

To: All Members of Compton Parish Council
All Councillors are hereby summoned to attend the following meeting.
Please inform the Clerk if you are unable to attend.

NOTICE OF MEETING

MEETING: Full Council
DATE & TIME: Monday 9th May 2022 at 7.00pm
PLACE: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

S. Marshman

Dr S. Marshman, PSLCC, Clerk to the Council

3rd May 2022

Agenda

1. To consider the election of Chair of the Council for 2022/23 and for the elected Chair to sign the declaration of office
2. To consider the election of Vice-Chair of the Council for 2022/23 and for the elected Vice-Chair to sign the declaration of office
3. To receive, and consider for acceptance, apologies for absence from Members of the Council
4. To receive any [declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation](#)
5. To receive:
 - 5.1 Questions or comments from members of the public regarding items on the agenda
 - 5.2 Representations from any member who has declared a personal interest
6. To approve the [Minutes of the Full Council Meeting held on 4th April 2022](#)
7. To discuss any matters arising from the previous meeting
8. To receive a report from the District Councillor
9. To ratify decisions taken at the following meetings held online:
 - Full Council 7th February 2022
 - Full Council 7th March 2022

- Full Council 28th March 2022
- Full Council 4th April 2022
- Planning Committee 24th January 2022
- Planning Committee 14th February 2022

10. To review the minutes and recommendations from the following committees:

Committee	Meeting Date	Minute Numbers	Recommendations
Planning	None		
Personnel	None		

11. To receive an update and review recommendations from the following working parties:

- 11.1 Burial Ground
- 11.2 Village Enhancement
- 11.3 Digital
- 11.4 Queen's Platinum Jubilee
- 11.5 Street lighting
- 11.6 Sports Pavilion
- 11.7 Allotments

12. Planning Applications

12.1. To consider the following new planning applications:

- None

12.2. To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee

12.3. To consider whether to refer any planning applications for further response from the Council's planning consultants

12.4. To receive a report on recent planning decisions taken by West Berkshire Council

13. To receive the Clerk's report

14. Finance:

14.1. To consider approving the payments listed on the [Finance Report](#)

14.2. To note the most recent [Bank Reconciliation](#)

14.3. To note the [Quarterly Budget Report](#) (if applicable)

15. To review the [Temporary Scheme of Delegation](#)

16. Committees:

16.1. To review the terms of reference and delegation arrangements for the following committees:

16.1.1. [Personnel Committee](#)

16.1.2. [Planning Committee](#)

16.2. To appoint members to the following committees:

16.2.1. Personnel Committee (3 members)

16.2.2. Planning Committee (Chairman and up to 6 other members)

16.3. To appoint any new committees in accordance with standing order 4

17. To review [delegation arrangements](#) for staff and other local authorities

18. To review the [inventory of land and assets including buildings and office equipment](#)
19. To confirm the arrangements for insurance cover in respect of all insured risks
20. Policies:
 - 20.1 To review the [Standing Orders](#)
 - 20.2 To review the [Financial Regulations](#)
 - 20.3 To review the [Complaints Procedure](#)
 - 20.4 To review the [Code of Conduct](#)
 - 20.5 To review the [procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998](#)
 - 20.6 To review the [Media Policy](#)
 - 20.7 To review and consider the [Grant Allocation Policy](#)
 - 20.8 To review the [Training and Development Policy](#)
21. To review the [Council's and/or Staff Subscriptions to other bodies](#)
22. To review the [direct debits approved by the Council](#)
23. To determine the [time and place of ordinary meetings of the full council](#) up to and including the next annual meeting of full council
24. To consider Parish Council [areas of responsibility and representation on outside bodies](#)
25. To consider the Council's [Risk Assessment for 2022/23](#)
26. To set a budget for the purchase of a laptop
27. To consider making an application for SEN funding
28. To consider using the previously purchased dog waste bins to replace current bins
29. To consider becoming [members of the Institute of Cemetery and Crematorium Management \(ICCM\)](#) and to purchase the book 'Essential Law For Cemetery & Crematorium Managers'
30. To set a budget for materials to pot the hedging plants
31. To consider any actions required related to planning application [20/01336/OUTMAJ Institute For Animal Health, High Street, Compton](#)
32. To receive an update on vandalism and anti-social behaviour (ASB) in the village
33. To receive reports on the following:
 - 33.1 Recreation Ground
 - 33.2 Rights of Way
 - 33.3 Village Hall

- 33.4 Downland Practice Patient Representation Group
- 33.5 Communications

34. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:
Full Council: Monday 6th June 2022 at 7pm

Supporting Documentation

4. To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation

Members are invited to declare Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests in items on the agenda as required by the Compton Parish Council [Code of Conduct](#) for Members, as adopted on 5th July 2021, Minute 21/22-087, and by the [Localism Act 2011 Chapter 7](#).

Please use the flow chart below to ascertain the type of interest you have and what action you are required to take.

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

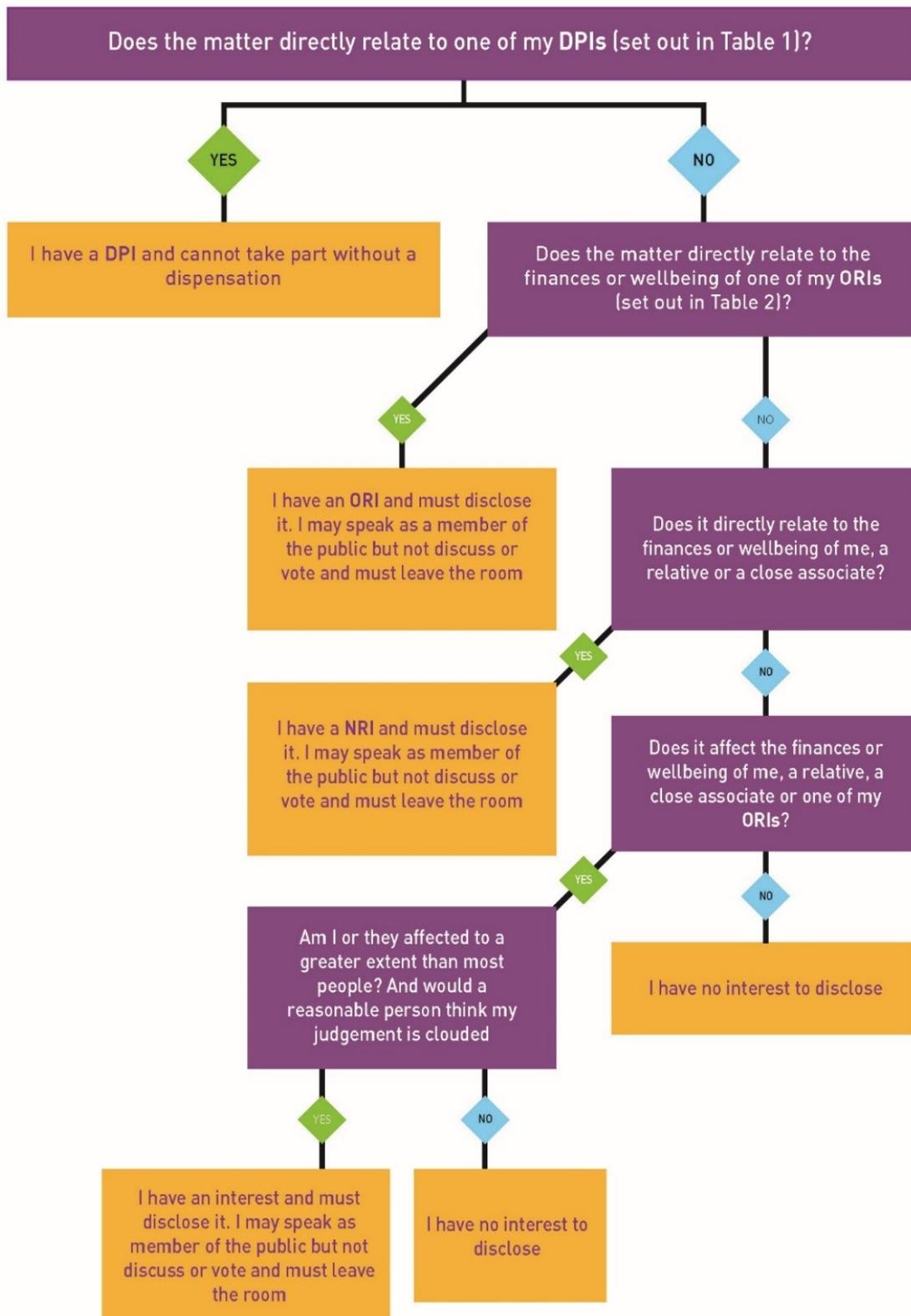


Table 1: Disclosable Pecuniary Interests

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

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

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

Table 2: Other Registerable Interest

<p>You must register as an Other Registerable Interest :</p> <ol style="list-style-type: none"> 1. any unpaid directorships 2. any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority 3. any body <ol style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

12.4 To receive a report on recent planning decisions taken by West Berkshire Council

The following decisions have been reported by West Berkshire Council since the last Parish Council meeting:

- 22/00170/FUL Oakwood House, Coombe Road, Compton, Newbury RG20 6RQ - Change of use of agricultural/paddock to be part of domestic curtilage. Application refused.

14. Finance:

Finance Report

Status at last bank reconciliation 31st March 2022

	Amount
Unity Trust Current Account	£19,673.90
Unity Trust Deposit Account	£122,708.66
Lloyds Multipay Corporate Card	-£145.34
Total	£142,237.22

Income received 28th March - 2nd May 2022

Account	Income Detail	Amount
Current	Precept	£25,500.00
Current	Allotment Rent	£230.00
Current	Refund from Southern Electric	£48.65
Current	Compilations	£45.00
Deposit	Interest	£66.53
Total		£25,890.18

Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	14-Mar-22	RBL	Jubilee lamppost signs and flag	£134.06
CC	26-Mar-22	Microsoft	Software	£11.28
CC	04-Apr-22	Lloyds	Monthly card fee	£3.00
CC	25-Apr-22	Microsoft	Software	£11.28
				£159.62

Payments to be approved

Method	Date	Payee	Payment Detail	Amount
BACS	07-Apr-22	Thrings	Solicitors Fees RE Institute Planning Application	£720.00
BACS	07-Apr-22	West Berkshire Council	Compilations April	£365.93
BACS	07-Apr-22	West Berkshire Council	Refuse disposal 21/22	£465.32
BACS	07-Apr-22	CJM Services	Installation of bins	£732.00
BACS	07-Apr-22	Enerveo Ltd	Street light maintenance Q4	£702.61
BACS	07-Apr-22	Starboard Systems	Finance software 22/23	£489.60
BACS	07-Apr-22	Staff Costs	Includes salaries, PAYE, pension contributions for March	£1,573.34
DD	19-Apr-22	Southern Electric	Electricity street lights Q4	£2,126.56
DD	21-Apr-22	Vodafone	Mobile phone	£23.03
BACS	03-May-22	AD Clark	Grounds maintenance March	£642.06
BACS	03-May-22	Playsafety Ltd	Playground safety inspection	£126.00

BACS	03-May-22	Staff Costs	Includes salaries, PAYE, pension contributions for April	£1,584.84
Total				£9,551.29

Transfers

Method	Date	From Account	To Account	Amount
DD	19-Apr-22	Unity Current	Lloyds	£148.34
Total				£148.34

Bank Reconciliation

Bank Reconciliation at 31/03/2022

Cash in Hand 01/04/2021		163,302.67
ADD Receipts 01/04/2021 - 31/03/2022		63,413.41
SUBTRACT Payments 01/04/2021 - 31/03/2022		84,478.86
A = Cash in Hand 31/03/2022 (per cash book)		142,237.22
Cash in hand per Bank Statements		
Petty Cash	31/03/2022	0.00
3 Lloyds Corporate Card	31/03/2022	-145.34
2 Unity Deposit	31/03/2022	122,708.66
1 Unity Current	31/03/2022	19,673.90
Subtotal		142,237.22
Less unrepresented payments		0.00
Plus unrepresented receipts		0.00
B = Adjusted Bank Balance		142,237.22

A = B Checks out OK

Quarterly Budget Report

Summary of Receipts and Payments All Cost Centres and Codes

Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
1	Precept	49,050.00	49,050.00						(0%)
2	Interest		74.09	74.09				74.09	(N/A)
3	VAT Refund								(N/A)
4	Grants								(N/A)
5	Other Income		10.00	10.00				10.00	(N/A)
57	CIL Receipts		6,789.65	6,789.65				6,789.65	(N/A)
	SUB TOTAL	49,050.00	55,923.74	6,873.74				6,873.74	(14%)

Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
6	Staff Costs				17,900.00	18,352.54	-452.54	-452.54	(-2%)
7	Staff Expenses				200.00	250.79	-50.79	-50.79	(-25%)
8	Office				960.00	800.00	160.00	160.00	(16%)
9	Office Supplies				90.00	93.82	-3.82	-3.82	(-4%)
10	Phone				150.00	202.82	-52.82	-52.82	(-35%)
11	Website				350.00		350.00	350.00	(100%)
12	Bank Charges				108.00	108.00			(0%)
13	Subscriptions				570.00	831.17	-261.17	-261.17	(-45%)

14	Software	400.00	1,341.42	-941.42	-941.42	(-235%)
15	Insurance	1,000.00	945.75	54.25	54.25	(5%)
16	Election Fees	320.00		320.00	320.00	(100%)
17	Audit Fees	550.00	542.50	7.50	7.50	(1%)
18	Chairman's Allowance	80.00		80.00	80.00	(100%)
19	Training	500.00	265.00	235.00	235.00	(47%)
20	Meeting Rental	200.00		200.00	200.00	(100%)
21	Other Expenses	250.00	99.58	150.42	150.42	(60%)
48	Professional Advice	3,200.00	6,809.50	-3,609.50	-3,609.50	(-112%)
SUB TOTAL		26,828.00	30,642.89	-3,814.89	-3,814.89	(-14%)

Village Maintenance

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
22	Grounds Maintenance				5,600.00	4,317.00	1,283.00	1,283.00 (22%)
23	Recreation Ground				200.00	350.02	-150.02	-150.02 (-75%)
24	Play Equipment Maintenance				3,000.00	2,295.50	704.50	704.50 (23%)
25	Tree Maintenance				1,000.00	1,495.00	-495.00	-495.00 (-49%)
26	Refuse Disposal					421.53	-421.53	-421.53 (N/A)
27	Vandalism Repair				300.00	400.00	-100.00	-100.00 (-33%)
28	War Memorial Maintenance				300.00	668.90	-368.90	-368.90 (-122%)
SUB TOTAL					10,400.00	9,947.95	452.05	452.05 (4%)

Allotments

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
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29	Allotment Rent - Newbury Lane	400.00	598.50	198.50			198.50	(49%)
30	Allotment Rent - School Road	380.00	350.75	-29.25			-29.25	(-7%)
31	Newbury Lane Water				200.00	210.98	-10.98	(-5%)
32	Newbury Lane Capital							(N/A)
33	Newbury Lane Other Expenses				150.00		150.00	(100%)
34	School Road Water				150.00	185.28	-35.28	(-23%)
35	School Road Capital							(N/A)
36	School Road Other Expenses				150.00		150.00	(100%)
37	Allotment Skips				200.00	235.00	-35.00	(-17%)
	SUB TOTAL	780.00	949.25	169.25	850.00	631.26	218.74	387.99 (23%)

Sports Pavilion

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
38	Football Club - Income	825.00	450.00	-375.00				-375.00	(-45%)
39	SP Building Maintenance				250.00	1,139.15	-889.15	-889.15	(-355%)
40	SP Running Costs				500.00	1,248.41	-748.41	-748.41	(-149%)
41	Pitch Marking				825.00	1,090.15	-265.15	-265.15	(-32%)
	SUB TOTAL	825.00	450.00	-375.00	1,575.00	3,477.71	-1,902.71	-2,277.71	(-94%)

Lighting

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
42	Electricity				4,200.00	4,622.52	-422.52	-422.52	(-10%)
43	Lighting Routine Maintenance				2,500.00	2,325.44	174.56	174.56	(6%)

44	Lighting Repairs				750.00		750.00	750.00	(100%)
45	Lighting Replacement								(N/A)
SUB TOTAL					7,450.00	6,947.96	502.04	502.04	(6%)

Burial Ground

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
46	Burial Ground - Income								(N/A)
47	Burial Ground				4,000.00	1,532.93	2,467.07	2,467.07	(61%)
SUB TOTAL					4,000.00	1,532.93	2,467.07	2,467.07	(61%)

Compilations

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
49	Compilations - Income	1,800.00	1,665.00	-135.00				-135.00	(-7%)
50	Compilations				2,300.00	2,561.51	-261.51	-261.51	(-11%)
SUB TOTAL		1,800.00	1,665.00	-135.00	2,300.00	2,561.51	-261.51	-396.51	(-9%)

Grants

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
51	Grants					82.00	-82.00	-82.00	(N/A)

SUB TOTAL						82.00	-82.00	-82.00	(N/A)
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Neighbourhood Development Plan

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
52	NDP - Income	5,000.00		-5,000.00				-5,000.00	(-100%)
53	NDP				5,000.00	424.57	4,575.43	4,575.43	(91%)
	SUB TOTAL	5,000.00		-5,000.00	5,000.00	424.57	4,575.43	-424.57	(-4%)

Events

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
54	Christmas Events				200.00	81.89	118.11	118.11	(59%)
55	Christmas Day Lunch Room Hire				50.00	20.00	30.00	30.00	(60%)
	SUB TOTAL				250.00	101.89	148.11	148.11	(59%)

Reserves

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
56	Reserves					6,239.00	-6,239.00	-6,239.00	(N/A)
58	CIL Expenditure					15,838.90	-15,838.90	-15,838.90	(N/A)
	SUB TOTAL					22,077.90	-22,077.90	-22,077.90	(N/A)

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
NET TOTAL	57,455.00	58,987.99	1,532.99	58,653.00	78,428.57	-19,775.57	-18,242.58	(-15%)
V.A.T.		4,425.42			6,050.29			
GROSS TOTAL		63,413.41			84,478.86			

15. To review the Temporary Scheme of Delegation

Temporary Scheme of Delegation

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
4. In an emergency the Proper Officer is empowered to carry out any function of the Council
5. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

Delegation to The Proper Officer

6. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any and all decisions recommend to them by the relevant Committee or Full Council
7. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
8. The Proper Officer may not take additional decisions that would normally be taken by a Committee or Full Council unless that Committee or Full Council has met in a meeting suitably convened under the requirements of the Local Government Act 1972, and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.

Full Council Matters

9. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
 - To appoint the Chairman and Vice-Chairman in May each year
 - To sign off the Governance Statement by 30th June each year

- To set the Precept
- To appoint the Head of Paid Service (Parish Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council

17. To review delegation arrangements for staff and other local authorities

TERMS OF REFERENCE and DELEGATED POWERS For the Clerk

THE CLERK

To have **delegated powers** to:

- i. Authorise any immediate temporary work necessary on Health and Safety or security grounds that might expose the Council to litigation or claims if delayed up to a limit of £1000. If the expenditure is over £1000, the Clerk must have the approval of two members of the council, one of which must be either the Chairman or Vice-Chairman.
- ii. Spend up to £100 on essential office equipment to maintain communications and supplies for office use, in consultation with the Chairman or Vice-Chairman. Such expenditure must be included in subsequent invoices submitted to the Council for approval.

18. To review the inventory of land and assets including buildings and office equipment

Compton Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
BE001 - Bench in Play Area		625.00		Play Area, Recreation Ground, Burrell Road			
BE002 - Bench in Play Area		625.00		Play Area, Recreation Ground, Burrell Road			
BE003 - Bench o/s Village Hall		625.00		Village Hall, Burrell Road			
BE004 - Bench o/s Village Hall		625.00		Village Hall, Burrell Road			
BE005 - Bench o/s Sports Pavilion		625.00		Recreation Ground, Burrell Road			
BE006 - Bench in Recreation Ground		625.00		Recreation Ground, Burrell Road			
BE007 - Bench in Recreation Ground		625.00		Recreation Ground, Burrell Road			
BE008 - Bench by Cricket Ground		625.00		High Street			
BE009 - Bench in Play Area	October 2012	170.00		Play Area, Recreation Ground, Burrell Road			
BE010 - Bench on Cheseridge Corner	October 2012	170.00		Cheseridge Corner			
BE011 - Lest We Forget Bench	December 2018	992.40		High Street by Cheap Street			
BS001 - Bus Shelter	December 2009	8,025.00		High Street by Newbury Lane			
BU001 - Sports Pavilion		60,000.00		Recreation Ground, Burrell Road			
DB001 - Dog waste Bin opposite Primary School		350.00		School Road			
DB002 - Dog waste bin by bus shelter		350.00		High Street			

DB003 - Dog waste bin by Lowbury Gardens exit	April 2021	503.48	Recreation Ground, Burrell Road
DB004 - Dog waste bin by Burrell Road exit	April 2021	503.48	Recreation Ground, Burrell Road
DB005 - Dog waste bin by railway bridge	April 2021	503.48	Wallingford Road
DB006 - Dog waste bin by footpath sign	June 2021	531.48	Downs Road
DB007 - Dog waste bin on triangle	June 2021	531.48	Coombe Road
DB008 - Dog waste bin to be installed	June 2021	531.48	
DB009 - Dog waste bin to be installed	June 2021	531.48	
EQ001 - Petrol Strimmer	May 2003	350.00	
EQ002 - Filing Cabinet		105.00	Wilkins Centre, Burrell Road
EQ003 - Filing Cabinet		105.00	Wilkins Centre, Burrell Road
EQ004 - Projector and Case	November 2015	170.06	
EQ005 - Laptop	March 2016	565.83	
EQ006 - 2 Drawer Filing Cabinet	June 2018	95.99	Clerk
EQ007 - Mobile Phone	December 2018	150.00	Clerk
EQ008 - Laptop	February 2021	261.24	Chairman
EQ009 - Laptop	February 2021	261.24	CIrM
EQ010 - Line Marking Machine	June 2021	654.16	
EQ011 - Whiteboard	September 2021	105.51	Sports Pavilion
GA001 - 5 bar gate		140.00	
GA002 - 5 bar gate		140.00	
GA003 - 5 bar gate	April 2013	397.50	Newbury Lane Allotments
GE001 - WW1 Memorial Plaque and Base	July 2016	886.60	High Street by Cheap Street
GE002 - Various Christmas Decorations	December 2016	542.71	The Foinavon

GE003 - Concrete Pads for Picnic Tables x2	June 2021	1,390.00	Recreation Ground, Burrell Road
GE004 - Concrete Pad o/s Sports Pavilion	November 2021	2,295.00	Recreation Ground, Burrell Road
LA001 - Site of Village Hall and Wilkins Centre		1.00	Burrell Road
LA002 - School Road Allotments		1.00	Wilson Close
LA003 - Newbury Lane Allotments		1.00	Newbury Lane
LA004 - Grazing Land		1.00	Newbury Lane
LA005 - Recreation Ground		1.00	Burrell Road
LA006 - Land at Gordon Crescent		1.00	Gordon Crescent
LA007 - Land at Manor Crescent		1.00	Manor Crescent
LB001 - Litter Bin by 43 Burrell Road		387.50	Burrell Road
LB002 - Litter Bin by 8 Burrell Road		387.50	Burrell Road
LB003 - Litter Bin by noticeboard		387.50	High Street
LB004 - Litter Bin on green by Newbury Lane		387.50	Manor Crescent
LB005 - Litter Bin by Lowbury Gardens	April 2021	422.37	Recreation Ground, Burrell Road
LB006 - Litter Bin by play area	April 2021	422.37	Recreation Ground, Burrell Road
LB007 - Litter Bin by MUGA	April 2021	422.37	Recreation Ground, Burrell Road
LB008 - Litter Bin by youth shelter	April 2021	422.37	Recreation Ground, Burrell Road
LB009 - Litter Bin by exit near Primary School	April 2021	422.37	Recreation Ground, Burrell Road
LB010 - Dual litter/dog waste bin	June 2021	708.98	Wilson Close
NB001 - Noticeboard	September 2006	2,446.49	High Street by Cheap Street
PE001 - Multi Use Games Area	October 2008	20,020.00	Recreation Ground, Burrell Road
PE002 - Toddler Springers x2		618.60	Play Area, Recreation Ground, Burrell Road
PE003 - Swings	October 2006	2,277.00	Play Area, Recreation Ground, Burrell Road

PE004 - Toddler Swings	October 2006	1,341.00	Play Area, Recreation Ground, Burrell Road
PE005 - Sidewinder see-saw	October 2006	1,071.00	Play Area, Recreation Ground, Burrell Road
PE006 - Tropica Multi-Play System	October 2006	14,178.00	
PE007 - Fun Run Fitness Trail	October 2006	2,418.00	Play Area, Recreation Ground, Burrell Road
PE008 - Whirly Bird and safety surface	October 2006	6,624.00	Play Area, Recreation Ground, Burrell Road
PE009 - Basketball Post		560.00	Play Area, Recreation Ground, Burrell Road
PE010 - Table Tennis Table	July 2014	2,295.00	Recreation Ground, Burrell Road
PE011 - Table Tennis Table	February 2015	2,295.00	Recreation Ground, Burrell Road
PE012 - Cantilever Basket Swing	June 2016	5,886.00	Recreation Ground, Burrell Road
PE013 - Mini Goal Posts	March 2017	981.23	Recreation Ground, Burrell Road
PE014 - Cableway	December 2018	11,814.00	Recreation Ground, Burrell Road
PE015 - Goal Posts	October 2021	1,400.00	Recreation Ground, Burrell Road
PT001 - Picnic Table in Play Area		150.00	Play Area, Recreation Ground, Burrell Road
PT002 - Picnic Table in Play Area		150.00	Play Area, Recreation Ground, Burrell Road
PT003 - Picnic Table near MUGA	March 2021	2,100.00	Recreation Ground, Burrell Road
PT004 - Picnic Table near Youth Shelter	March 2021	2,100.00	
SB001 - Salt Bin		150.00	Shepherds Mount
SB002 - Salt Bin		150.00	Newbury Lane
SB003 - Salt Bin	December 2019	150.00	Shepherds Mount
SB004 - Salt Bin	December 2019	150.00	Shepherds Mount
SB005 - Salt Bin	December 2019	150.00	Shepherds Mount
SB006 - Salt Bin	December 2019	150.00	Shepherds Mount

SB007 - Salt Bin	December 2019	150.00	Whitewall Close
SL001 - Various Lights throughout Parish x 61		61,000.00	
SL002 - Street Light No.7 Burrell Road	September 2014	1,105.41	Burrell Road
SL003 - Street Light No.5 Manor Crescent	September 2014	1,105.41	Manor Crescent
SL004 - Street Light No.2 Westfields	September 2014	1,105.41	Westfields
SL005 - Street Light No.4 Burrell Road	September 2014	1,105.41	Burrell Road
SL006 - Street Light No.6 Burrell Road	September 2014	1,105.41	Burrell Road
SL007 - Street Light No.2 Burrell Road	November 2014	1,326.49	Burrell Road
SL008 - Street Light No.1 Hockham Road	March 2016	390.07	Hockham Road
SL009 - Street Light No.1 Churn Road	January 2021	1,251.10	Churn Road
YS001 - Youth Shelter	July 2015	5,872.00	Recreation Ground, Burrell Road
		248,829.46	
Grand Total:		248,829.46	

21. To review the Council's and/or Staff Subscriptions to other bodies

Body	Last renewal	Subscription cost at last renewal
Berkshire Association of Local Councils (BALC) / Hampshire Association for Local Councils (HALC)	June 2021	£ 369.05
Campaign to Protect Rural England (CPRE)	June 2021	£ 36.00
Community Council for Berkshire (CCB)	December 2021	£ 40.00
Community Buildings Advice Service (through CCB)	January 2022	£ 177.00
National Allotment Society	December 2021	£ 67.00
Society of Local Council Clerks (SLCC)	January 2022	£ 154.29

22. To review the direct debits approved by the Council

Payee	Reason
Castle Water	Water at School Road allotments Water at Newbury Lane allotments Water for Sports Pavilion
Information Commissioners' Office	Registration fee
Lloyds Bank	Pay off full value of payments on credit card each month
SSE	Electricity for street lighting Electricity for Sports Pavilion
The Good Exchange	Fees on funding raised through the funding platform
Vodafone	Council mobile phone

23. To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Date of Meeting	Type of Meeting
Monday 6th June 2022	Full Council
Tuesday 21st June 2022	Personnel Committee
Monday 4th July 2022	Full Council
No meeting scheduled for August	-
Monday 5th September 2022	Full Council
Monday 3rd October 2022	Full Council
Tuesday 18th October 2022	Personnel Committee
Monday 7th November 2022	Full Council
Monday 5th December 2022	Full Council
Monday 9th January 2023	Full Council
Monday 6th February 2023	Full Council
Tuesday 21st February 2023	Personnel Committee
Monday 6th March 2023	Full Council
Tuesday 21st March 2023	Annual Parish Meeting
Either Monday 3rd April or Monday 17th April 2023*	Full Council
Monday 8th May 2023	Annual Parish Council Meeting

* West Berkshire school holiday runs from 31st March – 14th April 2023. Please confirm which date is more suitable for the council.

N.B. Planning Committee Meetings will be scheduled as and when required.

24. To consider Parish Council areas of responsibility and representation on outside bodies

Role	Role Holder at end of 2021/22
Allotments	Council have decided not to assign the role at this time.
Burial Ground Working Party	Dave Aldis Rebecca Pinfold Alison Strong
Digital Working Party	Linda Moss Stephen Dearn Ian Tong
Downland Practice Patient Representation Group representative	Alison Strong Linda Moss
Electronic Documentation	Vacant
Footway Lighting Working Group	Jude Cunningham Rebecca Pinfold Alison Strong
Flooding	Vacant
Footpaths and Rights of Way	Alison Strong Linda Moss Jude Cunningham
GDPR	Vacant
Internal Controller	Jude Cunningham
Neighbourhood Action Group / Police Liaison	Linda Moss Jude Cunningham
Neighbourhood Development Plan	Dave Aldis
Play Area & Inspections	Rebecca Pinfold
Queen's Platinum Jubilee Working Group	Jude Cunningham Linda Moss Sharon Tiller
Sports Pavilion Working Party	Rebecca Pinfold Alison Strong Additional member needed
Social Media	Rebecca Pinfold
Village Enhancement Working Party	Jude Cunningham Linda Moss Rebecca Pinfold Alison Strong
Village Hall Representative	Sharon Tiller

25. To consider the Council's Risk Assessment for 2022/23

Compton Parish Council

Risk Register 2022/2023



Version number	1	Minute reference	
Adopted by	Full Council	Review due	APCM May 2023
Date adopted			

Introduction to Risk Assessment and Management

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

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

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

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

Risk Identification

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

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

Risk Evaluation

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

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

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

Risk Management

There are three main ways of managing risks:

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

Risk Register

Identified risks are documented in a Risk Register.

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

Risk Assessment Matrix

Identified risks are assessed using the following matrix.

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

Category 1: Assets

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Damage to – or loss of – fixtures and fittings	M/2	M/2	M/4	The Parish Council insurance policy covers buildings (e.g. football pavilion), office contents, street furniture, playground equipment, and the Multi-Use Games Area.	
Loss of data - physical	L/1	L/1	L/1	All important files are held within lockable filing cabinets. The council is in the process of ensuring digital copies of important physical files are held.	
Loss of data – electronic	M/2	M/2	M/4	Continual backup to cloud storage is made of the Parish Council files.	
Asset Register is out of date	M/2	M/2	M/4	An inventory of all Council assets is maintained by the Clerk, who arranges appropriate insurance cover. The Asset Register is reviewed regularly by Councillors.	

Category 2: Injury to Public, Members and/or Staff

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Injury to third parties, members, and staff on Council premises	L/1	H/3	M/3	Insurance has been taken out to cover Public Liability (£10M), Employers Liability (£10M) and Personal Accident. Users of the Recreation Ground are required to take out separate liability insurance for events (e.g. the fete).	
Injury to third parties using equipment in play areas on Compton Recreation Ground	L/1	L/1	L/1	The Parish Council has a maintenance agreement with a local company to carry out an annual ROSPA inspection on play equipment and goalposts. Also, an identified Parish Councillor carries out regular checks and reports monthly.	
Injury to third parties and members because of ice, snow etc. on parish council maintained land	M/2	M/2	M/4	Insurance has been taken out to cover Public Liability (£10M).	

Category 3: Finance

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Precept is not adequate	L/1	M/2	L/2	The Council reviews the draft budget, including the amount of Precept, each December, with a final draft being reviewed and agreed in the January prior to the submission deadline for the Precept amount.	
Council funds are not properly managed	L/1	M/2	L/2	Income is invested in appropriate accounts by a competent Clerk. This is reviewed regularly by members at the Council meeting.	
Loss of cash through theft or dishonesty	L/1	M/2	L/2	No petty cash is maintained by the Council / Clerk. Any necessary expenditure on small items such as stamps is paid for unapproved on a corporate credit card which has an appropriate limit set and is paid off monthly by direct debit. Insurance cover has been taken out to cover a) loss of non-negotiable money and robbery b) misappropriation of funds by staff or Councillors (Fidelity Guarantee sum insured = £200,000)	
Council Financial Regulations are inadequate	L/1	M/2	L/2	Council financial procedures are well tried and tested. A set of Financial Regulations under which the Council operates was formally adopted by members at the Meeting held on 7 th October 2019, Minute 19/20-138.	

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Council financial controls and accounting records are inadequate to prevent financial irregularity	L/1	M/2	L/2	<p>The Clerk maintains Council accounting records using Scribe. Members are provided with regular reports covering bank balances, explanatory notes and management accounts. Payments are made electronically wherever possible. All electronic payments are submitted by the Clerk and authorised by two Councillors. A full list of payments for approval is submitted at each Full Council meeting.</p> <p>All cheques are presented to Full Council for approval and invoices and cheque stubs are signed by two Councillors.</p> <p>The Internal Controller reviews the invoices, bank reconciliation and other finance records each month.</p>	
Audit documentation is not submitted within the required timeframe to the internal and external auditors	L/1	M/2	L/2	The Clerk must ensure the documentation from the External Auditors has been received and follow the given timeframes within the documentation.	

Category 4: Insurance

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

Category 5: Councillor Propriety

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Members do not declare their interests, gifts or hospitality	L/1	L/1	L/1	<p>The Clerk maintains a Register of Interest, which all Councillors are required to keep up to date. An agenda item at each meeting gives members the opportunity to declare personal and/or prejudicial interests.</p> <p>Members are requested to review their Register of Interest at the start of each Municipal Year.</p>	

Category 6: Business Continuity

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Loss of Clerk	L/1	M/2	L/2	<p>All electronic files are backed up to the Cloud. The Chairman possesses a sealed envelope containing the relevant passwords in order to be able to access the files should this be required.</p>	

Category 7: Legal Compliance

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Motions adopted by the Council are not legal	L/1	M/2	L/2	The Clerk advises members if she considers a motion may be illegal. A new set of Standing Orders, based on the NALC standard, were adopted on 4 th February 2019, minute 18/19-191. These are reviewed at each Annual Meeting of the Parish Council. They are updated whenever a new model document is released. The latest version of 'Local Council Administration' by Charles Arnold-Baker is used as a reference.	
Committees and officers exceed their terms of reference	L/1	M/2	L/2	Committee Terms of Reference and Delegated Powers are reviewed annually at the Annual Meeting of the Parish Council. The Clerk has a detailed Job Description.	
Minutes and agendas are not produced in a timely manner or made available to the public	L/1	L/1	L/1	Signed agendas for all meetings are produced by the Clerk. The agendas are emailed to members at least 3 clear days before each meeting and are posted on the Council notice board in the Parish on the Tuesday before each Monday meeting. Minutes are produced within 4 weeks of the meeting and are posted on the website and the notice board.	

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Council documents are not controlled properly	L/1	L/1	L/1	All documentation is produced using version control mechanisms. All important documents received are filed in a Correspondence File available to all members. The Clerk's Report is a standing item on each Council agenda when the Clerk reports on actions taken and work done over the past month. Documents are filed in a lockable filing cabinet via a classification index at the home of the Clerk. Some historical documents are filed in lockable cabinets in the Village Hall. Electronic documents are filed using a folder structure.	
Effectiveness of internal audit is not considered.	L/1	M/2	L/2	An annual review of the effectiveness of internal audit must be undertaken and recorded in the minutes at the next meeting after the report has been received. Appropriate steps should be taken to deal with matters raised in reports from the internal auditor through agenda items.	
Formal advice is not sought when required.	L/1	M/2	L/2	Continue with memberships of BALC/HALC and SLCC.	
Failure to comply with data protection registration	L/1	M/2	L/2	The Council is registered with the Information Commissioner's Office and the registration fee is paid annually by direct debit.	

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Failure to comply with Freedom of Information request	L/1	M/2	L/2	The Council has a Model Publication scheme in place. The Parish Council and the Clerk are aware that if a substantial request came in it could create a number of additional hours' work. The Clerk is able to claim overtime should this be required.	
Failure to comply with the General Data Protection Regulations	L/1	M/2	L/2	The Clerk has attended GDPR training. The Councillors complete a GDPR checklist to advise them of the requirements they must meet.	