT	In Favour:8	Against:0	Abstain:1
5.0	Election of a Chair to the Parish Council Committee. [M]				
	5.1 Finance Committee. Cllr. David Griffin was nominated for the role of Chair of Creech St Michael Parish Council Finance Committee and unanimously approved.				
	Prop:AP	Sec:PT	In Favour:8	Against:0	Abstain:1
	5.2 Staffing Committee.				

	Cllr. Neil Davidson was nominated for the role of Chair of Creech St Michael Parish Council Staffing Committee and unanimously approved.				
	Prop:AP	Sec:CG	In Favour:8	Against:0	Abstain:1
	5.3 Planning Committee. No nominees were received and as a result no vote was taken.				
6.0	Appointments to the Parish Council Committees. [M]				
	6.1 Finance Committee. Cllrs. Peters, Davidson and Tucker were nominated and approved unanimously.				
	Prop:SG	Sec:CG	In Favour:6	Against:0	Abstain:3
	6.2 Staffing Committee. Cllrs. Peters, Tucker, Greenhalgh and Magaret Gover (Community Representative) were nominated and approved unanimously.				
	Prop:CG	Sec:AB	In Favour:6	Against:0	Abstain:3
	6.3 Planning Committee. Cllrs. Cudlip, Griffin, Roe and Williams were nominated and approved unanimously.				
	Prop:SG	Sec:PT	In Favour:5	Against:0	Abstain:4
	6.4 Joint Committee with West Monkton Parish Council. Cllrs. Cudlip, Williams and Griffin were nominated and approved unanimously.				
	Prop:AP	Sec:SG	In Favour:6	Against:0	Abstain:3
7.0	To Receive Somerset Council Councillors' Reports.				
	<p>Cllr. Cavill provided a report including the following items.</p> <p>Suez waste collection contract: The Council's waste contractor, SUEZ, has disclosed figures showing significant annual losses on its £24m a year contract. It has made a number of contractual claims seeking adjustment to payment and while these are in dispute, without an increase in payments there is a risk that SUEZ may exit the contract, to limit its losses over the contract's remaining six years. A report to the Council's Executive Committee meeting recommends giving the Council's Chief Executive a mandate to negotiate with SUEZ to broker a deal which would stop SUEZ exiting the contract. The ongoing rerouting of collections is helping make rounds more efficient and as cost effective as possible, but even with this SUEZ considers the contract unviable.</p> <p>Roadside grass-cutting: From May 2024, where safe to do so, mowing routines across managed highway verges, open spaces, country parks and council property grounds will be reduced although safety and visibility around verges and public spaces such as play areas will be cut more regularly. On wider verges, only a 1-meter swathe is mowed, leaving the rest untouched to maintain biodiversity. Further information on the cutting schedule can be found at https://www.somerset.gov.uk/roads-travel-and-parking/grass-cutting/</p> <p>Action: Clerk and RFO was asked to report overgrown verges at Walford Cross and Monkton Elm.</p> <p>Subsidised Bus Fares in Taunton: Somerset Council has announced revised bus fares for the Taunton Town Zone to keep services sustainable. From 1 June this will be £1.50 for any adult single fare and 80p for a child. The new fares will be reviewed at the end of this year. Across the rest of the county the cost for any single fare will stay at £2 until December 2024, part of the national Government-funded initiative. The fare for the Park and Ride service in Taunton remains £1 for a single fare.</p>				

	<p>Children and Young Peoples Plan : The new Children and Young People’s Plan (CYPP) for Somerset sets out the Council’s aims for 2024-2030 including how services and communities are accountable for children and young people and how they will work together to ensure the ambitions of the plan are achieved.</p> <p>Volunteer Drivers: Since Covid-19 the numbers of volunteer drivers in Somerset has reduced by about 67 per cent. These dedicated drivers play a pivotal role in the community, providing essential transportation services to residents so the Council are calling out for new volunteers. Many residents who need the service live in rural areas with little or no access to public transport and are unable to drive. If you are working part-time, a parent, retired or just have some spare time on your hands and you have a car and at least half a day to a day to offer then you can get involved and make a positive impact on people’s lives. Volunteer drivers receive training and are reimbursed expenses at 45p per mile (or 50p per mile with passengers).</p>				
8.0	Apologies for absence				
	8.1 To receive apologies for absence. Apologies received from Cllr. Cudlip.				
	8.2 To approve any apologies for absence. Cllr. Cudlip’s absence was approved.				
	Prop:AP	Sec:PT	In Favour:9	Against:0	Abstain:0
9.0	Declarations of Interests				
	9.1 Declarations of Individual Members None.				
	9.2 Dispensation Request None.				
10.0	Parish Council Vacancy No candidates were nominated. AP encouraged members of the public present to consider joining the Parish Council.				
11.0	To Review and Approve the minutes of the meeting held on 8 April 2024. [M] The minutes of the meeting held on 8 April 2024 were approved and signed by the Chair of the meeting.				
	Prop:SG	Sec:KR	In Favour:6	Against:0	Abstain:3
12.0	Review and Monitor the Actions Outstanding from Past Meetings – See Appendix A for details of action points and progress toward the completion of each action. The Clerk and RFO provided an update on progress toward completing the outstanding matters.				
	Items for Decision				
13.0	Calendar of Meetings 2024/25 – to approve the calendar of meetings for the year ending 31 March 2025. [M] The calendar of meetings was approved.				
	Prop:PT	Sec:AP	In Favour:9	Against:0	Abstain:0

14.0	Planning Applications – to Consider and Make Recommendations to be passed to the relevant authority on the following Planning Applications (links to the relevant application are available via the planning reference). [M]				
	<u>14/24/0015</u> Replacement and enlargement of dormer windows with conversion of loft into ancillary accommodation at 4 The Glebe, Vicarage Lane, Creech St Michael (resubmission of 14/23/0034). [O] [M] KR proposed that no objection be raised and this was approved.				
	Prop:KR	Sec:DG	In Favour:9	Against:0	Abstain:0
	<u>14/24/0013</u> Conversion of loft into ancillary accommodation with erection of dormer at 4 Dillons Road, Creech St Michael. [M] KR proposed that no objection be raised and this was approved.				
	Prop:KR	Sec:AP	In Favour:9	Against:0	Abstain:0
	<u>14/24/0016</u> Erection of a single storey extension to the side and rear of 4 Paddock Close, Creech St Michael (retention of part works already undertaken). [M] It was agreed that no objection would be raised.				
	Prop:AP	Sec:KR	In Favour:9	Against:0	Abstain:0
15.0	Recreation Park Security – to consider a number of options to improve the security of buildings and assets at the Rec. Park and to minimise the impact of anti-social behaviour on users of the Park and neighbouring residents and to approve an approach for implementation. [M] The Clerk and RFO presented a paper on a range of options for improving security at the Recreation Park and this was discussed at length. It was noted that AB and Cllr. Cudlip had prepared a plan for the implementation of CCTV. It was proposed that the Clerk and RFO would prepare quotations for CCTV installation, to replace the lock on the Engine Shed Building and to confirm the ongoing arrangements with Walford Security to provide the locking and unlocking service. It was also proposed that discussions be held with Ruishton Rhinos Football Club to seek their support for maintaining the grass pitch. The proposals were approved.				
	Prop:AP	Sec:SG	In Favour:9	Against:0	Abstain:0
16.0	Recreation Park Electricity Supply – to approve a quotation for a new contract to supply electricity to the Recreation Park. [M] Three quotations were considered and it was agreed to appoint Yu Energy to supply electricity at a fixed price for the next three years.				
	Prop:AP	Sec:SG	In Favour:9	Against:0	Abstain:0
17.0	Tree Survey Report – to receive the report of the survey of trees at the Canal Car Park and to approve expenditure of £575.00 excluding VAT to allow for urgent works to be completed and to transfer £1,000.00 from reserves to the Canal Car Park budget to allow for further works to be completed. [M]				

	The report was noted and it was agreed to appoint Aboricare to undertake the urgent works.				
	Prop:PT	Sec:AB	In Favour:9	Against:0	Abstain:0
18.0	To review and approve the Financial Transaction Report. [M]				
	The Financial Transaction report was approved. See Appendix B for a list of all payments. The Chair signed a copy of the report for the records.				
	Prop:AP	Sec:ND	In Favour:9	Against:0	Abstain:0
	Items for Discussion				
19.0	Planning Application 48/24/0008 – updated documents and response from developer. It was noted that the applicant had responded positively to the requests from the Parish Council and others to made minor amendments to the plans for the site. These amendments had been recorded on Somerset Council’s Planning Portal.				
20.0	Minutes of the meeting of the LCN – to note the minutes of the LCN Meeting held 17.04.2024. The minutes of the meeting were noted and KR provided a brief summary of the key issues.				
21.0	Somerset Council Grassland Management Briefing – to note the briefing paper provided by Somerset Council. This document was noted and reference was made to the plans to restrict the cutting of verges to a maximum of 1m from the highway.				
	Updates from Committees, Panels and Working Groups				
22.0	Finance Committee DG commented that at this early stage in the year there were no concerns. The Clerk and RFO confirmed that the full year’s precept had been received and £5,319.94 In CIL funds.				
23.0	Staffing Committee ND confirmed that the Clerk and RFO’s appraisal was scheduled and that he welcomed feedback from members.				
24.0	Planning Committee The Committee continues to meet and to consider planning applications.				
25.0	Canal Panel ND confirmed that the panel had met recently and discussed the issues affecting the car park, including the need to lock and unlock the car park and the results of the tree survey. The use of CCTV had also been considered.				
26.0	Party in the Park Working Group AB confirmed that the group would be meeting soon.				
27.0	Events 27.1 Tug of War AP confirmed that planning was still continuing and tickets were being allocated. AP stressed the need for anyone attending to book a ticket to help with planning. AP also asked for anyone who is or knows a face painter to get in contact as one is needed for the event and for any stallholders who might be interested in having space for stalls.				
28.0	Footpaths None. AP had raised a request to have the vegetation alongside the footpath next to the River Tone at Bull Street to be cutback. SG reported that repairs had been completed in Foxhill Lane.				
	Other Matters				

29.0	Correspondence
	29.1 To consider any correspondence received that Councillors wish to raise that has already been circulated. ND noted that it had been brought to his attention that a football team had been using the Rec Park for training and hadn't booked the facility. The Clerk and RFO confirmed that this was an issue and he was aware of one team that had done this. The Clerk and RFO had contacted the club but had not had a response.
	29.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish Council. None.
30.0	New Matters to be Carried Forward None.

The meeting ended at 8.27pm

[M] = Where a resolution (vote) is expected

Andrew Williams, CSM PC, Clerk and RFO, 07708 680797, email clerk@creechstmichael.net

The next Creech St Michael (CSM) Parish Council meetings are on:

3 June 2024

at 7pm in the CSM Village Hall

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Date of Original Meeting Action Raised	Minute Ref.	Action Point	Responsibility & Timeframe	Date Completed	Outcome/Further Actions	Complete
13.05.2024	15.0	Hold discussions with Ruishton Rhinos Football Club to seek their support for maintaining the grass pitch.	Clerk and RFO 03.06.2024		26.05.2024 Contact made with Chair of Ruishton Rhinos Football Club and meeting to be held o discuss plans for the club to use the Rec. Park as a base.	
13.05.2024	15.0	Prepare quotations for the installation of CCTV at the Rec. Park.	Clerk and RFO 03.06.2024		25.05.2024 See agenda item 15 03.06.2024.	
05.02.2024	8.0	Implementation of budget proposals.	Clerk and RFO 31.03.2024		<p>12.02.2024 Notice given of cessation of service to Walford Security.</p> <p>13.02.204 Notice given of cessation of funding to the Community Youth Project. Dialogue opened with Community Youth Project and Somerset Youth Alliance to explore external funding opportunities.</p> <p>13.02.2024 Contact made with West Monkton Parish Council to explore viability of sharing use of their mower.</p> <p>26.03.2024 A positive response from West Monkton Parish Council received, subject to insurance and agreement of a schedule and financial contribution.</p>	

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08.01.2024	12.0	Clerk and RFO to submit a request to the DHSC for funding for two defibrillators, one to be sited at the Recreation Park and one at or near to Adsborough.	Clerk and RFO 05.02.204		08.01.2024 Resident at Adsborough contacted and asked to assist in finding a suitable location for the Defib. 25.01.2024 Defibrillators shipped and arrived and now in storage. 16.02.2024 Defibrillator installed at the Recreation Park. Second location under discussion.	
06.11.2023	29.2.1	Clerk and RFO to contact West Monkton Parish Council to collaborate on a submission to Somerset Highways to address the issues with large vehicles using Coombe Lane.	Clerk and RFO 04.12.2023		27.11.2023 Contact with West Monkton Parish Council made and details of the issue shared. West Monkton Parish Council to consider and respond. 13.12.2023 Email sent to Somerset Roads requesting that the Lane be designated with a maximum weight of 7.5 tonnes. 15.12.2023 response received and request for more evidence received.	
02.10.2023	9.0	Members to identify risks that are not listed on the draft Risk register and forward these to the Clerk and RFO.	All members 06.11.2023		23.05.2024 See agenda item 14 03.06.2024.	
05.06.2023	2.0	Clerk and RFO to contact the relevant parties to request that the issue of overgrown hedges be dealt with on the lane between Hyde Lane and Leighton Drive.	Clerk and RFO 03.07.2023		20.06.2023 Managing Agent contacted and confirmation received that they are not responsible for Hyde Lane vegetation. Response awaited from David Wilson Homes. 07.11.2023 Letter written to David Wilson Homes requesting that the vegetation be dealt with.	

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					<p>09.11.2023 Holding response received from David Wilson Homes.</p> <p>22.11.2023 David Wilson Homes confirm that a consultant has been appointed to address the outstanding adoption issues.</p> <p>18.12.2023 Chasing email sent and response received to indicate it had been passed to another team to respond.</p> <p>19.01.2024 Chasing email sent and response received to indicate it had been passed to another team to respond. No progress being made on this issue.</p> <p>27.03.2024 Deadline of 08 April 2024 given for resolution of the matter or legal steps to be taken to resolve the matter.</p> <p>28.03.2024 Response received from David Wilson Homes stating that the delay in resolving the matter sits with Somerset Council.</p> <p>02.04.2024 Request made to Cllr. Fothergill to intervene.</p>	
05.06.2023	23.2	To request that the markings for the virtual pavement at North end are reinstated to improve visibility.	Clerk and RFO 03.07.2023		03.07.2023 A recent meeting with the Highways Officer from Somerset Council had confirmed a commitment to reline the Virtual Footpath.	

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15.05.2023	15	The Clerk and RFO would confirm the approved sites for the Speed Indicator Devices with Somerset Council Highways.	Clerk and RFO 05.06.2023		23.05.2023 request sent to Somerset Council Highways requesting confirmation of approved sites. 05.06.2023 The Clerk and RFO confirmed that the two existing sites were the only that had been fully approved and that a meeting with highways to discuss further sites was being scheduled for late June or early July. 04.12.2023 Highways to confirm locations and await the installation of new poles to accommodate solar SIDs. Likely to be delayed until May/June 2024. 21.02.2024 Further contact held with Traffic Engineer to arrange a site meeting. 30.04.2024 Awaiting further meeting with Speedwatch and Traffic Panel to agree sites.	
06.02.2023	12.0	Clerk and RFO to pursue the use of the Money Claim service to seek the recovery of the funds paid to Oakleaf Joinery & Design.	Clerk and RFO 06.03.2023	15.02.2023	15.02.2023 Money Claim online started and evidence submitted. 16.03.2023 A request to issue a County Court Judgement was made via the Money Claim service. 24.03.2023 County Court Judgement issued and received. 15.05.2023 Request to be issued for a Warrant of Control. 12.07.2023 case transferred to Yeovil Crown Court and a warrant issued.	
09.01.2023	3.0	Update the Neighbourhood Plan in light of the changes being	TBC		15.05.2023 To be considered at the next Planning committee meeting.	

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		brought about by local government reorganisation.			05.06.2023 See agenda item 20.1. 27.11.2023 To be discussed by the Planning Committee.	
09.01.2023	3.0	Clerk and RFO to respond to Cllr. Fothergill's enquiry about a bus shelter for Creech Heathfield.	Clerk and RFO 06.02.2023		27.01.2022 See item 22.2 on the agenda for meeting held on 06.02.2023. 16.03.2023 Awaiting a response from Somerset Council Highways. 25.11.2023 Cllr. Peters in contact with resident about the issue. 11.12.2023 Contact with Roads Records initiated following advice from Somerset Highways. 12.12.2023 Request submitted to First Bus Group for data on bus stop use for the previous 12 months. 12.01.2024 response received from Somerset Road Records received outlining process. Initial costs of £765.00 to cover application, licenses and legal costs. Planning Application may also be necessary. 14.05.2024 Resident informed that this project has been put on hold for a period of 12 months.	✓
COMPLETED ACTIONS						
04.12.2023	8.0	Clerk and RFO to contact Somerset Bus Partnership to obtain more information on the scale of funding required.	Clerk and RFO 08.01.2024		05.12.2023 Contact made with Somerset Bus Partnership and request made. Response received and awaiting further information. 31.12.202 Information shared that 4 decals had been sited within Creech St Michael. 500 decals have been printed to cover Somerset.	✓

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05.09.2022	18	Clerk to contact Somerset West and Taunton Council to arrange for the installation of the small combined bin and to enquire of the cost of moving the dog waste bin on the site.	Clerk & RFO 03.10.2022		<p>22.09.2022 Request submitted to Somerset West and Taunton Street Scene team.</p> <p>23.09.2022 Response received – cost of relocating dog waste bin £100.00 + VAT. 03.10.2022 Plan to be drawn up to locate larger bin and replace dog waste bin.</p> <p>07.11.2022 Site meeting to be arranged for councillors by the Clerk and RFO.</p> <p>15.06.2023 Clerk and RFO contacted the Street Scene team at Somerset Council to approve installation.</p> <p>20.07.2023 Contact with Street Scene Manager made. Awaiting quotation for costs of installation and supply of waste bin.</p> <p>25.07.2023 Costs confirmed as previously agreed and purchase order issued. Lead time likely 7 to 8 weeks.</p> <p>30.10.2023 A further update has been requested from the Street Scene team on the likely installation date.</p> <p>06.11.2023 Telephone call with Somerset Council Street Scene team. Installation committed to within 14 days.</p>	✓
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					11.12.2023 Bin installed.	
06.11.2023	14.0	ND would seek a meeting with the local store manager to discuss the issues with the opening times of the Post Office.	ND 04.12.2023		ND spoke with store staff and received assurances that the issue was being addressed with the addition of more trained staff members.	✓
02.10.2023	14.0	Contact to be made with the Woodland Trust to explore the offer of free trees for planting within the community.	Clerk and RFO 06.11.2023	10.10.2023	90 small hedge plants and 30 small copse trees will be delivered in March 2024.	✓
03.07.2023	20.0	The Clerk and RFO to obtain a quote from Walford Security for a locking and call out service for the car park.	Clerk and RFO 04.09.2023		02.10.2023 No longer required.	✓
04.09.2023	4.0	Clerk and RFO to present a proposal to implement a member attendance policy.	Clerk and RFO 02.10.2023		02.10.2023 See item 7 on the agenda.	✓

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03.07.2023	3.0	Cllr. Cavill asked that the Parish Council write to the owner of the property on the corner of Paddock Close to request that their hedgerow be cut back as it was causing pedestrians to have to walk in to the road.	Clerk and RFO 04.09.2023		07.08.2023 Letter written to the resident. 25.08.2023 No response received and no action taken by the resident. 04.09.2023 vegetation has been reduced and no longer presents an issue.	✓
15.05.2023	14	It was agreed that CC and ND would contact the landowner and arrange to meet and discuss the proposed allotment site lease.	Cllr. Cudlip and Cllr. Davidson 05.06.2023		05.06.2023 Cllr. Davidson confirmed that he had spoken to the landowner and confirmed that he was willing to sign an agreement on the terms proposed. The Clerk and RFO to send an agreement to the landowner. 13.06.2023 Lease agreement sent to landowner. 20.07.2023 Signed lease agreement received from the landowner.	✓
03.07.2023	8.0	Clerk and RFO to contact Somerset Council to seek a formal arrangement for the disposal of waste from the Recreation Park.	Clerk and RFO 04.09.2023		23.08.2023 No such service available from Somerset Council. Advice from SC is that "All businesses producing any waste should have a trade waste agreement with a registered waste carrier or take their refuse to a site licensed to accept trade waste."	✓

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Item 11.

Internal Audit Report

1.0 Proposal

To receive and note the Annual Internal Audit Report.

2.0 Introduction

As part of the measures that are applied to ensure that the Parish Council operates within the accepted governance practices and our legal obligations, an internal auditor is appointed and conducts an audit of our accounting and governance practices.

This audit is conducted at arms-length through the provision of documents and other materials for the internal auditor to scrutinise.

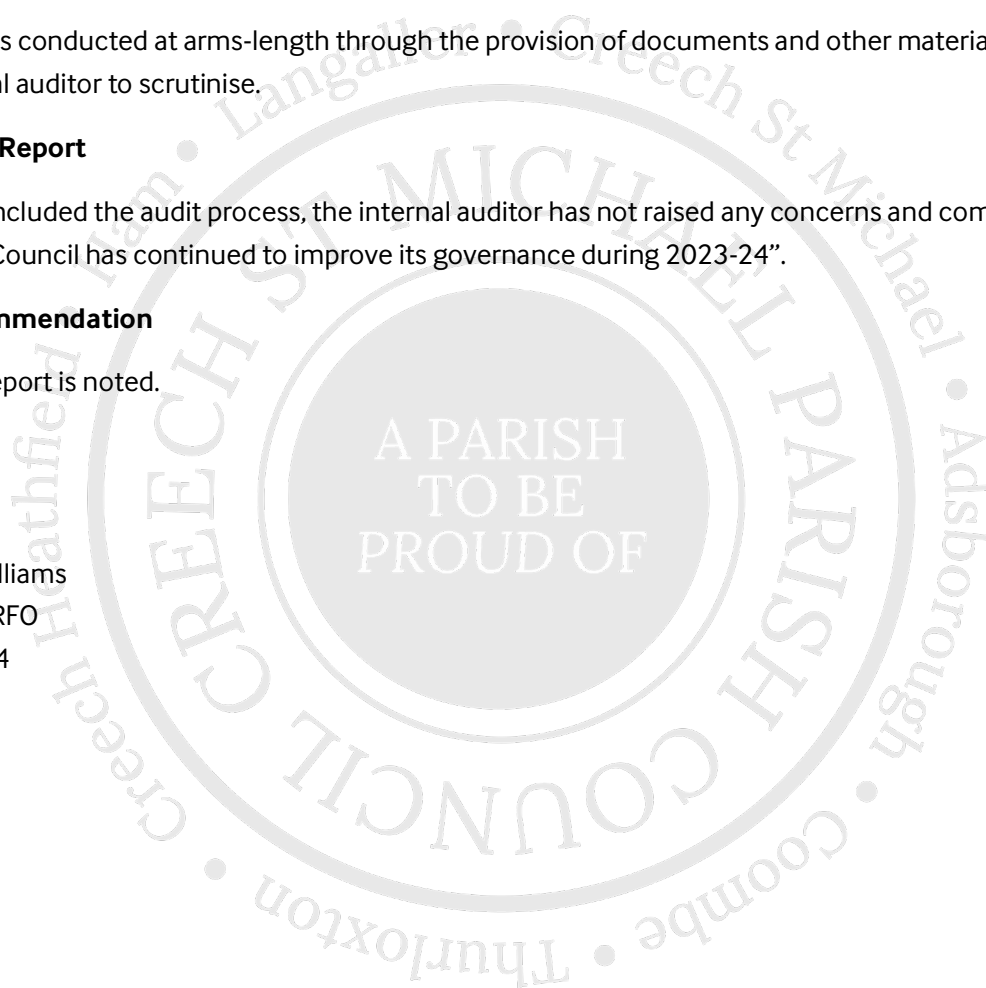
3.0 Audit Report

Having concluded the audit process, the internal auditor has not raised any concerns and comments that "The Council has continued to improve its governance during 2023-24".

4.0 Recommendation

That the report is noted.

Andrew Williams
Clerk and RFO
22.05.2024



Creech St Michael Parish Council Internal Audit Report Financial Year 2023-24

Internal audit carried out by:

Jill Larcombe
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EX16 6ND

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Smaller authorities are required by the Accounts and Audit Regulations 2015 to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

This report details the results of the Internal Audit for Creech st Michael Parish Council which has been carried out in accordance with the requirements as detailed within the Joint Panel on Accountability and Governance Practitioners Guide 2023.

Internal Control Objective	Tests carried out	Response
A. Appropriate accounting records have been properly kept throughout the year.	<p>Check that:</p> <p>A 1. The accounting system in use (whether manual, spreadsheet or a formal accounting system) is adequate.</p> <p>A 2. The council's accounting records are accurate, up to date and well maintained.</p> <p>A 3. Council Minutes for the year are complete and up to date and have been initialled and signed.</p>	<p>During the year the Council agreed to move to Scribe, a formal accounting system and 2023-24 has been entered in full.</p> <p>Yes</p> <p>Yes</p>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<p>Check that:</p> <p>B 1. The Council has in place a set of Financial Regulations and Standing Orders and that these have been subject to regular review.</p>	<p>Standing Orders last reviewed 12th July 2022. Updated Financial Regulations were agreed on 11th April 2023 item 17. Changes included increasing the spending limit for the Clerk/RFO to £250.</p>

	<p>B 2. In the case of publicly advertised contracts with a value over £30,000, the Council has complied with the requirements of the Public Contracts Regulations.</p> <p>B 3. Check that both Standing Orders and Financial Regulations specify the same tender thresholds.</p> <p><i>Select a sample of payments made from the bank account(s), for example by choosing a bank statement for a particular month. The sample size selected should be sufficient to have a reasonable view of the council's practices. Where possible all transactions of an abnormally high value for the Council should also be subject to detailed review.</i></p> <p>B 4. That invoices have been 'verified and certified' on receipt</p> <p>B 5. That orders for goods and services have been made in accordance with the requirements of the Council's Financial Regulations, (for example the requirement to obtain 3 quotes as set out in section 11 of the Model Financial Regulations).</p> <p>B 6. The Council has approved the payments in accordance with the requirements of it's Financial Regulations.</p> <p>B 7. The Council has in place effective controls on the making of payments. This should include the need for two signatures on cheques and the dual authorisation of online payments.</p> <p>B 8. Where debit / credit cards are in use, check that these</p>	<p>The figures in the Public Contract Regulations have been increased since the Financial Regulations were reviewed.</p> <p>Both are the same</p> <p>Not evidenced.</p> <p>The Council is committed to obtaining value for money and this is evidenced in the minutes. Three quotes are obtained for appropriate goods and services.</p> <p>Yes</p> <p>Three signatures for cheques. Signatories should always initial the cheque stub. Online payments set up by RFO and authorised by 2 councillors</p> <p>A cross section of transactions were</p>
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	<p>transactions have been made in accordance with the Councils Financial Regulations and that the invoices supporting these payments have been certified and payments reviewed and approved by Council.</p> <p>B 9. That any limits on credit cards and debit cards are reasonable and not excessive and ensure there are appropriate controls over physical security and usage of the cards are in place.</p>	<p>checked and these were made in accordance with Financial Regulations. Payments reported to Council.</p> <p>There is a pre-paid debit card. No single transactions of more than £250 are allowed. The Council has a policy on Prepaid debit card use which covers the use and security of the card/s.</p> <p>Note: new NALC Model Financial Regulations have just been published.</p>
<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>Check that:</p> <p>C 1. The council has formally minuted a review of risk during the financial year.</p> <p>C 2. The council has in place a Risk Register, or Risk Policy, which sets out the risks that the council faces and how it intends to address these and that this has been subject to formal review. (It is not a requirement for the auditor to review this in detail).</p> <p>C 3. The Council has reviewed the scope and value of its insurance cover. In particular that the value of fidelity insurance is sufficient to cover the Councils cash and bank balances and that buildings are insured based on up to date valuations.</p> <p>C 4. Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors)</p>	<p>Minuted by Full Council on 2nd October 2023 item 17.</p> <p>Very comprehensive Risk Register produced for 2023-24.</p> <p>4th year of 5 year agreement with Zurich. £250,000 fidelity insurance is adequate. Unable to comment on the insured value of buildings.</p> <p>Cyber security not covered. All other cover adequate. I was unable to check scope and cover for events organised by the Council.</p>

	<p>liability, business interruption and cyber security</p> <p>C 5. Ensure that appropriate arrangements are in place for the inspection of play areas, open spaces and sports pitches:</p>	<p>The Council has a Recreation Park Committee which oversees the operation and management of these areas in detail. Play equipment inspected by the Play Inspection Company.</p>
<p>D. The precept or rates requirement resulted from an adequate budgetary process: progress against the budget was regularly monitored; and reserves were appropriate.</p>	<p>Check that:</p> <p>D 1. The Council prepared and formally approved a budget for the year prior to the setting of the precept.</p> <p>D 2. That the Full Council, <u>not a committee</u>, has considered, approved and adopted the annual precept, for the year subject to internal audit, prior to the statutory deadline of 1st March.</p> <p>D 3. That budget reports are prepared and submitted to either Full Council or the appropriate Committees periodically during the year.</p> <p>D 4. That the Council, or nominated committee, has properly reviewed budgetary reports and that any significant variances have been subject to detailed query/review.</p> <p>D 5. That the Council has considered the establishment of specific Earmarked Reserves and that these are reviewed as part of the budget setting process.</p>	<p>Budget prepared and presented to the Finance Committee on 12th December 2022 for discussion. It was then discussed by Full Council on 9th January 2023 item 11.0.</p> <p>Precept of £74,528.00 agreed by Full Council on 9th January 2023 item 11.0.</p> <p>Budget reports presented at Finance Committee meetings for discussion and reported to Full Council.</p> <p>The Finance Committee reviews the reports in detail and raises queries when there are significant variances.</p> <p>Discussion on the levels of reserves is part of the budget setting process. Earmarked reserves have been established. A list of Earmarked Reserves is contained in Scribe. EMR Reserves £64,950.</p>

	<p>D 5. That the Council has reviewed the level of its General Reserve and that the level of the General Reserve is adequate and not excessive.</p>	<p>When the budget was discussed there were concerns that the level of reserves was dropping. There has been discussion about raising money in other ways than through the precept. Some budget areas underspent at the end of the financial year which increased reserves. General reserves are within the recommended range and are not excessive. General Reserves £36,260.23</p>
<p>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked and VAT was appropriately accounted for.</p>	<p>Check that:</p> <p>E 1. The precept received during the year agrees to the precept raised by the Council.</p> <p>E 2. That any VAT due in respect of the preceding accounting year have been claimed and received during the year subject to internal audit.</p> <p>E 3. That a VAT claim has been prepared for the year subject to internal audit and that this agrees to supporting accounting records.</p> <p>E 4. That that the Council has complied with any requirement to register for VAT and that income has been correctly treated for VAT purposes</p> <p>E 5. That the Council has in place a formal list of fees and charges and that this has been subject to regular review.</p>	<p>Yes. £74,528 received as one receipt.</p> <p>Yes</p> <p>Yes. The Council is now VAT registered and will be making quarterly returns as required.</p> <p>The Council has registered for VAT with HMRC after identifying it should have been charging VAT on festival income. Income is now being correctly treated for VAT purposes.</p> <p>Yes</p>

	E 6. That the Council has robust procedures to monitor and collect any outstanding debts. If applicable, review any aged debtors' listing maintained by the Council and ensure that amounts overdue have been reported to Council.	The Council now subscribes to Scribe, an online accounting system, which has improved the monitoring of any outstanding debts.
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Only be used if there is petty cash.	No petty cash system. Prepaid debit card can be used for general expenses.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<p>G 1. Ensure that the Council is properly registered with HMRC as an Employer.</p> <p>G 2. Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract.</p> <p>G 3. Verify that gross pay due is correctly calculated in accordance with contract terms and conditions (for example at the correct national pay rate/spinal column point).</p> <p>G 4. Verify that the Council has in place formal, up to date, payroll software, or is using a suitable payroll provider.</p> <p>G 5. Ensure that the correct PAYE treatment has been applied to all remuneration paid (for example the payment of any lump allowances.)</p> <p>G 6. Check that the Council has not claimed the National Insurance Employers Allowance.</p> <p>G 7. Check that the council has submitted RTI returns to HMRC</p>	<p>Yes</p> <p>All staff have Contracts of Employment.</p> <p>Yes.</p> <p>The Council uses HMRC Basic Payroll</p> <p>Yes</p> <p>Allowance correctly not claimed</p> <p>Yes</p>

	<p>and made payments due as required.</p> <p>G 8. Check that the Council has submitted returns and made payments due for any pension contributions.</p>	Yes
H. Asset and investment registers were complete and accurate and properly maintained.	<p>Check that:</p> <p>H 1. The Council is maintaining a formal asset register and this has been updated with any additions or disposals during the year.</p> <p>H 2. That the basis of valuation of assets is in accordance with the requirements of the Practitioner's Guide (normally at cost value).</p>	<p>Formal Asset Register details are kept in Scribe.</p> <p>Yes</p>
I Periodic bank account reconciliations were properly carried out during the year.	<p>Check that:</p> <p>I 1. That bank reconciliations are prepared regularly, for all Council bank accounts.</p> <p>I 2. That bank reconciliations are subject to independent review by members and that they are signed and dated as evidence of this review.</p> <p>I 3. That the bank statements are periodically independently verified to the balances stated in bank reconciliations.</p> <p>I 4. The accuracy of the year-end bank reconciliation and agree it to supporting bank statements.</p> <p>I 5. Review and clarify the nature of any uncleared transactions.</p>	<p>Bank reconciliations prepared regularly</p> <p>Bank reconciliations are reviewed by the Finance Committee and they are signed and dated. Checks reported to Full council</p> <p>Bank statements included with bank reconciliation.</p> <p>Checked.</p> <p>None,</p>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and	<p>J 1. Review the computations for the Accounting Statements prepared by the RFO to verify that they are accurate and agree to the Councils cashbook.</p> <p>Check that:</p>	Checked against Scribe

<p>expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</p>	<p>J 2. Line 2 agrees to the value of precept raised and received</p> <p>J 3. The total of Lines 2 and 3 agree to the total value of receipts recorded in the cashbook.</p> <p>J 4. The value stated in Line 4 includes only "<i>gross salary of employees, employer's national insurance contributions, employers pension contributions, gratuities for employees or former employees and severance or termination payments to employees.</i>" as set out in the Practitioner's Guide.</p> <p>J 5. The total of Lines 4, 5 and 6 agree to the total value of payments in the cashbook.</p> <p>J 6. The value stated in Line 8 agrees to the year end bank reconciliation and supporting bank statements.</p> <p>J 7. The value stated in Line 9 agrees to the total value of the asset register.</p> <p>J 8. The balance stated in Line 10 agrees to the value stated in the year end PWLB/DMO audit confirmation (this is normally supplied by email to the Clerk and additional copies can be obtained on request).</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Checked against bank statements.</p> <p>Agrees with Asset Register in Scribe</p> <p>Not applicable.</p>
<p>K. If the authority declared itself exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt.</p>		<p>Not covered - n checks carried out for this section as the Council had a limited assurance review.</p>
<p>L. The authority published the required information on a</p>		<p>Not covered as the Council's receipts and</p>

website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		payments were above £25,000.
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023/24 AGAR period were public rights in relation to the 2022/23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<p>Check that:</p> <p>M 1. The Council published, including on it's website, the Notice for the Period for the Exercise of Public Rights</p> <p>M 2. The 'Announcement Date' was the working day prior to the Commencement Date (they cannot be the same date)</p> <p>M 3. The period set was for exactly 30 working days and included the first 10 working days in July</p>	<p>Notice published on the website</p> <p>Yes</p> <p>The period set was more than 30 working days and only included 4 of the first 10 working days in July</p>
N. This authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 guidance notes)	<p>Check that:</p> <p>N 1. That the Council published the Annual Governance Statement on it's website</p> <p>N 2. That the Council published the Accounting Statements on it's website</p> <p>N 3. That the Council published the External Auditor report on it's website</p> <p>N 4. That the Council published the Notice of Conclusion of Audit on its website.</p>	<p>Published</p> <p>Published</p> <p>Published</p> <p>Published</p> <p>Published</p>
		The Council has continued to improve its governance during 2023-24

Signed: *Jee Larcambe*

Date: 15th May 2024

Documentation requested and inspected

Cash book - Scribe

Copies of invoices and remittances

Bank statements

Cheque counterfoils (3)

Bank reconciliations and evidence of sign off by members

Budget preparation documents

Budget monitoring reports

VAT Return and evidence of submission

Details of procedures for acquisition of formal tenders and quotes?

Asset Register - Scribe

Current Risk Assessment

Statement of Internal Controls

Insurance Policy Schedule and Employers Liability Certificate

Minutes reviewed on website. One copy checked for Chair's signature

Policies

Current Standing Orders, Financial Regulations and Code of Conduct

Copy of Contract of Employment and any letters detailing changes

Payroll and tax code documentation

External Auditor Report 2022-23

Notice of the period for the exercise of public rights and other information

Annual Internal Audit Report 2023/24

Creech St Michael Parish Council

ENTER PUBLIC WEBSITE/WEBPAGE ADDRESS <https://creechstmichael.net>

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25/03/2024 14/05/2024 DD/MM/YYYY

Name of person who carried out the internal audit

Jill Larcombe OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

Jill Larcombe

SIGNATURE REQUIRED

Date

15/05/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Item 12.

Annual Governance Statement

1.0 Proposal

To receive and approve the Annual Governance Statement.

2.0 Introduction

As part of the annual return to our external auditors, the Parish Council must confirm that it has taken the necessary measures to ensure that its internal governance controls are satisfactory.

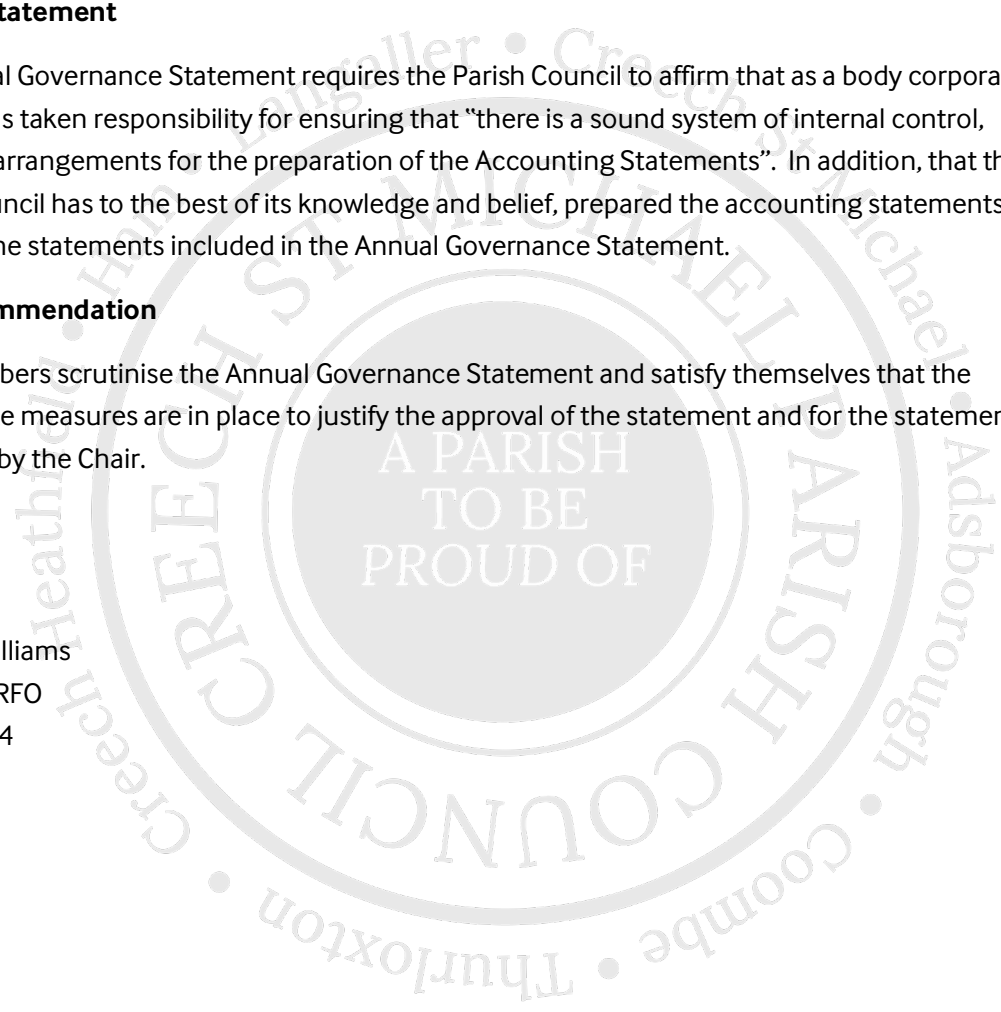
3.0 The Statement

The Annual Governance Statement requires the Parish Council to affirm that as a body corporate the Council has taken responsibility for ensuring that “there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements”. In addition, that the Parish Council has to the best of its knowledge and belief, prepared the accounting statements in line with the statements included in the Annual Governance Statement.

4.0 Recommendation

That members scrutinise the Annual Governance Statement and satisfy themselves that the appropriate measures are in place to justify the approval of the statement and for the statement to be signed by the Chair.

Andrew Williams
Clerk and RFO
22.05.2024



Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Item 13.

Accounting Statements

1.0 Proposal

To receive and approve the Accounting Statements for the year ending 31 March 2024.

2.0 Introduction

The Accounting statements detail income and expenditure for the past year as well as the value of assets recorded on the asset register.

3.0 Recommendation

That members scrutinise the accounting statements and once satisfied they are complete and accurate, approve the statement for the Chair to sign.

Andrew Williams
Clerk and RFO
22.05.2024



Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 of the AGAR – “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. You must complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: Creech St Michael Parish Council

County area (local councils and parish meetings only): Somerset

Financial year ending 31 March 2024

Prepared by (Name and Role): Andrew Williams Clerk and RFO

Date: 22/05/2024

	£	£
Balance per bank statements as at 31/3/2024:		
Unity Trust Account	100,032.9	
SOLDO Account	1,035.5	
[add more accounts if necessary]		
		101,068.5
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/2024 (enter these as negative numbers)		
[add more lines if necessary]		
		-
Add: any un-banked cash as at 31/3/2024		
[add more lines if necessary]		
	142.2	
		142.2
Net balances as at 31/3/2024 (Box 8)		101,210.7

Item 14.

Risk Register

1.0 Proposal

To consider updates to the Paish Council's Risk Register.

2.0 Introduction

The Parish Council's Risk register is a critical element in the Council's governance and management toolkit. The register should be reviewed at least twice per year.

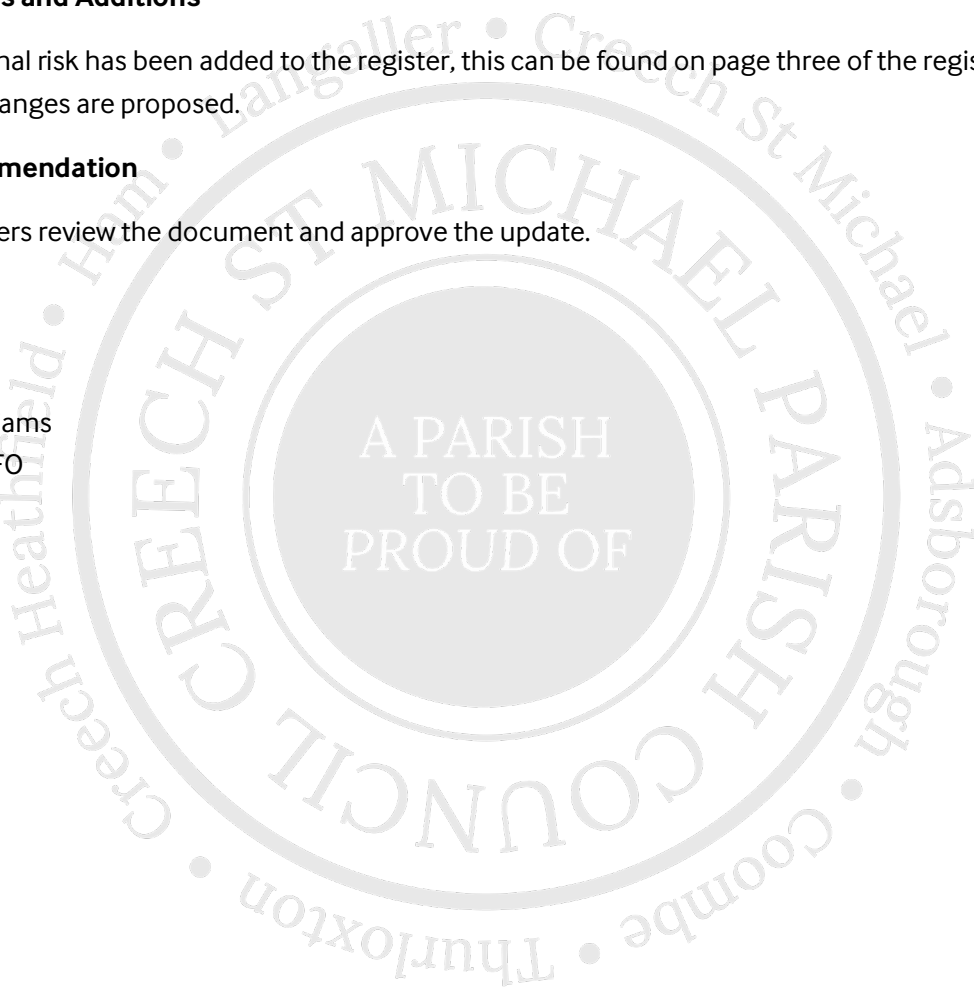
3.0 Updates and Additions

One additional risk has been added to the register, this can be found on page three of the register. No other changes are proposed.

4.0 Recommendation

That members review the document and approve the update.

Andrew Williams
Clerk and RFO
22.05.2024



Creech St Michael Parish Council

Policy Title	Risk Register
Applies to	All Parish Councillors and Employees
Date Created	1 September 2023
Date Approved by Council	2 October 2023
Minute Reference	9
Author	Clerk and RFO
Review Cycle	Twice Per Year
Review Dates	27 November 2023 (planning Committee)



Financial Risks

Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
Precept	Precept request not submitted or submitted late.	L	H	Clerk and RFO and Finance Committee to ensure Precept request is approved by the January of each financial year. Once submitted the Clerk and RFO to ensure a record of the submission is retained. A general reserve of between 20% and 30 % of the annual budget must be retained.	Clerk and RFO	Annual
	Payment of precept to the Parish Council not processed.	L	H	Clerk and RFO to confirm receipt of payment to full council by 30 May each year.	Clerk and RFO	Annual
	Precept not adequate.	L	H	The precept is decided in conjunction with the annual budget during the period from November the January. The budget is scrutinised by the Finance Committee and approved by full council in January each year.	Clerk and RFO/Finance Committee	Annual

Level of Risk: L= Low, M= Medium, H= High

Risk L = Unlikely to happen in 12 months, M = Could happened once or twice in 12 months, H = Could happen more than twice in 12 months.

Impact (Consequence should identified risk occur): L= Low, M= Medium, H= High

Impact L = Minimal impact to Parish Council, M = Requires some work and focus by Parish Council, H = Required significant work, time and effort by Parish Council.

Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
	Precept increase capped or restricted.	L	M	Clerk and RFO to report any changes to legislation that may impact on precept to full council. A general reserve of between 20% and 30 % of the annual budget must be retained.	Clerk and RFO	Annually
Other Income	Other income streams do not meet expected levels.	L	L	Clerk and RFO to report income received at each full council meeting. Invoices for charges are issued in a timely manner and records retained. All income received is reported in the financial transactions report at each full council meeting. A general reserve of between 20% and 30 % of the annual budget must be retained.	Clerk and RFO	Monthly
	Significant changes to legislation that impact Community Infrastructure Levy (CIL) amounts and payments.	M	M	Parish Council to work with Unitary Authority to ensure that community infrastructure continues to be funded and that adequate funds are available for ongoing maintenance and repair of assets.	Chair of Finance Committee	Annually

Level of Risk: L= Low, M= Medium, H= High

Risk L = Unlikely to happen in 12 months, M = Could happen once or twice in 12 months, H = Could happen more than twice in 12 months.

Impact (Consequence should identified risk occur): L= Low, M= Medium, H= High

Impact L = Minimal impact to Parish Council, M = Requires some work and focus by Parish Council, H = Required significant work, time and effort by Parish Council.

Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
	Cash and cheque management.	M	L	Cheques received are banked as soon as possible by the Clerk and RFO and reported in the financial transactions report at each full council meeting. Petty Cash is kept a minimum of below £50.00. All transactions are recorded in the financial records.	Clerk and RFO	Monthly
Salaries	Incorrect salary payment made.	M	M	Salary calculations produced annually and hours and rate checked to contract. Salary scale and agreed pay rate approved by full council. Salaries always paid via online bank transfer.	Clerk And RFO/Staffing Committee	Annually
	PAYE administered incorrectly.	M	M	PAYE administered internally through HMRC Basic Tools. Details presented via the financial transactions report at each full council meeting.	Clerk and RFO	Monthly
	Pension administered incorrectly.	M	M	Pension administered internally through NEST website. Details presented via the financial transactions report at each full council meeting.	Clerk and RFO	Monthly

Level of Risk: L= Low, M= Medium, H= High

Risk L = Unlikely to happen in 12 months, M = Could happened once or twice in 12 months, H = Could happen more than twice in 12 months.

Impact (Consequence should identified risk occur): L= Low, M= Medium, H= High

Impact L = Minimal impact to Parish Council, M = Requires some work and focus by Parish Council, H = Required significant work, time and effort by Parish Council.

Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
	HMRC liabilities not recorded and paid.	M	H	PAYE administered internally through HMRC Basic Tools. Details presented via the financial transactions report at each full council meeting. Payments made via Direct Debit authorised via HMRC.	Clerk and RFO	Monthly
Direct costs and overhead expenses	Goods or services not supplied to the Parish Council.	H	M	Purchase orders used where appropriate and orders tracked. Payments confirmed via quarterly reconciliation against goods and services received.	Clerk and RFO	As required
	Invoice incorrectly calculated or recorded.	H	L	Clerk and RFO to undertake an arithmetic check against all invoices, prior to payment.	Clerk and RFO	As required
	Payment processed is excessive or to wrong party.	M	M	Three signatories sign cheques or authorise online payments and Clerk and RFO to check against finance records prior to the creation of a payment. All payment details presented via the financial transactions report at each full council meeting.	Clerk and RFO/Authorising Signatories	As required

Level of Risk: L= Low, M= Medium, H= High

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Impact (Consequence should identified risk occur): L= Low, M= Medium, H= High

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
Cheque and online Payments	Cheques and online payments paid by Clerk and RFO without consent of Council	L	H	Three signatures are required to process any transaction. All payments are listed and presented via the financial transactions report at each full council meeting. Digital records of all invoices are available for scrutiny by Councillors online. Cheques are numbered in income and expenditure records.	Clerk and RFO/Authorising Signatories	As required
Grants to Parish Council	Inaccuracy in application or incorrect completion of application.	L	L	Terms and conditions of any grant received to be met as and paperwork completed and checked prior to deadlines. All grant applications to be approved by full council prior to submission.	Clerk and RFO/Finance Committee	As required
Grants and donations from Parish Council	Incorrect powers used to award grant	M	L	Applications to be submitted in line with Grants Policy and approval for the award to be approved by the full council.	Clerk and RFO	As required
	Fraudulent or incomplete application received.	L	L	Applications to be submitted in line with Grants Policy and approval for the award to be approved by the full council.	Clerk and RFO	As required

Level of Risk: L= Low, M= Medium, H= High

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
Insurance	Inadequate cover for assets and general activities. No public liability available.	L	H	<p>Public Liability Insurance (PLI) policy in place for general activities and assets.</p> <p>The Clerk and RFO is responsible for maintaining the asset register adding any changes to the insurance schedule. The asset register is published on the parish council's website.</p> <p>Policy wording is checked each year to ensure that proposed cover is adequate. Insurance is obtained from a reputable provider.</p>	Clerk and RFO/Finance Committee	Annual
	Claim rejected by insurers.	L	H	<p>Policy wording is checked each year to ensure that proposed cover is adequate. Insurance is obtained from a reputable provider.</p> <p>All claims are verified by the Clerk and RFO and supported by appropriate evidence, including a Police Crime number if appropriate.</p>	Clerk and RFO	As required
Financial Records	The records held are inaccurate or inadequate.	L	H	<p>Clerk and RFO keeps full records in accordance with retentions of records advice, Councils Financial Regulations, and other regulations.</p> <p>Internal audit is scheduled to ensure recommended practices are being followed.</p>	Clerk and RFO/Finance Committee/Internal Auditor	Annually

Level of Risk: L= Low, M= Medium, H= High

Risk L = Unlikely to happen in 12 months, M = Could happened once or twice in 12 months, H = Could happen more than twice in 12 months.

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
	Sufficient information available for confidence in the decisions made.	L	M	Clerk and RFO produces a report each month to the full council for approval. The report includes bank reconciliation, payments made, actual income and expenditure against budget.	Clerk and RFO	Monthly
	Loss or corruption of financial records.	L	H	All records are stored on two separate cloud drives and backed up to a physical hard drive at least twice per year.	Clerk and RFO	Monthly
	Access to bank records and maintenance of bank accounts.	L	M	Online banking adheres to Financial Regulations. All Councillors invited to be authorised signatories and have access to view statements electronically all the time.	Clerk and RFO/Authorised Signatories	As required
Bank Account	Account is hacked or corrupted.	L	H	Individuals accessing the account ensure that they have the appropriate virus software installed on all devices. Three signatures are required to process any transaction. All payments are listed and presented via the financial transactions report at each full council meeting.	Clerk and RFO/Authorised Signatories	As required
Debit Card	Debit card is misused or used inappropriately.	L	H	Pre Paid Debit Card Use Policy is adhered to. Debit card is immediately cancelled and replaced following evidence of misuse.	Clerk and RFO	As required

Level of Risk: L= Low, M= Medium, H= High

Risk L = Unlikely to happen in 12 months, M = Could happened once or twice in 12 months, H = Could happen more than twice in 12 months.

Impact (Consequence should identified risk occur): L= Low, M= Medium, H= High

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
				All payments are listed and presented via the financial transactions report at each full council meeting.		
	Debit card is lost or stolen.	L	H	Loss or theft is reported to the card provider and card is immediately cancelled. Pre Paid Debit Card Use Policy is adhered to.	Clerk and RFO	As required
Elections	Increased costs to manage an election are not met by reserves.	L	L	Reserve funds earmarked and considered annually as part of the budget setting process.	Clerk and RFO/Finance Committee	Annually
VAT	VAT analysis is incomplete or inaccurate.	L	L	All transactions are recorded in income and expenditure records, with VAT separated out where appropriate.	Clerk and RFO	Monthly
	VAT reclaim processed within time limits.	L	L	Returns submitted each half year and must be claimed within 3 years of transaction.	Clerk and RFO/Finance Committee	Every six months
	Parish council is not correctly registered with HMRC for VAT.	L	H	VAT Status reviewed in line with best guidance, HMRC Advice Notices and legislation.	Clerk and RFO/Finance Committee	Annually

Level of Risk: L= Low, M= Medium, H= High

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
	Parish Council is subject to historical VAT Claims prior to registration.	L	H	A sum of £15,000.00 is allocated within the Reserves Policy for a period of 3 years from 01.10.2023 to cover the potential liability.	Clerk and RFO/Finance Committee	Annually
Reserves	The adequacy of the level of the reserves held.	L	M	General reserves to be increase annually from precept or other income. Budget setting process takes account of future needs of reserves.	Clerk and RFO/Finance Committee	Annually
Employing Contractors	Not seeking or obtaining value for money.	L	L	The parish council's Financial Regulations advise on protocol for seeking quotes and tenders to obtain value for money and should be adhered to. Any decisions to appoint a contractor must be approved by the full council.	Parish Council	As required
Internal Audit	Internal auditor unavailable or no suitable candidate available.	L	M	Auditor is selected from a pool of qualified individuals sourced via the SLCC Internal Audit Forum. All records to be made available digitally to allow for a distance orientated audit.	Clerk and RFO/Finance Committee	Annually

Level of Risk: L= Low, M= Medium, H= High

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
External Audit	Late submission incurring fees, incorrect submission incurs fees.	L	M	The Clerk and RFO is responsible for the submission of the external audit documentation within the prescribed deadlines. Internal Auditor assigned carries out the end of year audit ready for submission to external auditor, within the required timescales.	Clerk and RFO/Internal Auditor/Finance Committee	Annual
	Inaccuracies in the annual return.	L	L	RFO balances accounts with bank statements each month. The Internal Auditor assigned carries out the end of year audit ready for submission to external auditor, within the required timescales.	Clerk and RFO/Internal Auditor/Finance Committee	Annual

Administrative and Management Risks

Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
Assets	Damage or theft of assets or property.	L	M	An annual inspection of all significant assets is undertaken and any defects reported to the Clerk	Clerk and RFO	At least Annually

Level of Risk: L= Low, M= Medium, H= High

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
				<p>and RFO for repair or replacement plan.</p> <p>The asset register is maintained and published on the parish council's website.</p> <p>Individual risk assessments if necessary.</p>		
	Poor maintenance of assets leading to loss of value, damage or injury.	M	M	<p>Weekly visual inspection of recreation park and play equipment, supplemented by a quarterly and annual independent inspection of playground equipment.</p> <p>Play equipment repair and maintenance budget agreed annually.</p> <p>All minor repair issues dealt with by Grounds and Maintenance Operative work plan.</p>	Clerk and RFO/Grounds and Maintenance Operative/Caretaker	Daily/Quarterly/Annually

Level of Risk: L= Low, M= Medium, H= High

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
				<p>All play equipment and buildings on the recreation park risk assessed annually.</p> <p>All other assets inspected annually and any repair works scheduled in to the work plan of the Grounds and Maintenance Operative.</p>		
Public Liability	Risk or damage to third party property or individuals from contact with assets.	L	M	Review adequacy of Public Liability Insurance annually, regular maintenance checks, reporting of hazards. Risk Assessments for events carried out and kept as evidence.	Clerk & Council	Annually
Employees	Loss of key personnel.	L	H	<p>All employees subject to an annual review and ongoing monitoring of workload, performance and employment satisfaction.</p> <p>Employment terms and conditions reviewed annually to ensure they remain competitive and attractive</p>	Chair of Staffing Committee/Clerk and RFO	Annually

Level of Risk: L= Low, M= Medium, H= High

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
				to employees. All employees are offered the appropriate training and development and are provided with the resources to fulfil their roles effectively. Back up plans in place to cover for loss of key personnel.		
	Absence of key personnel as a result of illness or injury.	L	M	Employees and/or members used to provide short term cover for absence. Use of external contractor for extended period of absence to be considered.	Chair of Staffing Committee/Clerk and RFO	As required.
	Fraud, illegal or disreputable activities conducted by employees.	M	H	All employees subject to an annual review and ongoing monitoring of performance. Financial controls in place to reduce the risk of fraudulent or illegal activities being pursued.	Finance Committee/Clerk and RFO	Annually

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
Health and Safety	Health and Safety Policy inadequate or parish council is found to be negligent in the event of an incident or accident.	L	H	<p>The Health and Safety Policy is reviewed annually. The Clerk and RFO is the lead for health and safety and is responsible for undertaking risk assessments where necessary.</p> <p>All employees undertake health and safety training to ensure compliance with the Health and Safety Policy.</p> <p>The parish council holds Public Liability Insurance to protect against claims.</p>	Clerk and RFO/Employees	As required
Legal Powers	Illegal activity or Incident of an individual(s) acting outside of their powers.	L	H	<p>Council Members to be supported to understand their legal powers through training and review of policies and standing orders.</p> <p>Clerk and RFO to maintain awareness of changes to legislation and sector practice through membership of SLCC, NALC and local groups.</p>	Clerk and RFO	As required

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
Minutes, Agenda and Policies	A failure to produce agenda, minutes and policies that are accurate and legal.	L	L	<p>Agenda planning is completed each month with the agenda distributed to members at least one week prior to a meeting.</p> <p>All agenda and supporting papers sent to Councillors via email or a shared drive.</p> <p>Draft minutes are circulated normally no later than ten days following a meeting and are agreed by Councillors at the next meeting, then signed. The signed copy is retained. Minutes are published on the website for transparency.</p>	Clerk and RFO/Chair	Monthly
Parish Council Records	Loss or corruption of electronic records.	L	L	<p>All digital records retained on two separate cloud drive and a hard drive back up completed every quarter.</p> <p>All digital records are password protected and covered by appropriate ant-virus software.</p>	Clerk and RFO	Quarterly

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
	Security of hard copies of records is compromised.	L	L	Documents stored in Clerk and RFO's home office, which is secured against theft. Files are stored in a non-conspicuous place. Smoke detectors fitted in Clerk and RFO's home. All hard copies of document are destroyed when no longer required.	Clerk and RFO	As required
Personal Injury	Injury or harm from misuse, prolonged Use.	M	L	The Clerk is aware of best practice whilst using a computer; posture, taking regular breaks, position of screen and has an appropriate home working environment.	Clerk and RFO	As required
Unauthorised Access to Computer or Digital Devices	Digital devices are accessed by unauthorised users.	L	M	All employees and members must take steps to secure all digital devices through use of a password and anti-virus/malware software. Passwords should not be shared and should be changed regularly.	Clerk and RFO/Members	As required

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
Website and Social Media	Incorrect, inaccurate or misleading information published on website and social media channels.	M	M	The Clerk and RFO has control of the website and social media channels and is responsible for publishing the contents of the website and social media channels. Access to the website and social media channels is password protected.	Clerk and RFO	As required
Freedom of Information	Incidents of not recording or retaining information in line with legislation and Parish Council policy.	L	M	The parish council has a publication scheme and keeps records in accordance with data retention guidelines. This information is published on the parish council's website.	Clerk and RFO	As required
Data Protection	Noncompliance with GDPR regulations	L	M	The Council registers annually with the Information Commissioners Office (ICO). The Freedom of Information Policy and General Privacy Notice are reviewed annually.	Clerk and RFO	Annually

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
	Breeches of data protection	L	M	All digital records are retained in password protected files and paper copies of documents are retained securely and only retained for the necessary period of time required and disposed of securely.	Clerk and RFO	As required
Data Leak or Business Continuity Interruption	Cyber-attack or ransomware attack leading to a loss of confidential data and information or causing a break in business continuity.	L	M	The Clerk AND RFO is aware of best practice with data management, cyber risk and data loss, minimal confidential data is held. Stored sensitive information is password protected.	Clerk and RFO	As required
Members' Interests	Failure by a member(s) to complete a declaration	L	M	New Councillors are provided with the documents immediately after election or co-option by the Clerk and RFO and these are scanned and published on the parish council's website and sent on to Somerset Council's Democratic Services.	Clerk and RFO	Within 28 days of election of co-option

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
	Conflict of interest	L	M	Interests to be declared at the beginning of meetings and recorded in the minutes and any conflict is addressed as appropriate. Members to update their register as and when required.	Clerk and RFO/Members	As required
Reputation	Loss of reputation leading to negative feedback from the community.	L	L	Good communication with the community via the parish council newsletter. The Code of Conduct is adhered to by all members and employees. Use of the website and social media to encourage engagement with the community and to open up the workings of the parish council.	Clerk and RFO/Members	As required

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
	Medium to long term plans not in place, resulting in lack of vision and planning effectively for the future	M	L	Parish Action Plan to be produced and published on website and updated regularly with council approved projects.	Clerk and RFO/ Councillors	As required

Planning Risks

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Topic	Risk(s) Identified	Risk Level H/M/L	Impact H/M/L	Management and Control of Impact of Risk	Lead Responsibility	Frequency
Neighbourhood Development Plan	A failure to update the Neighbourhood Development Plan leading to the plan losing credibility and impact.	M	H	Planning Committee to regularly review the plan and oversee updates to the plan on a four-year cycle.	Chair of the Planning Committee	Every four years
Knowledge and Understanding of Planning	Members of the Planning Committee must hold the required knowledge and understanding of planning legislation and regulation to ensure that accurate and complete judgements are made against applications.	M	M	All members of the Planning Committee to complete (as a minimum) the introductory Responding to Planning Applications training. Opportunities for further training by specialist providers to be sought.	Clerk and RFO	Annual

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A failure by a member to disclose an Interest	Decision-making can be invalidated and subject to challenge legal or otherwise.	L	M	<p>A declaration of interest is recorded at the start of every meeting.</p> <p>The Clerk and RFO to ensure that all councillors are aware of their responsibilities.</p> <p>All councillors to undertake the initial Roles and Responsibilities training session.</p>	Clerk and RFO	Annual
Ensuring that the Planning Committee represents the whole parish community	The Committee must ensure that its views represent the view of the wider parish and they represent the balance within the community.	L	L	<p>All members of the committee to consider all responses provided to planning applications via the online portal and to use these in their decision-making.</p> <p>All committee meetings to be broadcast and members of the community are encouraged to attend the meetings and contribute to discussions.</p>	Clerk and RFO	Annual

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CIL Funds and S106 agreements	Ensuring that the Parish Council is not exposed to unreasonable constraints imposed by S106 agreements and using CIL funds appropriately.	L	L	<p>CIL reporting to Somerset Council to be completed in a timely manner and all decisions around the spend of funds to be recorded accurately.</p> <p>Where feasible, the Parish Council to be involved in negotiations with the Planning Authority and developers on Section 106 agreements.</p>	Clerk and RFO	Annual
Langaller Park Development	To remain engaged with the development plans to ensure that the Parish continues to influence the direction of the development and benefits from the financial income derived from the development.	M	H	<p>The planning Committee and Parish Council to continue to be briefed on progress toward an application.</p> <p>The Parish Council to maintain a positive relationship with all parties involved in the development and particularly with West Monkton Parish Council.</p> <p>To work toward securing signatory rights to the relevant Section 106 agreements.</p>	Chair of the Parish Council/Chair of the Planning Committee/Clerk and RFO	

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Item 15.

Purchase and Installation of CCTV

1.0 Proposal

To consider options for and approve the installation of CCTV at the Rec. Park.

2.0 Introduction

Proposals for the installation of CCTV at the Recreation Park have been considered previously and not progressed. The purpose of installing CCTV is to deter inappropriate behaviour, acts of vandalism and damage and to collect evidence to be passed to the appropriate authorities.

3.0 Quotations

3.1 In-House Purchase and Installation

Cllr. Birch and Cllr. Cudlip have provided a plan that allows for the installation of 11 cameras between the Pavilion and Engine Shed buildings. The cameras will be run from two network video recorders each of which will have a 4TB hard drive. Cllr. Birch and Cllr. Cudlip will take responsibility for the installation of the hardware.

Cost of hardware and additional materials £1,378.42 (plus VAT).

3.2 Purchase and Installation by Rotor Pixel Technologies

Rotor Pixel Technologies is a Taunton based access control provider. They have surveyed the park and offered a quotation for the supply and installation of a system that will run one fish-eye camera off one of the MUGA lighting poles and cameras at each end of the Engine Shed and Pavilion buildings (see attached plan). The cameras will be run from two network video recorders providing 30 day storage of footage.

Cost of supply and installation by Rotor Pixel Technologies £4,620.60 (plus VAT)

3.3 Other Quotations

No other quotations have been received to date.

3.4 Other Costs

Additional signage will be required throughout the Rec. Park at an estimated cost of £100.00.

4.0 CCTV Policy

The Parish Council will need to prepare and approve a CCTV Policy to comply with the Protection of Freedoms Act 2012 (PoFA), including the Surveillance Camera Code of Practice (2013) and will need to exert strict controls over the management of any data captured by the CCTV system.

5.0 Financial Implications

It is proposed that the purchase and installation of the CCTV system be funded from Community Infrastructure Levy (CIL) Funds currently held in reserve. These funds currently amount to £7,832.20.

6.0 Recommendation

That the proposals are considered and the expenditure for one is approved.









Andrew Williams
Clerk and RFO
22.05.2024



Cart contents

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Product	Unit price	Quantity	Total Price
 <p>Crimper for RJ45 Modular Ends Plugs Cut and Strip Cable Tool CODE: e45tool</p> <p>Taxes</p>	£5.99	- 1 +	£5.99
 <p>10 x RJ45 crimp on connectors for CAT 5 Network Cable CODE: e45</p> <p>Taxes</p>	£1.20	- 2 +	£2.40
 <p>CAT5e 10-305M External Network Cable (Solid UTP) CODE: CAT5-EX1305</p> <p>Cable Length: 305M</p> <p>Taxes</p>	£95.88	- 1 +	£95.88
 <p>Toshiba S300 CCTV Hard Drive 4TB CODE: HDD4TB</p> <p>Capacity: 4TB</p> <p>Taxes</p> <p>You may also need</p>  <p>★★★★★ Hikvision DS-9632N01-IBX(C) 32 DeepinM...</p>	£95.88	- 2 +	£191.76
 <p>Hikvision HiLook NVR-108MH-C/8P (D) 8 channel 4K NVR with 8 port POE CODE: NVR-108MH-C/8P</p> <p>Taxes</p>	£118.80	- 2 +	£237.60
 <p>Hikvision DS-1272ZJ-120 wall mount CODE: DS-1272ZJ-120(GREY)</p> <p>Colour: Grey</p> <p>Taxes</p>	£22.03	- 9 +	£198.27
 <p>Hikvision HiLook IPC-D150H-MU 5MP IP Vandal Dome camera with 30M IR + POE (Horizontal Mounting Only) with In-built Mic 2.8mm CODE: IPC-D150H-MU-GREY</p> <p>Colour: Grey</p> <p>Lens Size: 2.8mm</p> <p>Taxes</p>	£66.00	- 11 +	£726.00

Promo code*

Subtotal £1,457.90
Standard UK Delivery (→ CHANGE) £0.00

Continue shopping

Clear cart

Proceed to checkout



Rotor Pixel Technologies Ltd
West Buckland
Wellington
Somerset, TA21 9LA
Tel: 01823 662 774
Email: info@rotorpixel.co.uk

Date: 24th May 2024

Ref: RPT2178

Mr Andrew Williams
Clerk to Creech St Michael Parish Council
1 Impens Cottages
North Newton
Somerset
TA7 0BB

Dear Andrew

Re: Surveillance for Creech St Michael Recreation Ground.

Rotor Pixel Technologies Ltd is a privately-owned company, providing a specialist and tailored service for smart integrations, automated entry systems and surveillance installations throughout Southern England and Wales.

We offer our clients a value focused turnkey service for all things connected from simple smart doorbell installations to state of the art surveillance systems with deep learning analytics.

On this occasion were providing you details for supply and fitting of a Hikvision surveillance system for Creech St Michael Recreation Ground.

We look forward to receiving acceptance of our quotation, but if in the meantime you have any questions or queries, please do not hesitate to call me to discuss.

Yours sincerely
Daniel Welch
Director

Ref: RPT2178

Site Address: St Michael Road
Creech St Michael
Taunton
Somerset
TA3 5PZ

Email: clerk@creechstmichael.net

Equipment: 1x Hikvision IP 16ch 12MP NVR - 16 POE (DS-7716NI-M4/16P) - £607.50
2x 8TB Seagate HDD 364 - £473.20
1x Panovu 20MP DS-2CD6D55G2-IZHS(/NFC) - £965.25
1x Panovu Swan Neck Bracket - £46.00
7x Turret IP DS-2CD2346G2-IU - £850.50
7x Turret Base Plates - £136.50
1x Ruijie Reyee 1KM Outdoor Wifi Bridge (pair) £141.75
2x Hikvision 4 Port Gigabit POE Switch £94.90
1x 305m Cat5e external £150.00

Total **£3,465.60** excluding Vat

Cost: Travel and labour for undertaking these works will be **£1,155.00** (one thousand, one hundred and fifty-five pounds) Excluding Vat

Exclusions: No allowance has been made for any construction or making good any wall or floor finishes, plaster, mortar, render or concrete.

No allowance has been made for clearing trees or vegetation.

No allowance has been made for installing posts.

No allowance has been made for installing lightning protection.

No allowance has been made for scaffolding or accessing difficult to reach areas around the building or higher than 4m from ground level.

Note: Installation of camera turrets, comms cabinets, network switches and signage will involve drilling into walls which may result in damage. Whilst every care will be made to keep this to a minimum. The client is advised that remediation works may be required, which falls outside of this scope of works.

The assumption has been made that duct routes are clear to pull network cables between the flood light post and the former model railway building.

As with all Solar remote solution there will be an ongoing data plan which will need to be maintained in order to access and receive event notification. We recommend you subscribe directly with a mobile service provider to keep costs to a minimum but happy to arrange this on your behalf if this is preferential.

Prices quoted are a guide and will be subject to change dependant on the client's specification and final requirement. Product prices are valid for 7 days from the date. Labour costs will remain unchanged for a period of 3 months from the date of this quotation.

Financial – Terms

Invoices will be rendered to the client upon completion of the works, except when the contract period is for more than 30 days, in which case invoices will be rendered monthly.

Prices are strictly net.

All equipment remains the property of Rotor Pixel until such time as the balance in full has been paid by the client.

Retention is not applicable to these works, and therefore will not be applied to invoices and/or statements.

Payment of each invoice shall be made by the client, in cleared funds, no later than 28 days from the date of each invoice.

If payment is not made within 14 days, interest will be charged on the invoiced sum, at a rate of 8% above the base-lending rate of Lloyds TSB Bank Plc.

Banking Details:

Sort Code: 60-83-71

A/C No: 48166409

Payment by card will be subject to an additional charge of 1.5%

Account Name: Rotor Pixel Limited

Email address for remittance advice: info@rotorpixel.co.uk

Other:

Terms and Conditions available on request.

Please note that this quotation will be remain valid for a period of 1 months after this time, the works may need to be revisited and a new quotation proposed.



Making Buildings Smarter!

Creech St Michael Recreational area - Surveillance design

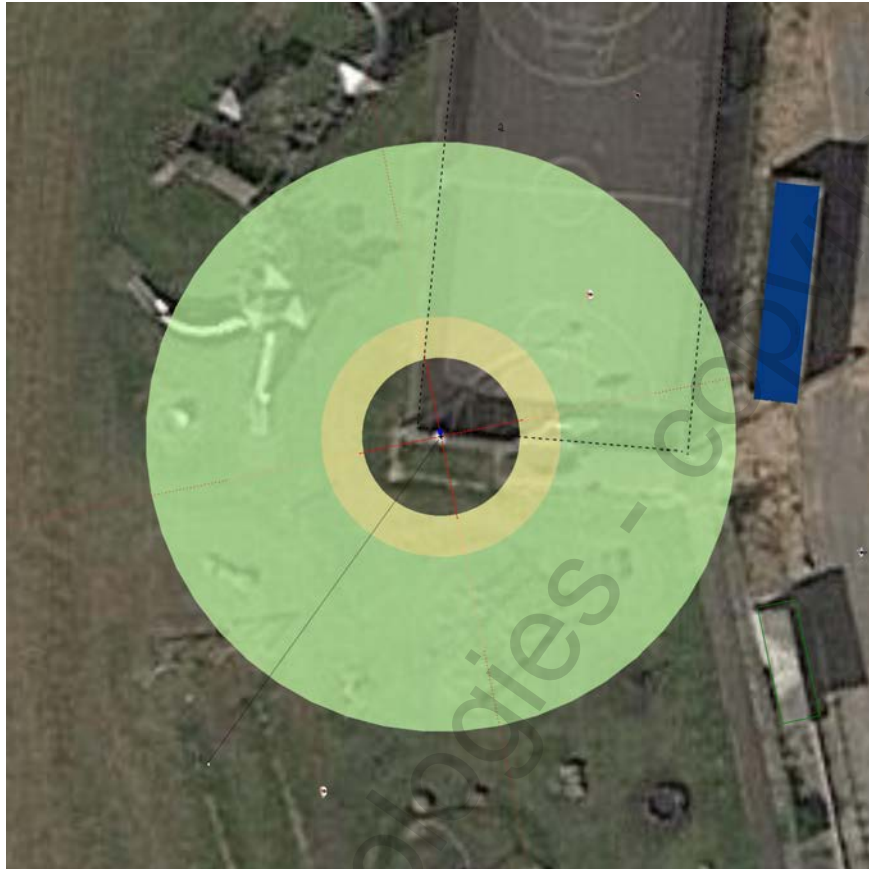
Copyright material not to be shared outside of
Creech St Michael Parish Council organisation
without written agreement

Daniel Welch
24/05/2024
Version 1

Site Plan. Creech St Michael Recreational area - Surveillance design

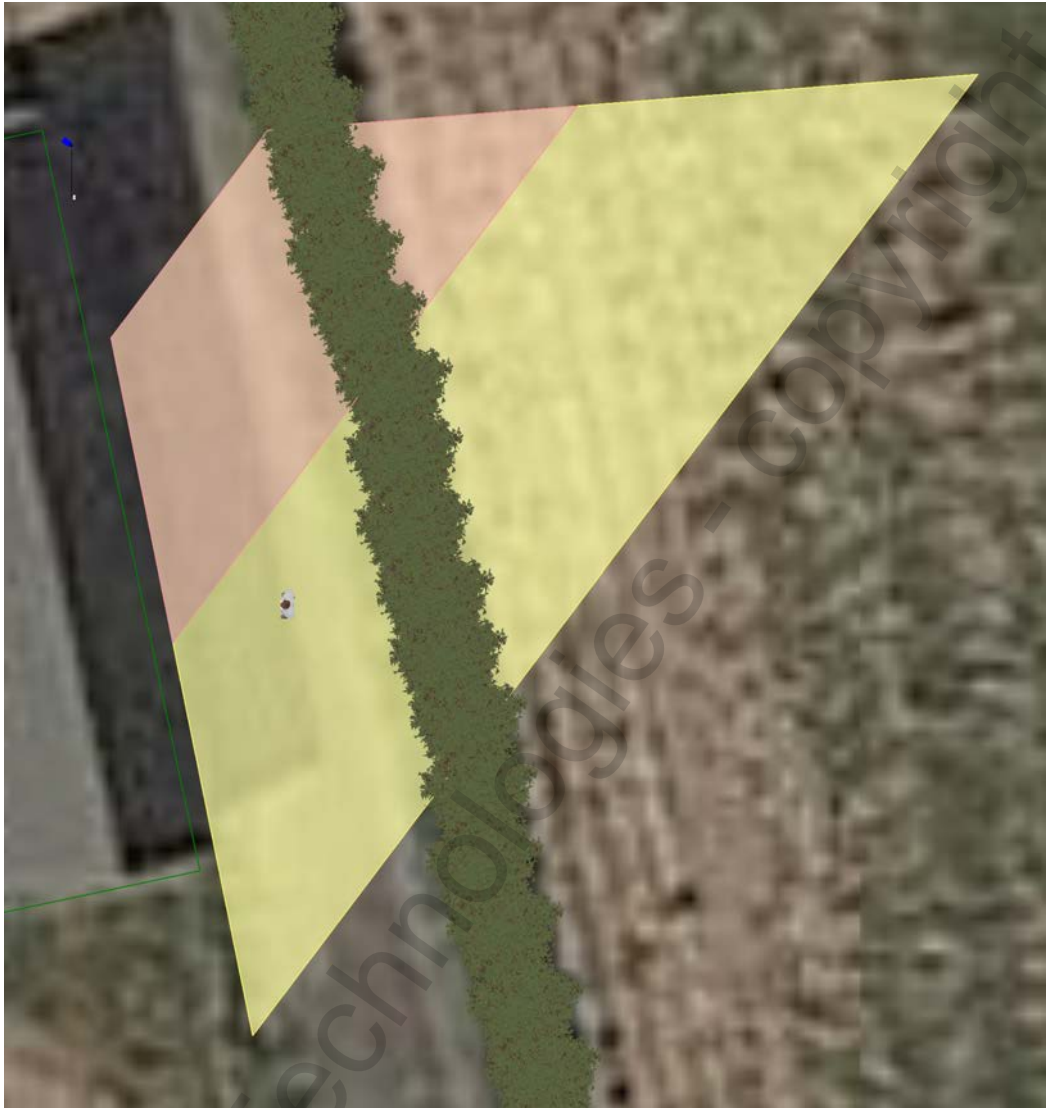


Camera 1. Hikvision DS-2CD6D44G1H-IZS
4-Directional Multisensor Network Camera



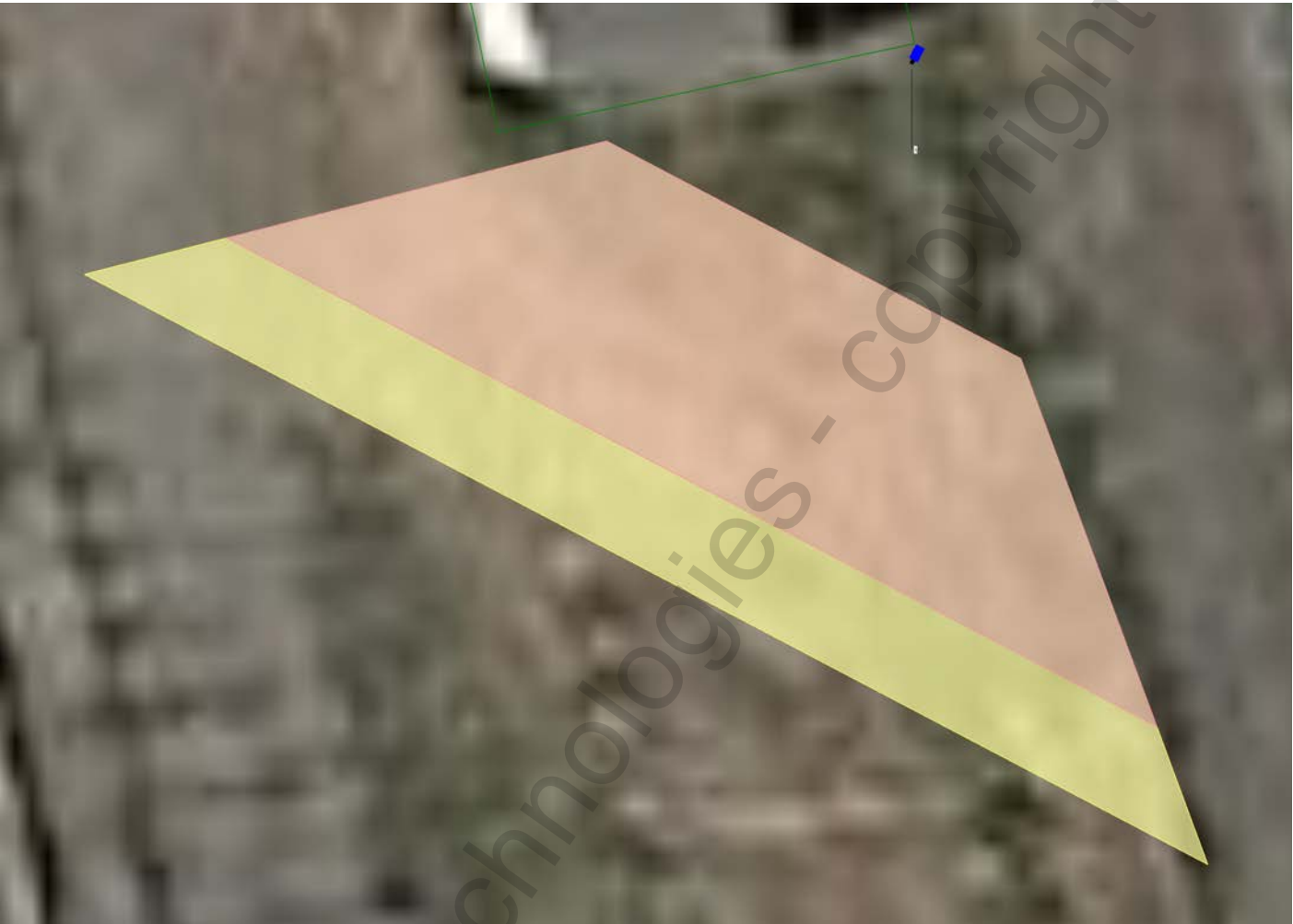
Camera ID	Model	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
1	Hikvision DS-2CD6D44G1H-IZS	6	10752x1520	2.8	1/3" 11:2	62 ppm
1-1	Hikvision DS-2CD6D44G1H-IZS	6	2688x1520	2.8	1/3" 16:9	62 ppm
1-2	Hikvision DS-2CD6D44G1H-IZS	6	2688x1520	2.8	1/3" 16:9	62 ppm
1-3	Hikvision DS-2CD6D44G1H-IZS	6	2688x1520	2.8	1/3" 16:9	62 ppm
1-4	Hikvision DS-2CD6D44G1H-IZS	6	2688x1520	2.8	1/3" 16:9	62 ppm

Camera 2. Hikvision DS-2CD2387G2-L(U)
ColorVu Fixed Turret Network Camera



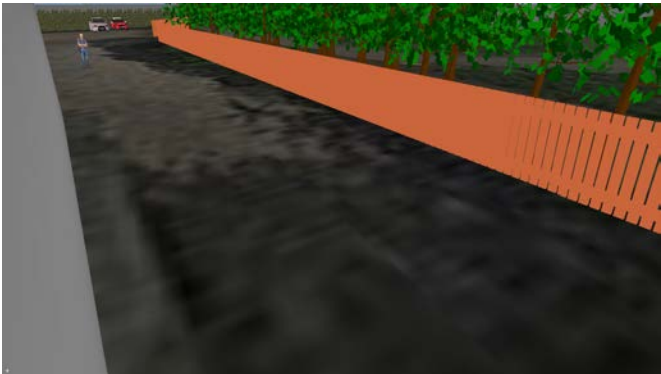
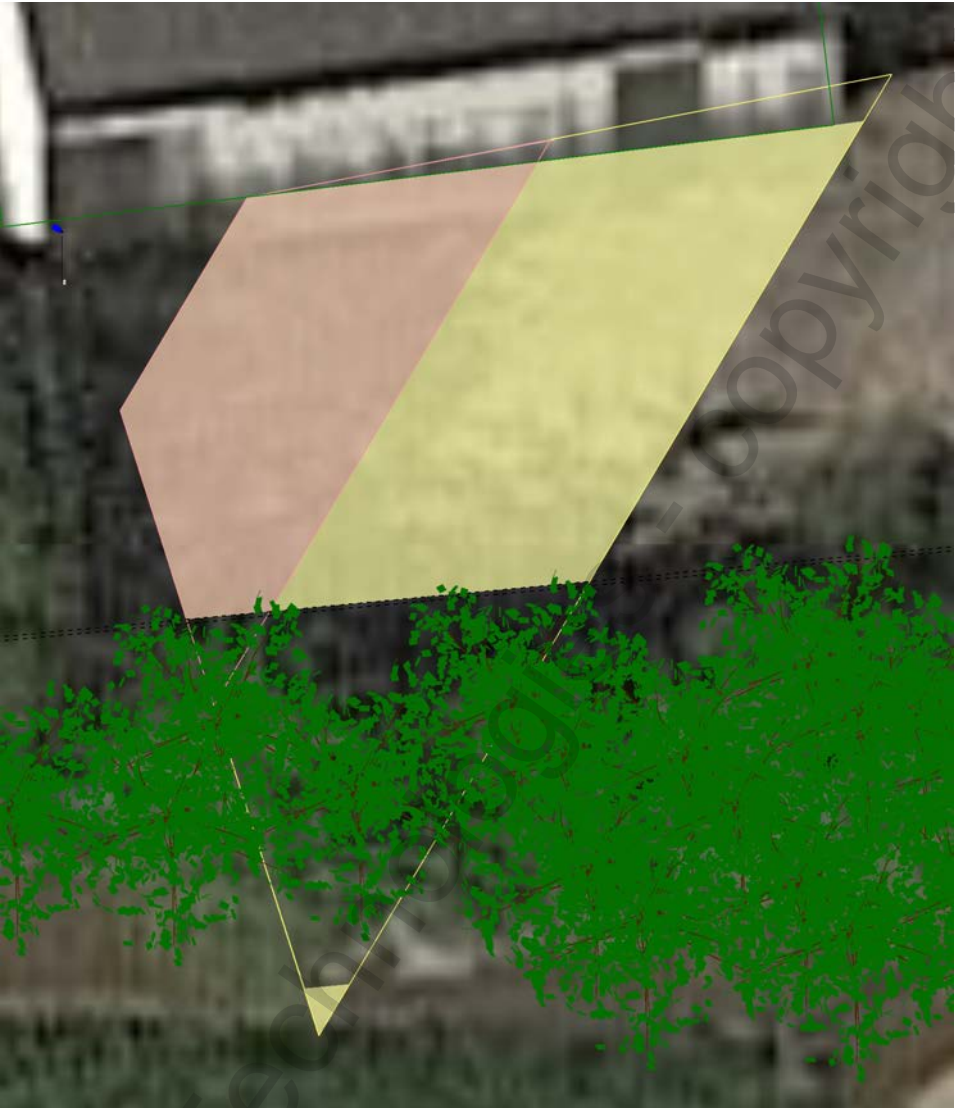
Camera ID	Model	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
2	Hikvision DS-2CD2387G2-L(U)	3	3840x2160	4	1/1.2" 16:9	149 ppm

Camera 3. Hikvision DS-2CD2387G2-L(U)
 ColorVu Fixed Turret Network Camera



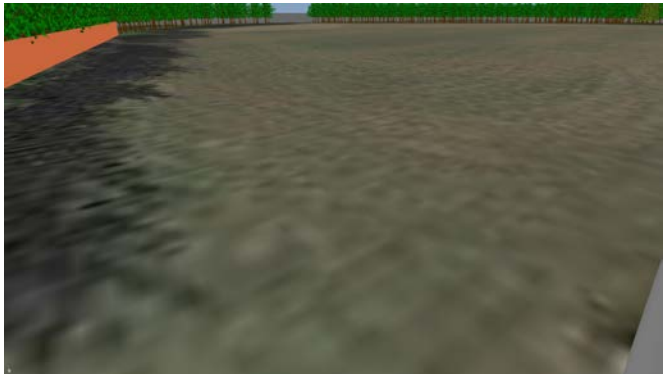
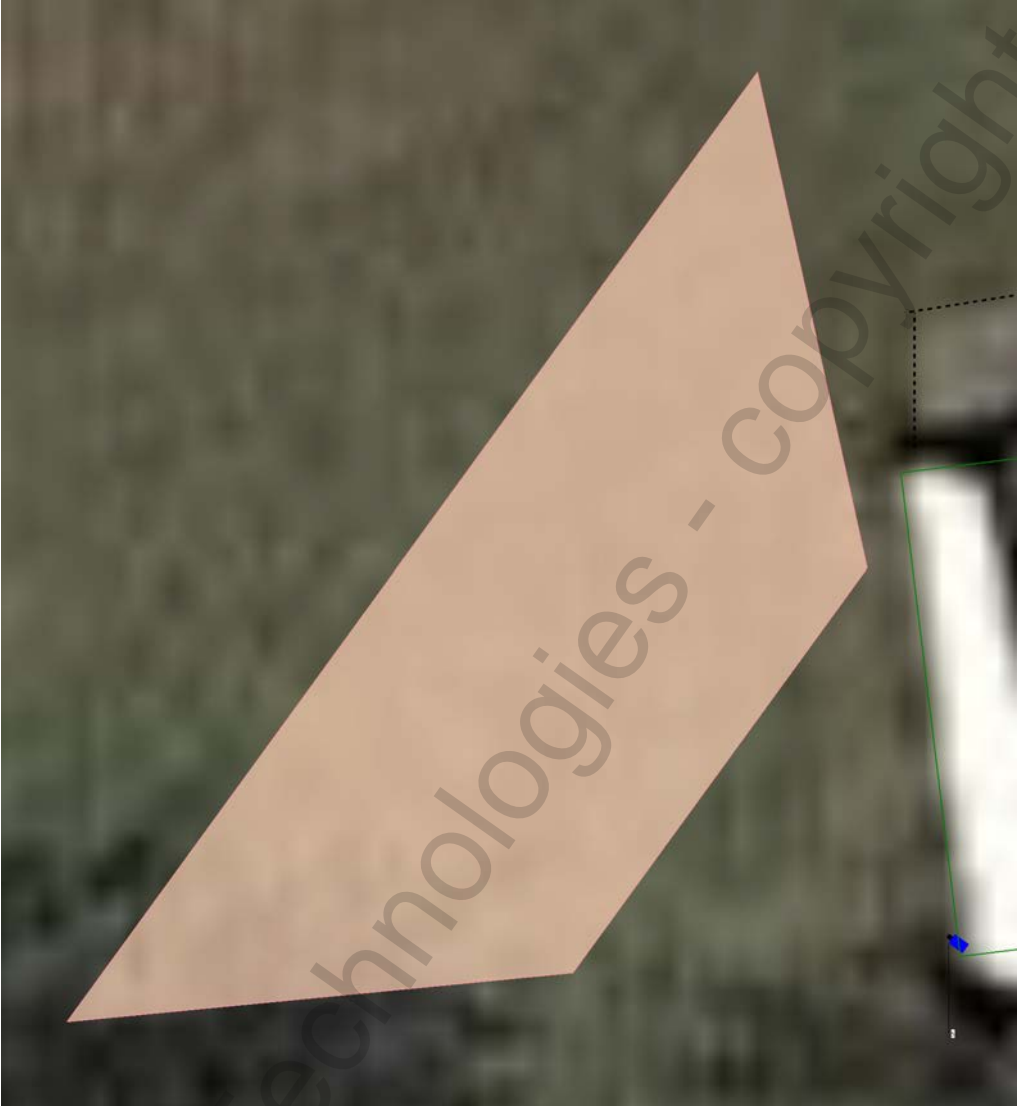
Camera ID	Model	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
3	Hikvision DS-2CD2387G2-L(U)	3	3840x2160	2.8	1/1.2" 16:9	214 ppm

Camera 4. Hikvision DS-2CD2387G2-L(U)
 ColorVu Fixed Turret Network Camera



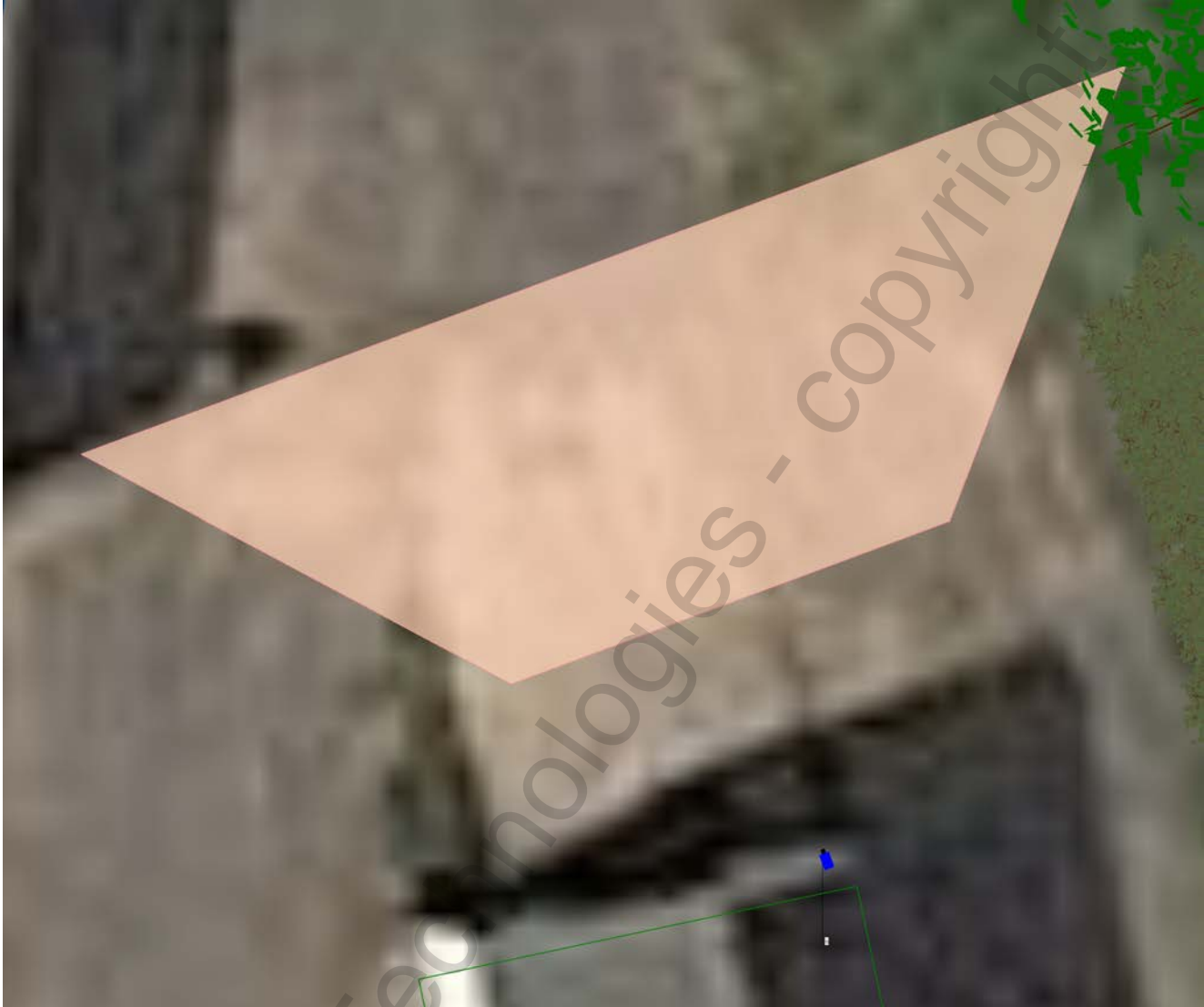
Camera ID	Model	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
4	Hikvision DS-2CD2387G2-L(U)	3	3840x2160	4	1/1.2" 16:9	157 ppm

Camera 5. Hikvision DS-2CD2387G2-L(U)
 ColorVu Fixed Turret Network Camera



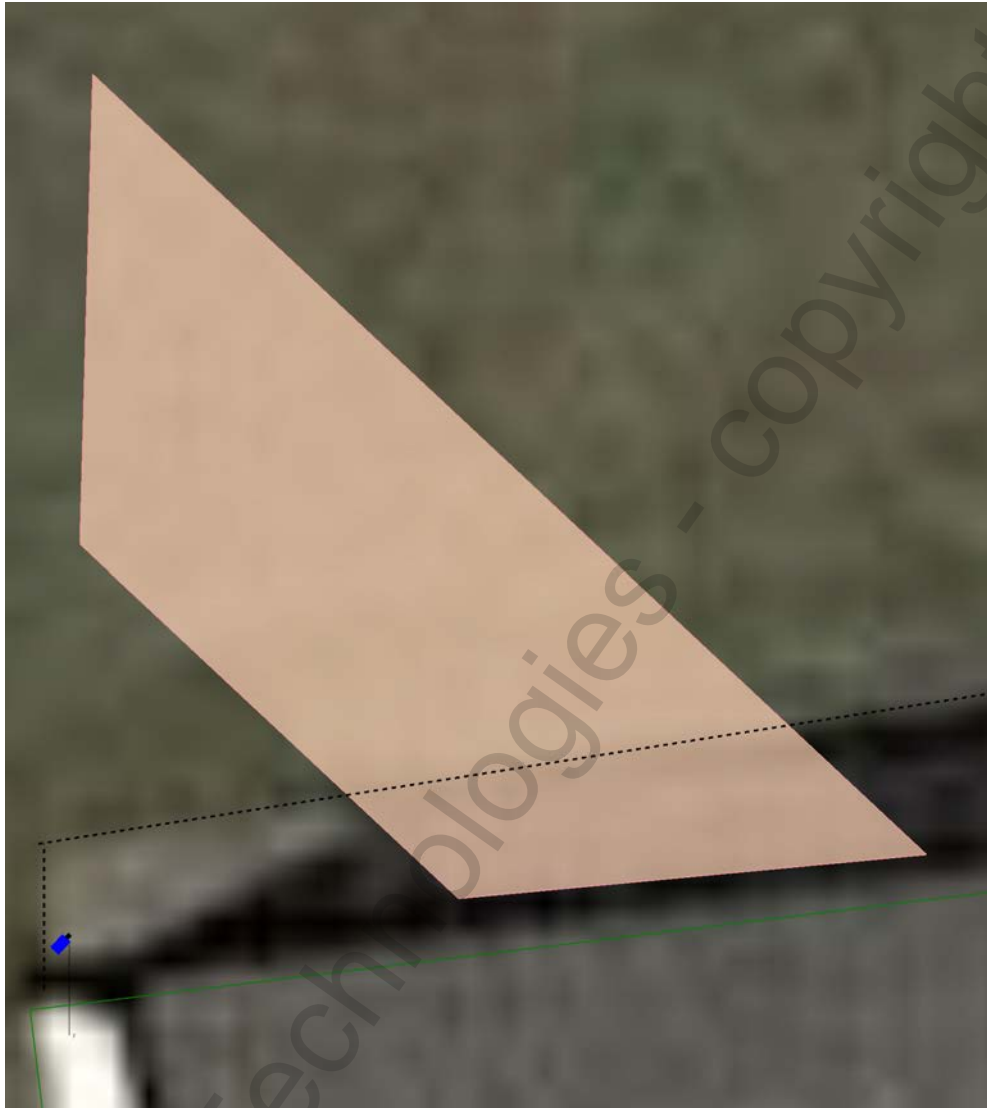
Camera ID	Model	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
5	Hikvision DS-2CD2387G2-L(U)	3	3840x2160	4	1/1.2" 16:9	268 ppm

Camera 6. Hikvision DS-2CD2387G2-L(U)
 ColorVu Fixed Turret Network Camera



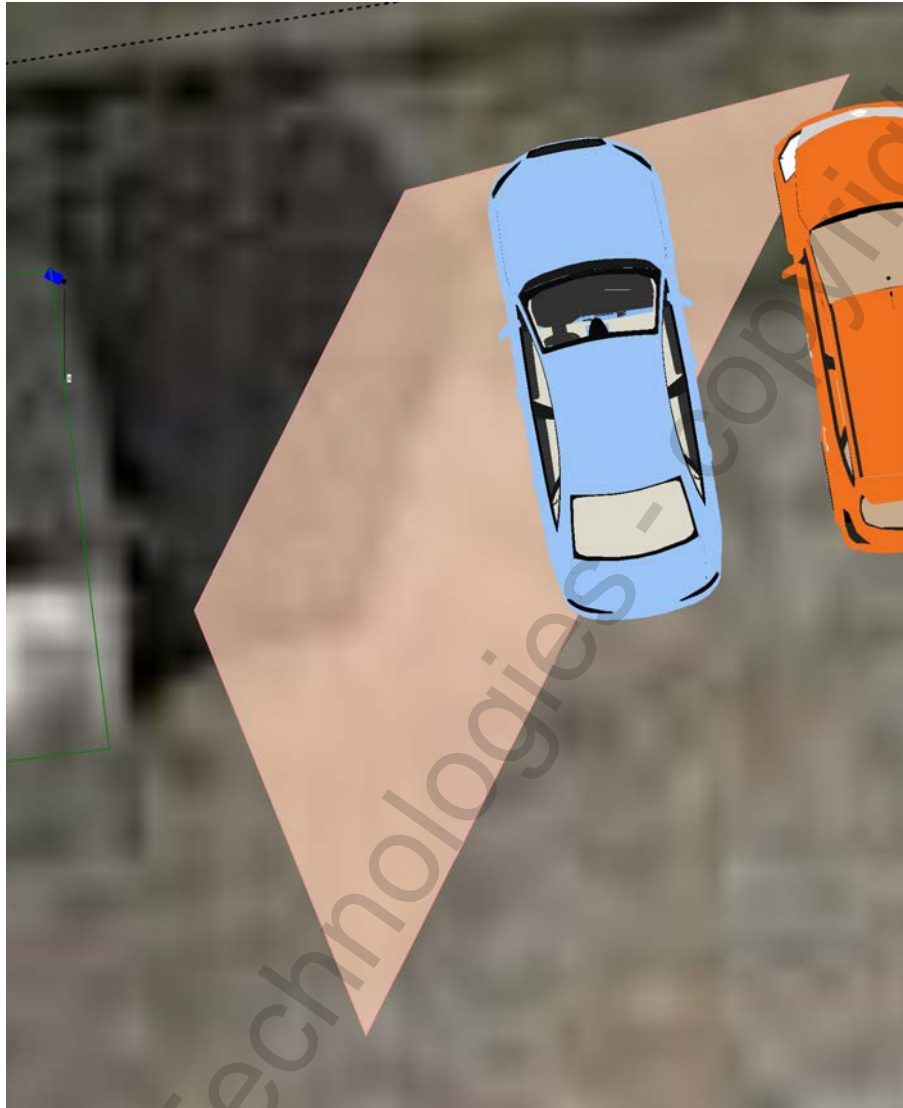
Camera ID	Model	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
6	Hikvision DS-2CD2387G2-L(U)	3	3840x2160	4	1/1.2" 16:9	264 ppm

Camera 7. Hikvision DS-2CD2387G2-L(U)
ColorVu Fixed Turret Network Camera



Camera ID	Model	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
7	Hikvision DS-2CD2387G2-L(U)	3	3840x2160	4	1/1.2" 16:9	282 ppm

Camera 8. Hikvision DS-2CD2387G2-L(U)
ColorVu Fixed Turret Network Camera



Camera ID	Model	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
8	Hikvision DS-2CD2387G2-L(U)	3	3840x2160	4	1/1.2" 16:9	285 ppm

Camera 1. Hikvision DS-2CD6D44G1H-IZS

4-Directional Multisensor Network Camera



Resolution: 10752x1520
Sensor Size: 1/3" ; 11:2
Focal Length: 2.8
Installation Height: 6 m
Tilt: 0°
Viewing Angles,°: 81.2°; 13.8°
Distance: 16.4 m
FOV Width: 36.2 m
Pixels On Target: 62 ppm
Dead Zone: 4.38 m (Width: 9.68 m)



Camera 2. Hikvision DS-2CD2387G2-L(U)

ColorVu Fixed Turret Network Camera



Resolution: 3840x2160
Sensor Size: 1/1.2" ; 16:9
Focal Length: 4
Installation Height: 3 m
Tilt: 23°
Viewing Angles,°: 88°; 47°
Distance: 13.2 m
FOV Width: 23.4 m
Pixels On Target: 149 ppm
Dead Zone: 2.85 m (Width: 5.05 m)



Camera 3. Hikvision DS-2CD2387G2-L(U)

ColorVu Fixed Turret Network Camera



Resolution: 3840x2160
Sensor Size: 1/1.2" ; 16:9
Focal Length: 2.8
Installation Height: 3 m
Tilt: 25°
Viewing Angles,°: 102°; 52°
Distance: 6.6 m
FOV Width: 14.7 m
Pixels On Target: 214 ppm
Dead Zone: 2.43 m (Width: 5.4 m)



Camera 4. Hikvision DS-2CD2387G2-L(U)

ColorVu Fixed Turret Network Camera



Resolution: 3840x2160
Sensor Size: 1/1.2" ; 16:9
Focal Length: 4
Installation Height: 3 m
Tilt: 23.5°
Viewing Angles,°: 88°; 47°
Distance: 12.5 m
FOV Width: 22.1 m
Pixels On Target: 157 ppm
Dead Zone: 2.8 m (Width: 4.91 m)



Camera 5. Hikvision DS-2CD2387G2-L(U)

ColorVu Fixed Turret Network Camera

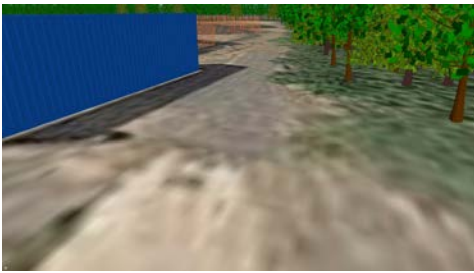


Resolution: 3840x2160
Sensor Size: 1/1.2" ; 16:9
Focal Length: 4
Installation Height: 3 m
Tilt: 22.5°
Viewing Angles,°: 88°; 47°
Distance: 6.8 m
FOV Width: 12 m
Pixels On Target: 268 ppm
Dead Zone: 2.9 m (Width: 5.13 m)



Camera 6. Hikvision DS-2CD2387G2-L(U)

ColorVu Fixed Turret Network Camera



Resolution: 3840x2160
Sensor Size: 1/1.2" ; 16:9
Focal Length: 4
Installation Height: 3 m
Tilt: 22.5°
Viewing Angles,°: 88°; 47°
Distance: 6.9 m
FOV Width: 12.2 m
Pixels On Target: 264 ppm
Dead Zone: 2.9 m (Width: 5.13 m)



Camera 7. Hikvision DS-2CD2387G2-L(U)

ColorVu Fixed Turret Network Camera



Resolution: 3840x2160
Sensor Size: 1/1.2" ; 16:9
Focal Length: 4
Installation Height: 3 m
Tilt: 22.4°
Viewing Angles,°: 88°; 47°
Distance: 6.4 m
FOV Width: 11.3 m
Pixels On Target: 282 ppm
Dead Zone: 2.9 m (Width: 5.15 m)

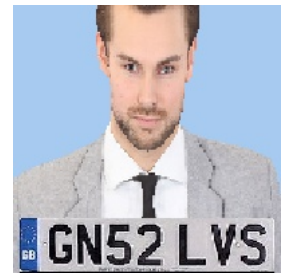


Camera 8. Hikvision DS-2CD2387G2-L(U)

ColorVu Fixed Turret Network Camera



Resolution: 3840x2160
Sensor Size: 1/1.2" ; 16:9
Focal Length: 4
Installation Height: 3 m
Tilt: 24.2°
Viewing Angles,°: 88°; 47°
Distance: 6.3 m
FOV Width: 11.2 m
Pixels On Target: 285 ppm
Dead Zone: 2.73 m (Width: 4.87 m)



Item 16.

Tug of War Event

1.0 Proposal

To review and approve risk assessments for the tug of war activity and the wider event.

2.0 Introduction

The Parish Council is the lead organising body for the Tug of War event being held at Maidenbrook Farm Park, West Monkton on Saturday June 29 2024. As the lead organiser, the Parish Council is responsible for undertaking appropriate risk assessments and to ensure that the actions agreed are implemented.

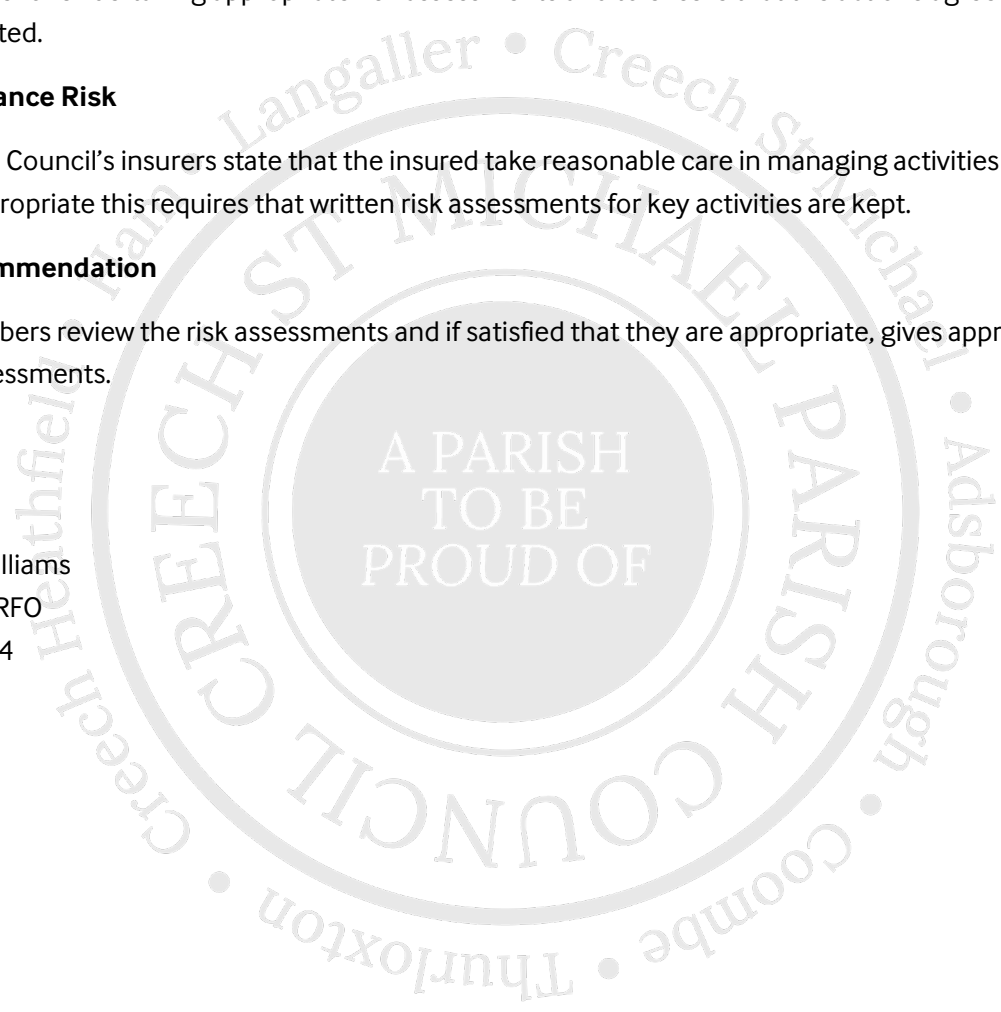
3.0 Insurance Risk

The Parish Council's insurers state that the insured take reasonable care in managing activities and where appropriate this requires that written risk assessments for key activities are kept.

4.0 Recommendation

That members review the risk assessments and if satisfied that they are appropriate, gives approval of the assessments.

Andrew Williams
Clerk and RFO
28.05.2024



Risk Assessment Title: ToW Day event at Maidenbrook Farm on the 29 June 2024

Completed By - Name: Neil Davidson

Please note a separate Risk Assessment has been completed in relation to the ToW matches

Date of Assessment: 12/05/2024

Date for Review:

ACTIVITY	HAZARD	RISK	PERSONS INVOLVED	LIKELIHOOD (1-3)	SEVERITY (1-3)	CONTROL MEASURES (Inc statutory requirements)	Score after control Measures	Person Responsible
Car Parking	Lots of car movements near pedestrians	Someone is hit by a car	Public	1	2	<ul style="list-style-type: none"> Clearly marked car parking area public asked to drive slowly 	2	TBC at June ToW planning event
People bringing dogs	Loose dogs	Dog mess Dog bites	Public	1	2	<ul style="list-style-type: none"> Request that all dogs are kept on leads within the Country Park Notice to say dog mess must be collected and taken home for diposal. 	1	TBC at June ToW planning event
Daytime drinking	Intoxicated people at event	Drunken behaviour / violence Antisocial behaviour	Public	2	2	<ul style="list-style-type: none"> Stewards monitoring alcohol sales and crowd behaviour If there are signs of anti-social 	2	TBC at June ToW planning event

						behaviour/ large gatherings contact the police. <ul style="list-style-type: none"> Groups should not be approached 		
Hot food vood vendors	Fire	Fire breaks out – need to evacuate site	Public and vendors	1	2	<ul style="list-style-type: none"> Stewards remain vigilant Vendors to be asked to bring fire extinguishers Call fire brigade 	1	TBC at June ToW planning event
Dangerous weather	Thunderstorms / Lighteing/ strong winds	Lightening strikes Gazebos blown away	Public and vendors	1	3	<ul style="list-style-type: none"> Likely that public would leave if weather bad Cancel event if weather warning issued 	1	TBC at June ToW planning event

Risk Rating	Rating Action Bands
Likelihood	Consequence / Severity of Injury
1. Highly Unlikely	1. Slightly harmful
2. Unlikely	2. Harmful
3. Likely	3. Extremely harmful

Likely (3)	Medium Risk	High Risk	Extreme Risk
Unlikely (2)	Low Risk	Medium Risk	High Risk
Highly unlikely (1)	Insignificant Risk	Low Risk	Medium Risk
	Slightly Harmful (1)	Harmful (2)	Extremely Harmful (3)

Tug of War Risk Assessment

1 Transporting the Tug of War

What are the hazards?	Who might be harmed and how?	Likelihood 1 = not likely 2 = likely 3 = very likely	Level of harm / injury 1 = minor injury 2 = moderate 3 = serious	Action that will be taken to prevent this hazard	Responsible person who will make sure that action is taken
Tug of War rope is very heavy to lift and manoeuvre	Those who are transporting the tug of war rope could injure their backs	2	1	At least two people will collect, lift or move the Tug of War rope wherever possible. The rope is much heavier when wet. Everything possible will be done to keep the rope dry. If it starts to rain the rope should be put in a dry area as soon as possible.	TBC at June ToW meeting

2 The Tug of War game

What are the hazards?	Who might be harmed and how?	Likelihood 1 = not likely 2 = likely 3 = very likely	Level of harm / injury 1 = minor injury 2 = moderate 3 = serious	Action that will be taken to prevent this hazard	Responsible person who will make sure that action is taken
Debris on the ground	Participants could receive cuts or abrasions, or get bacteria or other harmful substances on their clothing or skin rope could injure their backs	2	2	The game should take place on level ground that is not uneven or sloping. Before the game the entire area should be checked and cleared. Antibacterial sanitiser will be available. In particular, any stones, glass or animal excretia should be removed.	TBC at June ToW meeting

Tug of War Risk Assessment

Wet ground	Participants could slip and injure themselves	2	2	Before the game the ground will be checked to ensure it is dry. Participants will all wear sturdy footwear. Any activities involving water will take place away from the tug of war area. If it starts to rain, or the playing area gets wet for any other reason, and safety is thought to be an issue the game will be stopped immediately.	TBC at June ToW meeting
Physical impact of taking part in the game	Participants could receive muscular/skeletal injuries (Back Pain, Joint Injuries, Strain Injuries)	2	2	Participants will warm up before the game. It is recommended that this will include a short jog/run, plus stretching exercises for the legs, back, arms, shoulders. The rules will be clearly explained before the start, including the referee's signals.	TBC at June ToW meeting
Rough texture of rope	Participants could receive rope burns and abrasions	3	1	Participants will be offered gloves to wear. A visual check of the rope will be carried out before the game to check it doesn't have any debris on it that could cause injury. First aiders will be available for all minor injuries.	TBC at June ToW meeting
One team stops pulling during the game, or one team pulls much harder than the other	Participants could fall over together and be crushed by one another	2	2	The age and ability of the teams should be evenly balanced, to ensure that one team cannot overwhelm the other to the extent that it could cause injury. Proactive supervision	TBC at June ToW meeting
Rope breaking during game	Participants could fall over together and be crushed by one another	1	2	A visual check of the rope will be carried out before the game to check it is in good order, with no cuts, tears or weakened sections.	TBC at June ToW meeting
Participants collide with or fall onto spectators	Spectators could be crushed, participants could be	1	1	The game area should be clearly marked out, and spectators should be kept outside this area.	TBC at June ToW meeting

Tug of War Risk Assessment

	crushed, participants could be injured in the fall.			Proactive supervision	
Temporary line spray - irritant	Anybody who ingests or inhales the spray, or gets a lot of it on their skin, could become unwell.	1	1	The spray should be used in a well ventilated area. It should be stored securely when not in use, well away from children.	TBC at June ToW meeting
Temporary line spray – flammable	The spray could catch fire, causing a fire that could injure anyone in the area	1	3	The spray must not be used near a naked flame. Smoking should be forbidden when the lines are being sprayed onto the ground. The spray will be stored in a safe place when it isn't being used.	TBC at June ToW meeting
Rope entrapment	Participants, rope entrapment by tying or wrapping rope around hands or body.	2	2	No knots to be tied in the rope or around a person. Rope cannot be wrapped around hands or arms. Proactive supervision.	TBC at June ToW meeting

Tug of War Risk Assessment

3 General

What are the hazards?	Who might be harmed and how?	Likelihood 1 = not likely 2 = likely 3 = very likely	Level of harm / injury 1 = minor injury 2 = moderate 3 = serious	Action that will be taken to prevent this hazard	Responsible person who will make sure that action is taken
Over enthusiastic participants	Drunk or lary attendees behaving inappropriately or not following instructions could lead to injury.	2	2	Organisers reserve the right to refuse admission or request attendees to leave if acting unacceptably and refusal to act in an appropriate manner. In extreme circumstances – cessation of the event	TBC at June ToW meeting
Adverse Weather conditions	Rain or thunderstorms create additional risk of injury	2	2	If weather causes dangerous conditions e.g. strong wind or rain, the game should be stopped	TBC at June ToW meeting
Danger of unnecessary injury due to pre-existing conditions	Pre-existing medical conditions may be exacerbated	2	3	Ensure no one participates who suffers from neck or back problems, heart complaints , is feeling unwell, under the influence of alcohol or drugs, or who is pregnant	TBC at June ToW meeting

Creech St Michael Parish Council

24 May 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
34	Employee Training Costs	15/05/2024		Unity Trust Bank		Training Course Charges	SLCC Enterprises Ltd	S	30.00	6.00	36.00
33	Venue Hire	15/05/2024		Unity Trust Bank		Room Hire Charges	Creech St Michael Village H	E	44.00		44.00
38	External Communications (New	15/05/2024		Unity Trust Bank		Printing Charges	Character Graphics Limited	E	180.00		180.00
35	Utilities (Electricity)	15/05/2024		Unity Trust Bank		Electricity Charges	EDF	L	89.91	4.50	94.41
36	Utilities (Electricity)	15/05/2024		Unity Trust Bank		Electricity Charges	EDF	L	10.53	0.53	11.06
39	Repairs & Maintenance (Buildin	15/05/2024		Unity Trust Bank		Replacement Lock	TLS Security Systems Limit	S	86.45	17.29	103.74
37	Repairs & Maintenance (Buildin	15/05/2024		Unity Trust Bank		Electrical Maintenance	Matthews Electrical Service	S	80.00	16.00	96.00
32	Mobile Phone Charges	22/05/2024		Unity Trust Bank		Mobile Phone Charges	Tesco PLC	S	15.82	3.17	18.99
30	Maintenance	22/05/2024		Unity Trust Bank		Tree Maintenance	Aboricare Limited	S	575.00	115.00	690.00
31	Other Events	22/05/2024		Unity Trust Bank		Event Contribution	West Monkton Parish Coun	E	200.00		200.00
29	Pension Contributions	23/05/2024		Unity Trust Bank		Pension Contribution	NEST	E	176.98		176.98
26	Salaries	24/05/2024		Unity Trust Bank		Salary and Expenses Payment	Andrew Williams	E	1,823.43		1,823.43
26	General Administration Expens	24/05/2024		Unity Trust Bank		Salary and Expenses Payment	Andrew Williams	E	65.60		65.60
27	Salaries	24/05/2024		Unity Trust Bank		salary	Karen Hutchings	E	594.91		594.91
28	Salaries	24/05/2024		Unity Trust Bank		Salary Payment	Francis Reading	E	484.09		484.09
Total									4,456.72	162.49	4,619.21

Creech St Michael Parish Council

24 May 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
40	General Administration Expens	08/05/2024		SOLDO Debit card		Timber for Bench Repairs	Taunton Timber Ltd	S	53.00	10.60	63.60
41	General Administration Expens	08/05/2024		SOLDO Debit card		Refreshments for Parish Meetir	Sainsbury's Supermarkets I	E	39.35		39.35
42	Other Events	13/05/2024		SOLDO Debit card		Advertisement	Meta Platforms Ireland Lim	E	8.00		8.00
43	General Administration Expens	15/05/2024		SOLDO Debit card		Wood Stain & Preserver	B&Q Limited	E	18.00		18.00
45	Other Events	15/05/2024		SOLDO Debit card		Advertisement	Meta Platforms Ireland Lim	E	0.84		0.84
44	Other Events	15/05/2024		SOLDO Debit card		Advertisement	Meta Platforms Ireland Lim	E	1.93		1.93
46	Other Events	15/05/2024		SOLDO Debit card		Licence Fee	Somerset Council	E	21.00		21.00
48	Security	21/05/2024		SOLDO Debit card		Purchase of padlocks & bolt cr	Screwfix Direct Ltd	S	119.98	24.00	143.98
47	Security	21/05/2024		SOLDO Debit card		Purchase of a padlock	B&Q Limited	E	21.00		21.00
49	Postage	22/05/2024		SOLDO Debit card		Postage	Post Office Ltd	E	1.35		1.35
Total									284.45	34.60	319.05

Creech St Michael Parish Council

24 May 2024 (2024-2025)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
5	Lottery	08/05/2024		Unity Trust Bank		Lottery Sales Income	West Somerset Lottery	E	5.00		5.00
4	VAT	13/05/2024		Unity Trust Bank		VAT Repayment	HMRC	E	1,619.83		1,619.83
Total									1,624.83		1,624.83

Creech St Michael Parish Council

Summary of Receipts and Payments

24 May 2024 (2024-2025)

All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3001	General Administration Expense:				1,500.00	270.17	1,229.83	1,229.83 (81%)
3002	Venue Hire				1,000.00	126.50	873.50	873.50 (87%)
3003	Internal Audit				200.00		200.00	200.00 (100%)
3004	External Audit				450.00		450.00	450.00 (100%)
3005	Membership & Subscription Fee:				1,500.00	15.00	1,485.00	1,485.00 (99%)
3006	Bank Charges				400.00	36.00	364.00	364.00 (91%)
3007	Printing				300.00		300.00	300.00 (100%)
3008	External Communications (Non I				200.00		200.00	200.00 (100%)
3009	External Communications (News	100.00		-100.00	1,000.00	180.00	820.00	720.00 (65%)
3010	Postage				50.00	1.35	48.65	48.65 (97%)
3011	Website Hosting				200.00		200.00	200.00 (100%)
3012	Planning Support				2,000.00		2,000.00	2,000.00 (100%)
3013	Sub Contracted Staff							(N/A)
3014	Other Income							(N/A)
3015	Lottery	60.00	9.00	-51.00				-51.00 (-85%)
3016	VAT		1,619.83	1,619.83				1,619.83 (N/A)
3017	Mobile Phone Charges				250.00	31.65	218.35	218.35 (87%)
3018	Langaller Park Support				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL		160.00	1,628.83	1,468.83	14,050.00	660.67	13,389.33	14,858.16 (104%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7001	Rental	800.00		-800.00	800.00		800.00	(0%)
SUB TOTAL		800.00		-800.00	800.00		800.00	(0%)

Burial Ground

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10001	Burial Ground				685.00		685.00	685.00 (100%)
SUB TOTAL					685.00		685.00	685.00 (100%)

Bus Stops

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11001	Cleaning				350.00	75.00	275.00	275.00 (78%)
11002	Maintenance				200.00		200.00	200.00 (100%)
SUB TOTAL					550.00	75.00	475.00	475.00 (86%)

Creech St Michael Parish Council

Summary of Receipts and Payments

24 May 2024 (2024-2025)

All Cost Centres and Codes

Canal Car Park

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6001	Maintenance				1,500.00	575.00	925.00	925.00 (61%)
6002	Security					140.98	-140.98	-140.98 (N/A)
SUB TOTAL					1,500.00	715.98	784.02	784.02 (52%)

Capital Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12001	Tools							(N/A)
12002	Waste Bin Installation							(N/A)
12003	Other				8,500.00		8,500.00	8,500.00 (100%)
SUB TOTAL					8,500.00		8,500.00	8,500.00 (100%)

CIL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16001	Pavilion Refurbishment							(N/A)
20004	CIL Receipts		5,319.94	5,319.94				5,319.94 (N/A)
SUB TOTAL			5,319.94	5,319.94				5,319.94 (N/A)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15001	PIp Ticket Sales							(N/A)
15002	PIp Event Sales							(N/A)
15003	PIp Concession Fees							(N/A)
15004	PIp Expenditure Event Costs							(N/A)
15005	PIp Other Events							(N/A)
15010	Christmas Fayre				300.00		300.00	300.00 (100%)
15011	Easter Fayre				300.00		300.00	300.00 (100%)
15012	Other Events				1,000.00	247.77	752.23	752.23 (75%)
SUB TOTAL					1,600.00	247.77	1,352.23	1,352.23 (84%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13001	Community Development Fund C				3,000.00		3,000.00	3,000.00 (100%)
13002	S137 Grants				1,500.00	200.00	1,300.00	1,300.00 (86%)
14003	Donations & Grants							(N/A)
18001	Parish Grant							(N/A)

Creech St Michael Parish Council

Summary of Receipts and Payments

24 May 2024 (2024-2025)

All Cost Centres and Codes

SUB TOTAL		4,500.00	200.00	4,300.00	4,300.00 (95%)
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Highways

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20001 Maintenance				3,000.00		3,000.00	3,000.00 (100%)
20002 SID Site Installation				2,000.00		2,000.00	2,000.00 (100%)
20003 Shared Costs Highways Warden				20,000.00		20,000.00	20,000.00 (100%)
SUB TOTAL				25,000.00		25,000.00	25,000.00 (100%)

Insurance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4001 Insurance Premium				4,200.00		4,200.00	4,200.00 (100%)
SUB TOTAL				4,200.00		4,200.00	4,200.00 (100%)

Payroll

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1001 Salaries				50,180.99	5,825.14	44,355.85	44,355.85 (88%)
1002 Tax & NI				2,931.77	2,902.82	28.95	28.95 (0%)
1003 Pension Contributions				1,011.48	353.96	657.52	657.52 (65%)
SUB TOTAL				54,124.24	9,081.92	45,042.32	45,042.32 (83%)

Phone Boxes & Defibs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8001 Phonebox Maintenance				100.00		100.00	100.00 (100%)
8002 Defib Consumables				200.00		200.00	200.00 (100%)
8003 Defib Maintenance				200.00		200.00	200.00 (100%)
SUB TOTAL				500.00		500.00	500.00 (100%)

Precept

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17001 Precept	90,551.52	90,552.00	0.48				0.48 (0%)
SUB TOTAL	90,551.52	90,552.00	0.48				0.48 (0%)

Creech St Michael Parish Council
Summary of Receipts and Payments

24 May 2024 (2024-2025)

All Cost Centres and Codes

Recreation Park

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5001	Grounds Maintenance (Outsourc							(N/A)
5002	Grounds Maintenance (Internal)				800.00	31.26	768.74	768.74 (96%)
5003	Utilities (Electricity)				2,500.00	191.82	2,308.18	2,308.18 (92%)
5004	Utilities (Water)				100.00		100.00	100.00 (100%)
5005	Utilities (Gas)							(N/A)
5006	Utilities (Waste Disposal)							(N/A)
5007	Waste Disposal (Septic Tank)							(N/A)
5008	Waste Disposal (General Waste)				100.00		100.00	100.00 (100%)
5009	Consumables				1,200.00	218.45	981.55	981.55 (81%)
5010	Maintenance Equipment				500.00		500.00	500.00 (100%)
5011	Repairs & Maintenance (Play Eq				5,000.00	72.00	4,928.00	4,928.00 (98%)
5012	Repairs & Maintenance (Building				1,250.00	181.45	1,068.55	1,068.55 (85%)
5013	Repairs & Maintenance (Facilitie				1,000.00		1,000.00	1,000.00 (100%)
5014	Improvements				4,500.00		4,500.00	4,500.00 (100%)
5015	Security					714.00	-714.00	-714.00 (N/A)
5016	Play Equipment Inspections				2,500.00		2,500.00	2,500.00 (100%)
5017	Pitch Fees	800.00		-800.00				-800.00 (-100%)
5018	Stage Hire	100.00		-100.00				-100.00 (-100%)
5019	Safety Clothing/Equipment				100.00		100.00	100.00 (100%)
5020	Rental Charges	1,000.00		-1,000.00				-1,000.00 (-100%)
SUB TOTAL		1,900.00		-1,900.00	19,550.00	1,408.98	18,141.02	16,241.02 (75%)

Recruitment & Training

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2001	Recruitment Costs				250.00		250.00	250.00 (100%)
2002	Employee Training Costs				500.00	30.00	470.00	470.00 (94%)
2003	Member Training				500.00	271.70	228.30	228.30 (45%)
SUB TOTAL					1,250.00	301.70	948.30	948.30 (75%)

Waste Disposal

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9001	Dog Waste				3,500.00		3,500.00	3,500.00 (100%)
9002	General Waste				200.00		200.00	200.00 (100%)
SUB TOTAL					3,700.00		3,700.00	3,700.00 (100%)

Youth Provision

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14001	Service Delivery Charges							(N/A)
14002	Venue Hire							(N/A)

Creech St Michael Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

24 May 2024 (2024-2025)

SUB TOTAL

(N/A)

Summary

NET TOTAL	93,411.52	97,500.77	4,089.25	140,509.24	12,692.02	127,817.22	131,906.47 (56%)
V.A.T.					423.36		
GROSS TOTAL		97,500.77			13,115.38		

Chair of Somerset Council

Councillor Mike Best
County Hall
Taunton
Somerset
TA1 4DY



Email: PA: civicooffice1@somerset.gov.uk

20th May 2024

TO ALL TOWN AND PARISH COUNCILS

Dear Clerks of Council,

Re: The Chair's Awards for Service to the Community 2024

As Chair of Somerset Council, I am holding our annual award ceremony for Service to the Community on Friday 4th October 2024 and I invite you to make your nomination using the enclosed nomination form. The event will be held at Taunton Rugby Football Club, Hyde Lane, Bathpool, Taunton, TA2 8BU. Arrivals from 6.00 pm, for a 6.30pm start, until 10.00 pm.

Please note the following:

- Each council should make one nomination only, for either an individual, a couple or a group, which should be made **via the parish council only** to avoid duplication.
- Nominees should not be in receipt of any previous community award.
- Nominees must live or operate within the nominating parish.
- Following consideration of nominations, award winners will be notified by email.
- The deadline for nominations is **Friday 28th June 2024**.
- Nominators (or seconders in their absence) will be invited to the award presentation, so please keep the date of the awards free – Friday 4th October 2024 (6.00 pm – 10.00 pm). Please type the name of the Nominator/Secunder on the attached form – no need to print and sign.
- Due to limited seating at the award ceremony, seating will be allocated on the following basis:
 - Single award winners, plus a guest, and the nominator (3 places)
 - Couples award winners, plus a guest, and the nominator (4 places)
 - For groups – 3 representatives from the group, and the nominator (4 places)

Chair of Somerset Council

Councillor Mike Best
County Hall
Taunton
Somerset
TA1 4DY



Email: PA: civicooffice1@somerset.gov.uk

Please return nomination forms preferably via email, to my Personal Assistant, Stephanie Gold, at civicooffice1@somerset.gov.uk or via post to: Stephanie Gold, PA to Chair, Somerset Council, County Hall, 2 The Crescent, Taunton, TA1 4DY, if you are unable to return via email.

Please do not hesitate to contact me if you have any questions or queries in this respect.

With very best wishes

A handwritten signature in black ink, appearing to read 'Mike Best', with a horizontal line underneath.

CLlr Mike Best