



Clerk of the Council
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MINUTES of the meeting of Greenham Parish Council
held at St Marys Church Hall, Greenham
on Thursday 11th May 2017 at 7.30pm

Present: Cllr Julian Swift-Hook (Chair)
Cllr Chris Austin (Vice Chair)
Cllr Meg Thomas
Cllr Paul Walter
Cllr Billy Drummond
Cllr Paul Inman
Cllr Pragna Hay
Cllr Phil Barnett

In attendance: One representative of the press

1. ELECTION OF CHAIRMAN

Proposed: Cllr Walter

Seconded: Cllr Thomas

RESOLVED that Julian Swift-Hook be chairman of Greenham Parish Council for 2017/18
Pragna Hay against the motion.

Cllr Swift-hook read and signed a declaration of acceptance of office, counter-signed by the proper officer David Fowler.

2. ELECTION OF VICE-CHAIRMAN

Proposed: Cllr Walter

Seconded: Cllr Inman

RESOLVED that Chris Austin be vice-chairman of Greenham Parish Council for 2017/18

Cllr Austin read and signed a declaration of acceptance of office, counter-signed by the proper officer David Fowler

3. APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Jon Gage, Cllr Gary Puffett, Cllr Sally-Ann Jay, Cllr Lindsey Middlemiss

4. DECLARATIONS OF INTEREST

The following declarations of interest were received:

- a. **Cllr Drummond** declared that he is also a member of West Berkshire Council.
- b. **Cllr Swift-Hook** declared that he is also a member of Newbury Town Council.

5. APPROVAL OF MINUTES OF MEETING HELD ON 12 APRIL 2017

A number of amendments were proposed:

- a. A number of non-substantive corrections to spellings.
- b. The addition of Cllr Puffett as an against vote on item 17.

Proposed: MT

Seconded: PW

RESOLVED that, subject to amendments above, the minutes of the meeting on 12 April 2107 be accepted as a true and accurate account and be signed as so.

6. CHAIRMAN'S REPORT

The Chairman said all points to report would be covered in subsequent agenda items.

7. CLERK'S REPORT

The Clerk reported correspondence from:

- a. MH-P. A website company that GPC had paid to do so some website design in 2015/16 but which the council had not engaged to host their website publicly. The Clerk would clarify the situation and report back at the June meeting.
- b. A member of the public enquiring into the council's validation of the public survey and precise spend on the CT project. The Clerk would draft an answer with the assistance of BALC and would pass to councillors for comment.

8. PUBLIC SESSION

There were no public questions.

9. PLANNING AND LICENSING

The Clerk presented a briefing memo on planning and licensing for consideration (annex 1 to these minutes.

a. 17/001046/FULD

Mill House Overbridge Square Hambridge Lane Newbury	Removal of existing pyramid roof structures and construction of new flat roof for 8 x resi units	Resubmission of application due to technical reasons. No substantive changes to application – previous response from GPC was 'no objection'
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Proposed: Cllr Paul Walter

Seconded: Cllr Chris Austin

Resolved: No Objection, with one abstention.

b. 17/01084/NONMAT

17/01084/NON MAT	9 Water Lane Greenham Thatcham Berkshire RG19 8SH	Non material amendment to application 16/01421/HOUSE - Proposed single story rear and side extension. Amendment - Flat roof and glass lantern. Previous response from GPC was 'no comment received'
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Proposed: Cllr Paul Walter

Seconded: Cllr Chris Austin

Resolved: No Objection

c. 17/01091/TPW

17/01091/TPW	33 Laurel Gardens Greenham Thatcham Berkshire RG19 8XU	Silver Birch - Fell as to close to boundary fence.
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Proposed: Cllr Paul Walter
Seconded: Cllr Chris Austin
Resolved: No Objection

ACTION: Clerk to make planning return to WBC reflecting above planning decisions.

10. FINANCE

The Clerk presented a briefing memo on finance for consideration (annex 1 to these minutes).

- a. No grant funding requests had been received.
- b. The following cheque payments were considered:

From the **CT account:**

Nil

From the **GPC account**

- i. Sundog Maintenance (CT Grounds Maintenance April 2017) - £154.00 (#1453)
- ii. J Swift Hook (expenses) £110.52 (#1454)
- iii. D J Fowler (Clerk's Salary to 30 April - Month 1) - £1,328.99 (#1455)
- iv. D J Fowler (Clerk's joining fee and subscriptions to Society of Local Council Clerks) - £215.00 (#1456)
- v. HMRC (PAYE deductions ref Clerk's Salary - Month 1) - 348.55 (#1457)
- vi. Local Government Pension Scheme (Pension Contributions) - 399.37 (#1459)
- vii. Greenham Business Park Ltd (office rent - May) - £486 (#1458)

Proposed: Cllr Paul Walter
Seconded: Cllr Paul Inman
Resolved: That these cheque payments be approved.

ACTION: Clerk to make cheque payments listed above.

- a) Selection of an Internal auditor. The clerk outlined two options:
 - i. The first options was an individual accountant who was experienced in auditing routine Parish Council accounts would cost £150.
 - ii. The second option would be to use a much bigger corporate accountancy that would provide a audit of substantial breadth and depth. This would, however, cost £840+VAT (£1008)

There were a number of reservations about the cost of option 2, but it was felt that, given the complexity of GPC's affairs with the acquisition of the CT, a more in-depth audit would be an opportunity to enhance the council's transparency. Moreover, a thorough management audit would also help establish the strong governance structures required in the councils affairs. These benefits were deemed to be essential to management of the council moving forward and therefore the more expensive quote represented value for money.

Proposed: Cllr Inman
Seconded : Cllr Drummond
RESOLVED that the council accept option 2.

ACTION: The Clerk to instruct the internal auditor in option 2 to conduct an internal audit of GPC

11. COMMITTEE AND WORKING GROUP MEMBERSHIP 2017/18

a. Committee and working group membership was considered.

Cllr Thomas confirmed the Interpretation Working Group (IWG) co-optees were Dean Graham, Claire Burdett, Tony Vickers, and Jonathan Sayers.

Cllr Inman pointed out that he has been having problem being available as a substitute for CTC but is happy to remain a sub until a replacement comes forward.

Proposed: Cllr Walter

Seconded: Cllr Drummond

RESOLVED that the committee and working group membership be approved with amendments as above.

b. The council considered an amendment to Standing order 42. This was proposed at the last meeting of council on 12 April 2017 (minute15 (b))

Proposed: Cllr Swift-Hook

Seconded: Cllr Drummond

RESOLVED that ex-officio members have full voting rights on committees and working groups and this be added to the council standing orders.

ACTION: The Clerk undertook to ask the complete council if anyone wants to volunteer as a CTC sub.

ACTION: Clerk to amendments standing orders 42 to read:

“The Chairman and Vice Chairman ex-officio shall be members with full voting rights of every committee”

12. REPRESENTATION ON OUTSIDE BODIES 2017/18

The council considered representation on the following outside bodies for the coming civic year:

- a. Newbury Town Plan (was Newbury Vision) – Cllr Hay.
- b. Racecourse public liaison group - Cllr Inman.
- c. Mabel Luke Charity – John Hatchman could no longer be involved; Cllr Drummond volunteered as a potential replacement.
- d. West Berkshire Heritage Forum and Heritage Champion - Cllr Thomas.

Proposed: Cllr Inman

Seconded: Cllr Thomas

RESOLVED that the above changes be made to our list of representation on outside bodies.

ACTION: Clerk to check that we have details on all the listed charities/boards to ensure we know who they are.

ACTION: Clerk to ask Mabel Luke Charity if Billy Drummond would be a suitable rep.

ACTION: Clerk to write to draft a letter to John Hatchman to thank him for his work for the council.

13. COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Chairman and Cllr Drummond gave an update on the situation regarding the payment of CIL.

They reported that the parish council would not get paid any CIL at the April payment point since, according to WBC, there was no CIL qualifying development in Greenham Parish. The chairman stated that the parish council should receive 15% of the CIL monies for their parish and this had

previously been estimated to be £4000.

ACTION: Cllr Drummond to ask EBC for a breakdown of the £25000 CIL for the Greenham District council ward.

14. CORPORATE INSURANCE RENEWAL

The Clerk presented a briefing memo on renewal of the council's insurance policy (annex 2 to these minutes).

The Clerk made a number of recommendations to increase cover given advice from the council's current insurer (see annex 2).

Proposed: Cllr Drummond

Seconded: Cllr Inman

RESOLVED to renew the council's insurance with Zurich Municipal Insurance for a one-year term with a premium of £2071.74

ACTION: Clerk to implement this insurance cover from 1st June 2017.

15. CORPORATE RISK ASSESSMENT

The Clerk presented a briefing memo on the council's corporate risk assessment (annex 3 to these minutes).

The clerk explained the accompanying risk register should be seen as a "living document" that should be reviewed at council no less than every quarter.

Proposed: Cllr Swift-Hook

Seconded: Cllr Walter

RESOLVED that:

- a. The council accept the reviewed corporate risk assessment for use by the internal auditor, and:
- b. The risk register should be reviewed and updated by full council no less that quarterly.

ACTION: Members of the council review and make comments to the clerk and identify any actions needed in mitigation.

ACTION: Governance Working group Cllrs Inman and Walter to consider making application to council to expand their terms of reference to carry out on-going work on governance including the risk assessment.

16. CONTROL TOWER

The Clerk read-out a report on the Control Tower on behalf of the Control Tower Committee Chairman (annex 4 to these minutes). A number of specific points were discussed.

- a. **Management response to the BDO Audit.** Drafted by Cllr Gage and the Clerk. Cllr Walter suggested some minor amendments .

Proposed: Cllr Walter

Seconded: Cllr Thomas

RESOLVED that the council endorse the response ("Management Response V2.1") on the BDO Control Tower Review as per the agenda papers.

ACTION: Once amended and Cllr Walter had checked his amendments, the Clerk to publish on the website.

17. OTHER ITEMS FOR INFORMATION ONLY OR FOR POSSIBLE INCLUSION ON A FUTURE AGENDA

Other items for information were discussed:

- a. Cllr Drummond suggested recruiting for a deputy clerk should be discussed. This was a

matter to be initially discussed by the staffing committee.

ACTION: Cllr Swift-Hook to convene a staffing committee meeting through the Clerk

- b. Cllr Barnett mentioned the Greenham War and Peace celebrations in September and the councils' need to be involved. The clerk said that he will establish discussions with Rosa Productions and the Greenham Common Trust.

ACTION: Clerk to contact Rosa Productions.

- c. Cllr Austin mentioned that there might need to be a future item on the Greenham Common Commission.

- d. Other items carried forward for tabling in June:

- i. Expenses Policy (Clerk)
- ii. Website review (Clerk)
- iii. Councillors' surgeries
- iv. Update on office equipment and high-vis jackets (Clerk)
- v. Bus shelters (Cllr Inman)
- vi. Accept Internal Audit report (Clerk)
- vii. Accept Annual Return (Clerk)

- e. Items for tabling in July:

- i. Reserves Policy
- ii. Update on Dreamscheme funding

ACTION: Clerk to circulate draft expenses policy and seek HR support from BALC.

ACTION: Clerk to contact table a discussion on expenses policy for the June meeting..

There being no other business the Chairman declared the meeting closed at 2111 hrs

Chairman

Date

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10 May 2017

To: Greenham Parish Councillors

From: David Fowler, Clerk to the Council

MEMO – Amplifying notes for full council meeting – 11 May 2017

1. Notes for Standing Agenda Items for consideration at the above meeting
2. **Planning.** The Following Planning Applications for consideration:

Parish	Application Number	Location	Proposal	Notes
Greenham	17/01046/FULD	Mill House Overbridge Square Hambridge Lane Newbury	Removal of existing pyramid roof structures and construction of new flat roof for 8 x resi units	Resubmission of application due to technical reasons. No substantive changes to application – previous response from GPC was ‘no objection’.
Greenham	17/01084/NONMAT	9 Water Lane Greenham Thatcham Berkshire RG19 8SH	Non material amendment to application 16/01421/HOUSE - Proposed single storey rear and side extension. Amendment - Flat roof and glass lantern.	n/a
Greenham	17/01091/TPW	33 Laurel Gardens Greenham Thatcham Berkshire RG19 8XU	Silver Birch - Fell as to close to boundary fence.	n/a

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2. Finance.

- c. No grant funding requests have been received
- d. To approve the following cheque payments

From the **CT account**:

Nil

From the **GPC account**

- viii. Sundog Maintenance (CT Grounds Maintenance April 2017) - £154.00
 - ix. J Swift Hook (expenses) £110.52
 - x. D J Fowler (Clerk's Salary to 30 April - Month 1) - £1,328.99
 - xi. D J Fowler (Clerk's joining fee and subscriptions to Society of Local Council Clerks) - £215.00
 - xii. HMRC (PAYE deductions ref Clerk's Salary - Month 1) - 348.55
 - xiii. Local Government Pension Scheme (Pension Contributions) - 399.37
 - xiv. Greenham Business Park Ltd (office rent - May) - £486
- e. To consider the appointment of a new internal auditor. See separate memo.

David Fowler
Clerk to the Council



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8 May 2017

To: Greenham Parish Councillors

From: David Fowler, Clerk to the Council

MEMO – SELECTION OF INTERNAL AUDITORS

1. **Background.** Ahead of your annual return, I am required to submit your accounts for internal audit. I have reviewed your recent Internal Audits and, although meeting the required standard for the annual return, I feel this year a more thorough audit of your accounts will do much to improve your standing in terms of governance and safeguarding public money, particularly with regards the management of the Control Tower project.
2. **Options.** Your previous auditor is, I understand, unavailable this year and so I have obtained 2 alternative quotes for service that you should choose from:
 - a. The first is from an individual accountant who is experienced in auditing Parish Council accounts. They currently provide services for 4 other Parish councillors, albeit relatively small councils with smaller precepts and without the complexity of the control tower account. Their approach is thorough and methodical, with a 100% check of transactions, testing all vouchers to the cheque payment data and their authorisation in the minutes. They also look at risk analysis, financial regulations and standing orders to ensure we are taking appropriate safeguarding measures. The audit would take about a week to complete and would cost £150.

Pros - relatively inexpensive; availability.

Cons - uncertain experience of auditing more complex parish accounts.
 - b. The second is from a much bigger accountancy firm that has experience of auditing much bigger council authorities (including town councils) and they currently provide services to c.250 public bodies. Having reviewed their approach, they purport to take a much more holistic view, specifically looking at making recommendations for better regulation of your affairs and ensuring the council operates within constantly evolving legislation. This comes at a cost: £840 plus VAT.

pros - depth of detail and experience working with complex accounts;

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cons – expense and availability - early June audit leaving relatively short timescale to accept audit and approve annual return; the council is likely to need an extraordinary meeting late June 17.

3. **Recommendation:** As your RFO, my recommendation is to opt for a more thorough and deep reaching Internal Audit, which, although might come back with constructive comments, will establish strong financial governance after a hiatus without a clerk.

4. Respectfully, I would appreciate your decision at the next full meeting of council (11 May). Time is of the essence to both undertake the internal audit, but also to complete the annual return and show strong governance in all council matters.

David Fowler
Clerk to the Council

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Greenham Parish Council

Corporate Risk Review

May 2017

Greenham Parish Council

Corporate Risk Review

The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.

Overview

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees and councillors are made aware of the results of the risk assessment.

This document has been produced to enable Greenham Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

In conducting this assessment, the following methodology was followed:

-) **Identify** the areas to be reviewed.
-) **Identify** what the risk may be.
-) **Evaluate** the management and control of the risk and record all findings.
-) **Review, assess and revise procedures** if required.

Since the last formally recorded review of risk was in 2013, this risk assessment has re-examined the previous risk register (at appendix 1) and reviewed the continued relevance of the risk and the activity required to mitigate that risk. Moreover, this assessment has considered a broader scope of risk than previous assessments have, and it has done so using a more systematic approach. Both probability and impact of risk are considered, and mitigation is applied to reduce either or both of these factors. The residual risk is noted and, importantly, outstanding activity to realise the reduced residual risk is highlighted.

The context of Greenham Parish Council's Risk profile has also very much changed since the earlier assessment. In 2014, the Council bought the old Greenham Common Airfield control tower with a view to refurbish it to become a visitor's centre. This has proved a large and complex project and is deserving of a risk register in its own right. This is included as part of the council's overall risk assessment and is regularly reviewed by the Council's Control Tower Committee as part of routine project oversight.

This risk assessment was accepted by the Council on 11 May 17

David Fowler, Clerk to the Council
May 2017

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Risk	Probability	Impact	Risk Management / Mitigation	Residual Risk Review / Assess / Revise Any outstanding actions in red highlight
Financial <ul style="list-style-type: none"> - Allocation and Receipt of Precept - Financial Record Holding - Banking procedures and checks - Fraud - Personnel - Inadequate insurance 				
Inadequacy of precept	LOW	MED	To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Clerk.	<p style="text-align: center;">LOW</p>
Precept requirements not submitted to District Council	LOW	MED	With the above information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from the District Council. This figure is submitted by the Clerk in writing to the District Council.	Existing procedures adequate – review annually

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Precept not received by District Council	LOW	HIGH	The Clerk informs Council when the monies are received (approx. April and Sept).	
Inadequate records / Financial irregularities	LOW	MED	Established recording process in accordance with 'Governance and accountability for Smaller Authorities' guidelines published by SLCC June 2016. The records are subject to both internal and external audit. Money can only be withdrawn from the bank account under signature of two councillors, who are independent of the financial record keeping and RFO.	LOW Existing procedures adequate – review annually
Inadequate banking checks / reconciliation	LOW	LOW	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	LOW Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election. Monitor the bank statements monthly.
Banking errors (caused by bank)	LOW	LOW	If the bank makes errors in processing cheques this would be discovered when the Clerk reconciles the bank accounts once a month when the statements arrive. Errors would be dealt with immediately by informing the bank and awaiting their correction.	
Fraudulent / Incorrect payment of invoices	LOW	MED	The Council has Financial Regulations, which set out the requirements for invoice payment. At each Council meeting the list of invoices paid is distributed to Councillors, and considered. Each Councillor who signs the cheque also checks each invoice against the cheque book and associated paperwork and initials the chq stub as evidence of this. Each authorised payment is minuted, the invoice number and cheque stub number noted for audit.	LOW Existing procedure adequate. Review the Financial Regulations when necessary.
Fraudulent / incorrect payment of Grants and Support (Payable)	LOW	MED	All such expenditure goes through the required Council process of approval, minutes and listed accordingly. The council has the general power of competence and thus does not need to rely	LOW

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			upon S137 LGA1972 powers.	Existing procedure adequate.
Fraudulent / mismanagement of grants (receivable)	LOW	HIGH	Regular management updates to awarding authorities, e.g. control tower monthly reports forwarded to awarding authority Partnership: co-option of members of awarding authorities onto council working groups and committees.	LOW / MED Review engagement with awarding authorities at monthly Council meetings.
Failure to achieve Value for Money: contracts awarded incorrectly, and /or overspend on services	MED	MED	Standard Parish Council practice is to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services (above £10,000), formal competitive tenders would be sought using the .gov Contracts Finder website. This process would be administered independently by the Clerk. If a problem were encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	LOW Existing procedure adequate. Include when reviewing Financial Regulations.
Salary paid incorrectly / Wrong deductions of NI or Tax / Unpaid Tax & NI contributions to HMRC	MED	LOW	The Parish Council authorises the appointment of all employees. Salary rates are assessed annually by the Council and applied on 1 July each year. Salary and payments to the HMRC are made monthly and reported at main Council meetings. The Tax and NI is worked out using SAGE Pay. All Tax and NI payments are submitted in the HMRC via Real Time Information system and the annual declaration. All is subject to the internal audit.	LOW Existing appointment and payment system is adequate.
Loss of key personnel (Clerk to the Council)	MED	HIGH	Address turnover rate – improve conditions of work. The Clerk’s role would be advertised and another appointment made. In the meantime the assistance of neighbouring parish clerks would be sought. Alternatively, a parish councillor would be seconded into the	MED A well practiced procedure!

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			<p>Clerk's role (unpaid). Where the chairman undertook Responsible Financial Officer role a second councillor would be nominated as PO to ensure separation of powers.</p> <p>Consider recruitment of deputy clerk to revert turnover rate.</p> <p>Approach BALC for locum / advertising.</p>	
Financial fraud by staff	LOW	MED	<p>Sufficient fidelity guarantee (no less than £250k) in insurance cover</p> <p>Annual insurance review by clerk</p>	<p>LOW</p> <p>Revised Apr 2017</p> <p>(insurance renewal Jun 17)</p>
Loss to 3 rd party following Actions /advice provided by cllrs and/or staff	LOW	HIGH	<p>Sufficient councillors / Staff indemnity included in insurance cover</p> <p>The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. Membership of Berkshire ALC and Society of Local Councils</p> <p>Cllrs Should received induction training in accordance with BALC guidance</p> <p>Annual insurance review by clerk</p>	<p>LOW</p> <p>Revised Apr 2017</p> <p>(insurance renewal Jun 17)</p> <p>Clerk SLCC membership renewed Apr 2017.</p> <p>Cllr Induction process to be reviewed</p>
Loss to 3rd Party / employees on council property / in execution of council business	LOW	HIGH	<p>Sufficient Public Liability indemnity (no less than £12Mil) included in insurance cover</p> <p>Annual insurance review by clerk</p>	<p>LOW</p> <p>Revised Apr 2017</p> <p>(insurance renewal Jun 17)</p>

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Risk	Probability	Impact	Risk Management / Mitigation	Residual Risk Review / Assess / Revise Any outstanding actions in red highlight
Constitutional / Operating Risk				
<ul style="list-style-type: none"> - Election Costs - Administration - Conflicts of Interest - Business Continuity Risks 				
Unexpected Parish Council Election	LOW	LOW/MED	Accept risk - hold reserves to cover the likely cost based upon the estimated cost supplied by the district council from time to time.	LOW Existing procedure adequate
Inadequate / inaccurate Minutes/Agendas/Notices Statutory Documents	LOW	LOW	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings managed by the Chair in accordance with council standing orders.	LOW Existing procedure adequate Standing order review scheduled June 2017
Councillors' conflict of interests	MED	LOW	Declaration of Interests standing agenda item in all council/committee meetings. Register of Member's Interest forms reviewed annually by Councillors.	LOW ROI scheduled for review in June 2017
Damage to assets / items under the Council's care, e.g notice boards, bus shelters etc.	MED	MED	Annual review of asset register (Clerk) Periodic inspections of notice boards and bus shelters instigated (Clerk)	LOW Asset register scheduled for review in June 2017
Business Continuity	LOW	HIGH	Currently, all electronic files in process of migration to Dropbox.	LOW

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Loss of council Files (electronic)			Clerk procuring dedicated council laptop for hard-disc storage. All emails retained for rebuttal.	Council Computer procured May 2017 and file migration complete by Jun 2107. Review storage requirement annually
Business Continuity Loss of council Files (hard copy)	LOW	HIGH	Hard Copy Minute books maintained. All invoices and bank statements held on paper file stored in metal cabinets in Council's offices.	LOW Existing procedure adequate

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Risk	Probability	Impact	Risk Management / Mitigation	Residual Risk Review / Assess / Revise Any outstanding actions in red highlight
Control Tower Risk				

**APPENDIX 1 to,
GREENHAM PARISH COUNCIL CORPORATE RISK REGISTER**



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☎ 01635 529900
14 November 2013

CORPORATE RISK ASSESSMENT

Extract from Minutes of Full Council meeting of 13th November 2013

18. Annual Risk Assessment. It was necessary to undertake the annual risk assessment. Risks fall in to 3 categories as shown below

Areas where Insurance may minimize risk

Risk	Level of Risk	Notes
3rd Party liability	Low	Insurance cover
Consequential Loss	Low	Insurance cover
Fidelity Guarantee	Low	Insurance cover
Public Liability	Low	Insurance cover
Damage to Assets	Medium	Insurance cover, regular checks of bus shelters

Robustness of insurance provider and evaluation of premiums are carried out annually

Areas with scope to manage risk by co-ordination

Applies to items such as building security, vehicle hire, trading units etc. Not applicable to Greenham

Areas with a possible need for risk self-management

Risk	Action
Keeping of proper financial records in accordance with statutory requirements	Kept as Required
Ensure all business activities are within legal requirements	No business activities
Comply with restrictions on borrowing	No monies borrowed

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Ensure all HM Revenue & Customs requirements are met	Tax/NI rates assessed independently
Ensure adequacy of annual precept within sound budgeting arrangements	Assessed by Finance Working Group and ratified by full Council.
Internal controls	Budget compared to actual expenditure
Proper timely and accurate publication of Minutes	Draft Minutes raised day following meeting when possible and published on website. Approved at next Council meeting.
Response to electors exercising right of inspection	All necessary public notices posted
Meeting laid down timetables for consultation	Notified to Councillors, listed in Minutes and monitored by Clerk
Loss of electronic data	Saved automatically by subscribed McAfee service. Also backed up on external hard drive.
Security of bus shelters	Regular checks made by Newbury Wardens and graffiti cleaned, rubbish collected etc.
Absence of Chairman/Clerk	Emails/post redirected as necessary.
Incapacity of Clerk	Sum for employment of locum within reserves
Registers of Members Interests and Gifts & Hospitality in place and up to date	Confirmed.
It was proposed by Mr Hale, seconded by Mrs Huxtable and carried unanimously that the Annual Risk Assessment be accepted.	

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**Control Tower Report – May 11th 2017
Cllr Jon Gage**

The Control Tower Committee has had two meetings since the last report to GPC, which were on 26th April and May 9th.

The next meeting is May 25th Liberty House 7pm

1.0) Public Survey

The ‘promotion’ around the public survey went very well – thank you all who helped out. The survey finished after a 6 week period and this period ended on Saturday May 6th. As you know the survey involved distributing over 2000 cards to Greenham residents, a day up at the Tower talking to common users, distribution of cards at Parkrun, press coverage, as well as good use of social media.

A full report on the results is being put together but the headline results, shown below, look positive. We had 190 number of respondents with 77% indicating they were likely to use the facility.

76% of respondents were supportive or very supportive of the funding plans of GPC though this did fall to 61% when the responses of only Greenham residents were analysed

A more detailed breakdown of the results will be forthcoming and forms an important part of the Public Works Loan Application.

As a minor point the cost of the survey to this point is below budget by about £270.

2.0) Project Manager

At the time of this report we are in the middle of reviewing tenders for the Project Manager. Four applications were received and after initial ‘scoring’ of applications we are looking to interview three companies. In all three cases the costs involved appear to be around budget subject to interview and establishing all the activities we feel the project manager needs to cover are included in quoted prices. Next stage in the award process is interviewing which we are looking to do on May 18th hopefully at the Control Tower.

Assuming interviews do take place on or around the 18th it is proposed that we call an Extraordinary meeting of GPC for May 23rd at Liberty House to discuss and agree the contract award.

3.0) Setting Up New Operating Entity

Meetings have taken place with two solicitors who have suggested quite different options. One seems to be suggesting CIO the other CLG. We are waiting for formal quotes which will provide advice on which option to follow. The need for a trading subsidiary to be set up to ensure we don’t come across issues of raising money which is not directly related to the charitable purpose and thus we could be seen as operating as a business for tax purposes was suggested by both solicitors.

The actual setting up of a CIO and registering with the Charities Commission appears to be slightly more complicated than thought. The solicitors are giving a separate quote to assist in putting the application ‘pack’ together.

Some budget has been allowed for setting up the operating company but we will have to review the quotes received against budget figures. It is the intention to make a recommendation on a course of action at the next CTC.

The formation of the operating entity is now a priority and we need to start to think about appointment of Trustees.

4.0) BDO Response

A response to the BDO report has been circulated for discussion. This response when approved will be posted on the GPC website and will form part of the Public Works Loan Application.

Hopefully everyone has been able to read the report and now is the time to ask for clarification on items and changes.

Subject to changes being agreed it is proposed that this document is adopted as the formal GPC response to the BDO audit and is made public as such.

**Annex 3 to:
MINUTES of the meeting of Greenham Parish Council
Dated: Thursday 11th May 2017 at 7.30pm**

5.0) Café Market Engagement

The committee is now looking to receive applications from companies or individuals who are interested in operating the café at the Control Tower. We will be doing this on behalf of the operating company that will ultimately be running the building – we are doing some leg work to generate interest and then will hand over the applications we receive to the operating company for more formal tendering.

A document has been produced that can be sent out to interested parties, which they need to fill in and return to The Clerk at this time. A press release is planned to raise the interest in the café opportunity as well as putting information on the home page of the GPC website and no doubt social media will play a role.

The documents to be sent out were approved at the last CTC and the press release will go through the GPC media policy process.

6.0)SIB Engagement

I believe we have all seen a copy of the letter sent to GPC from the SIB dated 8th May. I think we can all agree that this is good news and gives the project a positive boost to move forward.

I don't know if The Clerk would like to expand on the meeting we had with the SIB on May 2nd but I feel we can now fully focus on getting this community facility open.

7.0)Interpretation Working Group

Meeting took place on 4th May and the strategy continues to develop. The task of bring all the material together, of which there is an abundance is proving a challenge. To this end a meeting took place with a company that puts together visitor centres with a view to getting a quote for employing them to manage the design/construction element of the work. Details of other companies that undertake this work are to be sent to us to ensure a competitive quote situation – this is an area where we may need professional help.

Funding options and applications for grants continue to be looked at.

Looking forward, in summary, key events in May should be

Appointment of the Project Manager

Following legal advice, a decision is to be made on the formation of the 'company' to run The Control Tower

Full report on the results of the public survey

Start putting together the Public Works Loan Application

Review interest generated in the opportunity to run the cafe

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