

Minutes of Kersey Parish Council ordinary meeting held on Monday 4 March 2024 at Kersey Village Hall at 7.30pm

Present: John Hume (Chair), Liz Bostock, David Butcher, Andrew Rogers, (for part of the meeting) and Richard Walker

In attendance: Sarah Partridge (Clerk). One member of the public, Robert Lindsay (SCC) and Leigh Jamieson (BDC) for part of the meeting.

25/24 Apologies – Apologies were received and accepted from Penny Calnan (personal).

Absent: Esme Chapman

26/24 Accept Members' Declarations of Interest and consider Dispensation requests for Pecuniary Interests

Andrew Rogers declared an NRI for the planning application DC/24/00968 Curtis Farm, Wickerstreet Green because he is a close neighbour.

27/24 Minutes of the previous meeting

The minutes of the meeting held on 29 January 2024 were confirmed as being correct and signed.

28/24 Public forum and reports

Reports had been circulated to all Councillors and published on the website before the meeting. Both reports are appended to these minutes.

a) Suffolk County Councillor report – Robert Lindsay's report was discussed and Robert answered some questions about highways and potholes.

b) Babergh District Councillor report – Leigh Jamieson's report was discussed. Questions were asked about proposed parking charges.

c) Parish Time – Parishioners' opportunity to raise matters and ask questions

Concern was raised about the poor state of road signs around the Parish. Some have graffiti, are bent, rusty, damaged or faded giving a poor first impression for visitors. Some signs have been repaired by volunteers but others are beyond repair. It was confirmed that if the signs are for safety and at the start of a speed limit then SCC has a legal duty to ensure they are legible. They should be reported using the highways reporting tool. A resident will photograph the signs and send them to the Clerk for reporting to SCC. It was commented that the cobbles either side of The Splash are now dangerous as they have no mortar between them. This was reported to SCC using the highways reporting tool.

Robert Lindsay and Leigh Jamieson gave their apologies and left the meeting. The Chair thanked them for their attendance and contributions. The member of the public also left the meeting.

29/24 Planning applications

a) Progress

DC/23/03990 Cherrywood, The Tye, Kersey, Ipswich Suffolk IP7 6HB

Proposal: Householder Application - Erection of detached garage/cartlodge and barn for storage of machinery.

Babergh refused planning permission on 9 February 24 on this basis the development would be contrary to the policies contained within the Joint Local Plan.

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DC/24/00336 Little Manor, Church Hill, Kersey, Ipswich Suffolk IP7 6DZ

Proposal: Notification of works to tree in Conservation Area - Fell No.1 Cherry Tree (T1).

Reduce No.1 Wild Plum Tree (T2) by 8m and reshape. Remove lower limb of No.1 Ash Tree (T3).

Babergh has confirmed they do not wish to object to the tree works 20 February 24.

b) Planning applications to consider

DC/24/00968 Curtis Farm, Wickerstreet Green, Kersey, IP7 6EY

Proposal: Application for Listed Building Consent. Works to East gable elevation. Remove existing ground floor oriel window. Install replacement window. Apply render to gable exterior and decorate.

Andrew Rogers declared an NRI because he is a close neighbour. He left the meeting room.

The Parish Council considered the above application. It was unanimously agreed to fully support this proposal which will protect the historic building. It was commented that it would have been helpful to have seen any comments/response from the Babergh Heritage team before the Parish Council came to make their decision.

Andrew Rogers rejoined the meeting.

30/24 Clerk's Report

Kersey School and their eco committee will carry out a spring litter collection in areas near the school. The Clerk has lent the litter pickers. The Clerk will email KVG with the updated risk assessment and a reminder to walk their routes before the spring growth hides the litter. The Clerk regularly updates events on the Kersey Community google calendar on the website. This is useful resource to check when planning events and to see what is going on in Kersey. The Kersey website is also regularly updated. The Clerk has spent time working with Semer PC Chair to secure funding for the A1141 40 mph speed limits. Contributions have been sought from local businesses and residents to fund the project, along with Kersey and Semer Parish Council. Some further responses are awaited which would help reduce the financial burden on both the Parish Councils, but the project can now go ahead. The Clerk continues to report potholes via the SCC highways reporting tool. Parishioners are encouraged to report any highways issues directly with SCC via their web tool. The Clerk wrote to Robert Lindsay to highlight the highways concerns raised at the last meeting. Robert has been in touch with highways to question why some terrible potholes have not been repaired within the required timeframe, particularly those at Wickerstreet Green. Their reply was the excessive wet weather is preventing them from being able to complete long term repairs – they need to be done in dry weather! Wickerstreet Green is near the top of their priority list and the urgency of these works has been highlighted again. There has been a slight delay in fitting the new defibrillator for The Uplands and in setting up the new Kersey Good Neighbour Group, no new volunteers made contact following the article in the Newsletter. The defibrillator at The Bell is regularly checked and reported as active. SCC has given a cost estimate of £4,900 for a water depth marker at The Splash. This would need to be funded by the Parish Council. This will be considered at the next meeting. The Clerk completed a recent services and facilities audit for Babergh.

31/24 Correspondence

All correspondence for the Parish Council had been circulated to Councillors. Items to note:

Baber car parking consultation - All Councillors were given access to a survey to provide feedback to Babergh before the short deadline of 3 March.

SCC devolution offer from Government – a consultation is due to be launched in March.

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32/24 Finance

- a) A financial statement, showing bank balances, receipts and payments for approval had been circulated to Councillors before the meeting; this is appended to the minutes. All payments were approved. Cashbook printouts were tabled for Councillors to view at the meeting.
- b) Councillors reviewed the actual spending against budget. This showed a slight overspend due to agreed spending from the fixed asset reserve. There are still a few budgeted payments to go out this financial year.
- c) The Council approved a payment to Clerk for overtime hours worked during the year.
- d) David Butcher confirmed he had checked the bank reconciliations have been completed and verified they were correct.
- e) The Reserves Policy was reviewed. General reserves have not been spent or added to for a number of years. Due to an increased budget, the level of general reserves was no longer more than 6 months gross expenditure. Having set up a number of earmarked reserves for irregular expenditure, such as the fixed asset and audit reserves, there are fewer reasons why the general reserve could be required. Therefore, lowering range would not significantly increase the financial risk to the council. If exceptional circumstances arose there are some earmarked reserves which could have funds diverted. It was agreed to amend the policy to aim for general unmarked reserves to lie between a range of 3-12 months gross expenditure. It was confirmed that as per the policy, at the end of the financial year any underspend on budget items from the precept which do not have their own earmarked reserves will be swept into the fixed asset reserve.
- f) The Clerk confirmed the level of fidelity guarantee insurance cover is adequate, even after receipt of the first instalment of the precept in April.

33/24 Footpath Working Group report

Kevin Pratt had sent a report. Some footpaths remain under water and difficult to pass in places. It is likely that the first cut, due to commence in May, will be difficult as many ruts have appeared on a number of the footpaths. Fallen trees have been removed where reported. SCC has replaced the footbridge which had been washed away beyond the end of Vale Lane. There will be a working group meeting on Monday 11 March at The Bell at 7.30pm. Thanks as always to all the volunteers who continue to maintain our network of footpaths.

34/24 KCPC Working Group report

Jonathan Marsh had sent a report. The quarterly inspection was carried out with no major deficiencies identified. The swing seats have been removed to prevent use until the repairs to the swing frame have been completed. The mower has been serviced and is ready for the new mowing rota, which will start next weekend. KCPC would like to complete works to extend the life of the slide castle and balance beam at the same time as the swing works to fit steel foundation feet. Leigh Jamieson has kindly agreed to give £715 from his locality budget to put towards these works. The Clerk has estimates from two suppliers. Up to £1600 for the swing works has already approved. To complete all the other works at the same time it was agreed to approve another £700. KCPC has funds available, along with Leigh's grant to complete the works. It is hoped when the work is fully assessed it will cost less than this.

35/24 Consider progress with the Neighbourhood Priorities Statement

The Babergh officer is happy to support the Parish Council working group by having a focussed meeting. This will look at what has been completed to date, where engagement might be needed and what

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outcomes are important. Some updated NPS support material from Babergh will be available soon. It contains some templates and ideas which will support progress. Once this is available the Clerk will arrange a working group meeting with the Babergh officer.

36/24 Agree a response to the SCC Local Transport Plan Consultation

The Council worked through the local transport plan consultation survey agreeing their responses. The Clerk will submit this. The main points were that there needs to be a co-ordinated public bus service in rural areas which needs to be cost effective and regular. There also needs to be improved, direct, safe walking and cycling routes. This would help people to change their transport choices for more sustainable options and reduce social isolation.

Andrew Rogers gave his apologies and left the meeting.

37/24 Review effectiveness of internal audit and internal control systems

Councillors all had copies of a number of documents related to internal audit and internal control systems. It was agreed the internal control systems in place are appropriate and they were approved. The Council worked through the review of effectiveness of internal audit document, appended. This shows that the Parish Council has effective internal controls and the work of the internal auditor is independent, appropriate, competently completed and covers the relevant risks facing the council.

38/24 Review Risk Management Policy, Business Risk Register, risk assessments and confirm compliance with Data Protection legislation

Councillors had all read the Risk Management Policy; no changes were necessary and the document reapproved. Councillors also reviewed the updated Business Risk Register and risk assessments. It was agreed they were appropriate and the risks facing the Council are being minimised and controlled. This included a review of the data protection measures in place. The Clerk confirmed these are being followed. To help improve data protection further the Parish Council has already agreed and budgeted to move to a .gov website and .gov email addresses for Councillors in the new financial year. The Business Risk Register and risk assessments are all appended to these minutes.

39/24 Agree content for the newsletter articles 'Pride in our Parish' and Community Organisation spotlight

Pride in our Parish – This will inform residents that there will be a flood investigation carried out by SCC and where Kersey is on the priority list. This will ensure the community is kept informed of the process. Community Organisation Spotlight for April – John will talk to Rachel for the Tuesday Club.

40/24 Training

SALC continues to offer a variety of training as published on their website and circulated to Councillors. The Clerk has attended two recent Clerk Networking session.

41/24 Reports from other meetings

Brett Valley Digibus – Richard Walker is on the steering group investigating options for a new demand responsive bus service for rural villages, including Kersey and Monks Eleigh. The group are researching viability, operators and funding available. There are other groups in the country already operating an

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app based digibus service. This new style of service will be an improvement on the existing community transport bus. Concern was expressed about it being app based. It was agreed digital support would need to be provided to help potential users connect and become familiar with using an app.

42/24 Forthcoming meetings

Police and Parish Forum – 20 March 7.30pm Hadleigh Town Hall, Liz will try to attend.

SALC Babergh Area Forum – 12 March, notes will be circulated as they become available.

43/24 Any other business – Councillors’ opportunity to bring matters to the Council’s attention

The Chair had received a call from the Suffolk Neighbourhood Watch group. Kersey used to have a group but this has not been in operation for some years. All residents are able to follow Suffolk Police on twitter and receive Police Connect messages. Information on how to connect with these is on the Useful Information page of the Kersey website. John will find out more about the benefits of restarting a Neighbourhood Watch scheme in Kersey and what would be involved.

Councillors still plan to speak to The Bell owners to discuss the outside lighting.

The Annual Parish Assembly will be held on 15 April 2024 at 7.30pm. This is an open meeting for all residents of the Parish.

If there are urgent matters for the Parish Council to consider, a short Parish Council meeting will immediately follow the Assembly at 7.45pm or later.

There being no further business the meeting closed at 9.22 pm.

Appended to these minutes are 20 pages:

Suffolk County Councillor report from Robert Lindsay (2)

Babergh District Council report from Leigh Jamieson

Kersey Parish Council finance sheet

Kersey Parish Council budget comparison (2)

Reserves Policy

Review effectiveness of internal audit

Business Risk Register and Risk Assessments (12)

Signed

Date

Report for Kersey PC by Robert Lindsay, Suffolk County Councillor 4.3.24

40mph limit A1141

I'm very pleased Kersey and Semer PC are now able to match fund me on reducing the speed limit on this road. Slower speeds will make it a bit less dangerous for people trying to turn onto that road from Kersey, quite apart from reducing the many accidents that occur on that road already. Highways will use my contribution first to do the design work (which always takes months) so your contribution may not be demanded for some while. However, they did not want to go ahead with design work until the parishes were sure they could contribute.

Depth gauge at the Splash

I have asked for an estimate of costs for this and will let you know when I have it.

Council Budget for 2024-25

The controversial council budget with many heavy cuts was approved at full Council on 15 February. The council is borrowing heavily from its reserves to meet the growing demand for social care for adults and children, and council tax is due to rise by £74 annually for Band D properties from April this year. There will also be cuts to Family Hubs (children's centres) and Housing Related Support, which supports vulnerable people like care leavers to find accommodation. Funding for arts and museums will be maintained for 2024-25 only and subject to a bidding process for grants after that. The Bury St Edmunds local archives will be moved to The Hold in Ipswich, which like the arts funding cuts has been controversial locally.

My group's (Green, LibDem and independent) proposed amendment to save funding for arts and museums and young people not in education or training was voted down as was the Labour amendment which also proposed to reverse some of the planned cuts.

Reinstating glyphosate spraying and biodiversity

The cabinet has reviewed its biodiversity policy and decided to reinstate weed killing with glyphosate. They started using acetic acid as a substitute last year but found that it requires five or six sprayings a year to kill larger weeds effectively and they could not afford to do this. Its new policy states that it will only use glyphosate as sparingly as possible where it has to for things such as maintenance of pavements. They will also do a small trial of hand weeding to work out how much it costs and how effective it can be.

The council has a target of managing 30% of land it owns for nature – in line with stated government policy, however, it is only applying this to its own estate, not to schools.

Ofsted/CQC Special Educational Needs failure

As you may have read in the local press, Ofsted and CQC published their joint report into SEND services in Suffolk at the beginning of the month. The report was scathing about the county's SEND provision and detailed the failures of the council to communicate and work with parents and carers, improve the EHCP and

annual review processes and waiting times, improve outcomes and reduce exclusions.

It is very disappointing that now received a third poor inspection result in a row and my group offered our assistance to the Local Area Partnership (Suffolk County Council and NHS teams) in preparing the Priority Action Plan they now need to submit to Ofsted and CQC by 7 March.

The poor report led to the resignation of the Cabinet members for SEND, Education and Children's Services and prompted a reshuffle of the political leadership at the council. This report will be devastating for parents of children with special needs in Suffolk, and the council will need to work hard to make improvements quickly and build back trust.

Suffolk Devolution expected 2025

The government is offering the county council a bit more freedom on decisions and funding for transport, skills and adult education, regenerating brownfield sites and retrofitting homes to make them more energy-efficient. If the deal is approved, the leader of Suffolk County Council would be directly elected by the people of Suffolk - every four years. The first election would take place in May 2025 alongside county council elections. The council will be consulting on the deal soon and residents will be able to give their opinions on the changes proposed. For more information, see <https://www.suffolk.gov.uk/council-and-democracy/devolution>

District Council Report

Babergh Budget

The budget for 24/25 was approved at the February council meeting. Balancing the budget wasn't easy this year and was achieved with use of earmarked reserves along with increases in council tax, rents and fees.

Council tax will go up by 2.99% which equates to a rise of 10p a week on a a band D home. Council tenants will also see an increase of 7.7%. Social rents will increase by £7.92 a week and affordable rents will increase £11.13 a week.

Along with ongoing concerns about future budget pressures, the cuts to Housing Related Support funding by the county council are also worrying the council leaders. The related impacts could put further demands on district council finances.

Parking Charge Petition

A petition containing more than 8000 names was debated at the last full council meeting. As mentioned above, and previously, the councils' finances are in a difficult position and all options for balancing future budgets need to be considered.

While we are all concerned about the possible affect that charges may have on our high streets, we also have to consider the impact on other services. With a possible budget gap of £6.7m in the coming years all possible income routes have to be looked at.

With the consultation still open, and with the likelihood that any decision on parking charges will come to Overview & Scrutiny as well as cabinet, it was decided that the contents of the petition would be noted.

Loft insulation for Suffolk homes

Funding is available to help Suffolk residents make their homes warmer and save money on their energy bills. Suffolk's Public Sector Leaders, which includes Babergh and Mid Suffolk District Councils, have launched a Suffolk Loft Insulation offer. Thanks to teaming up with builders' merchant Travis Perkins, Suffolk residents can get a significant reduction on loft insulation.

There are four product options available and residents will receive a 50% discount off their purchase (up to £200), with free delivery.

Tax premiums for Empty & second homes

As discussed last month both councils agreed a new joint policy that will see the owners of properties left empty for a year or more paying double, with a premium of up to 100% from April 2024; properties empty for five years or more seeing their council tax bills treble with a premium of up to 200%; and owners of properties left empty for 10 years facing quadrupled bills, with a premium of up to 300%.

Owners of 576 second homes in Babergh will see their council tax bill double from April 2025.

The definition of a second home for council tax purposes would be a property which there is 'no one resident' but that is 'substantially furnished'. There will be exceptions, in line with Government policy, expected to include properties being actively marketed for sale or rent for a limited period, houses going through probate, caravan pitches or houseboat moorings.

Initial high-level analysis suggests the proposals for empty homes premiums could generate an extra £300k in Babergh, while the premiums for second home owners in 2025 could net an additional £1.1m for Babergh.

Kersey Parish Council Finance

Details for Parish Council Meeting on 4 March 2024

Bank Balances at 31 January 2024

Business Premium Account	£30,089.43
Current Account	<u>£263.21</u>
	£30,352.64

Transfers between Business Premium and Current account since the last report

22-Jan-24	Transfer from BPA to current	£500.00
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Income received since the last report

None

Payments made since the last report

<u>Date</u>	<u>Chq no.</u>
	None

Payments Due

<u>Chq no.</u>		
101388	Kersey Village Hall - hire	£28.00
101389	Kersey Playing Field Association - Glebe insurance	£67.20
101390	S Partridge - Clerk home working	£78.00
101391	S Partridge - Clerk's expenses	<u>£100.00</u>
		£273.20

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council

Budget approved 29 Jan 24 Min ref 19/24 Kersey Parish Council Budget Versus Actual Receipts

Printed on 04/03/2024

Actual at 31/03/2021	Actual at 31/03/2022	Actual at 31/03/2023	Receipts	Budget yr ending 31/03/24	Actual to 31 Jan 24	Estimate at 31 March 24	Budget yr ending 31/03/25	
£ 8,716.00	£ 9,533.00	£10,080.00	Precept	£ 11,420.00	£ 11,420.00	£ 11,420.00	£14,322.00	
	£ 164.00		Babergh council tax support grant	£ -	£ -	£ -	£ -	
	£ 1,750.00		Filming donations	£ -	£ -	£ -	£ -	
£ 8.26	£ 2.01	£ 57.49	Bank interest	£ 15.00	£ 218.36	£ 220.00	£ 150.00	
£ 831.00	£ -		Insurance claim -street sign	£ -	£ 354.95	£ 354.95	£ -	Added to filming reserve for historic street sign replacement
			Donations for historic street sign		£ 150.00	£ 150.00	£ -	From resident & Kersey Projects added to filming res for signs
			Donations for defibrillator		£ 1,405.00	£ 1,805.00	£ -	£5 fp map sale, £150 K Freight, £1000 SCCllr, £250 BDCllr, added to defib reserve
			Donation from LM Trust for bench		£ 488.00	£ 488.00	£ -	Added to fixed asset reserve for bench
£ 5.33	£ 2.93		Millennium Book Fund	£ -	£ -	£ -	£ -	
£ 729.16	£ 752.48	£ 752.48	Footpath working group	£ 752.48	£ 1,056.74	£ 1,056.74	£ 956.74	
£ -	£ -	£ 3,600.00	Jubilee working group	£ -	£ -	£ -	£ -	
£ 1,831.67	£ 2,293.33	£ 1,094.51	KCPC working group	£ 1,000.00	£ 2,630.81	£ 2,630.81	£ 1,000.00	
£ 533.72	£ 122.69	£ 1,477.11	VAT repayment	£ 819.02	£ 819.02	£ 819.02		
£12,655.14	£14,620.44	£17,061.59	Total receipts	£ 14,006.50	£ 18,542.88		£16,428.74	
		Actual at 31/03/23	Reserves (Cash at bank)	Spent from reserve	Added to reserve	Estimate at 31/03/24		
£ 3,271.96	£ 3,864.82	£ 4,135.83	Footpath working group			£ 3,514.00		
£ 4,776.94	£ 2,886.70	£ 3,735.38	KCPC working group (ring fenced)			£ 3,319.00		
£ 200.00	£ 200.00	£ 200.00	Audit reserve		£ 10.00	£ 210.00		
£ 449.19	£ 699.19	£ 782.84	Training reserve			£ 782.84		
£ 836.06	£ 925.06	£ 1,014.06	Defibrillator/VET reserve	£ 1,930.00	£ 1,405.00	£ 1,119.00		Est add £550 from filming reserve
£ 319.71	£ 484.71	£ 649.71	Election expenses reserve	£ 133.63	£ 165.00	£ 681.08		
£ 1,950.00	£ 2,080.00	£ 2,210.00	Church Walk future maint reserve		£ 130.00	£ 2,340.00		
£ 358.50	£ 433.50	£ 508.50	Footpath map printing reserve		£ 75.00	£ 583.50		
£ 2,957.53	£ 4,003.71	£ 2,243.09	Fixed asset reserve	£ 1,628.67	£ 838.00	£ 1,452.42		Spent -Bench £518+Glebe gate £369.96+reparis £740.71. Added £488 LM trust plus estimated £350 from Street light conversion loan
	£ 1,468.98	£ 1,750.00	Filming donations reserve	£ 605.00	£ 504.95	£ 1,030.00		Historic street sign replacement £605, Defib est £550 +KGN £70?
	£ 164.00	£ 164.00	BDC Council Tax Support grant re	£ 164.00		£ -		Moved into General Reserve Nov 23
£ 5,199.36	£ 3,846.95	£ 4,562.53	Unmarked General PC reserve		£ 164.00	£ 4,726.53		
£20,319.25	£21,057.62	£21,955.94	Reserves					
£ 2,871.84	£ -	£ -	Millennium Book Fund account					Account closed Dec 2021 £2874.77 to KCPC Min 156/21
			General PC reserve policy - hold 6-12 months gross expenditure (£6,262 - £12,524 (5 yr average))					
			General PC reserves vary from year to year partly due to VAT being reclaimed the following year.					
			Yr end 31/03/2025 Precept £14,322 approved 29 Jan 24 Min ref 19/24 Tax Base 189.79 = £75.46/yr for a band D property 27.26% increase					
			Yr end 31/03/2024 Precept £11,420 approved 30 Jan 23 Min ref 25/23 Tax base 192.58 = £59.30/yr for band D property 11.2 % increase					
			Yr end 31/03/2023 Precept £10,080 approved 31 Jan 22 Min ref 20/22 Tax base 189.02 = £53.32 for band D property 0 % increase					
			Yr end 31/03/2022 Precept £9,533 approved 18 Jan 21 Min ref 16/21 Tax base 178.78 = £53.32 for band D property 11.36% increase					

Budget approved 29 Jan 24 Min 19/24 Kersey Parish Council Budget versus actual Payments

Printed on 04/03/2024

Actual at 31/03/2021	Actual at 31/03/2022	Actual at 31/03/2023	Payments	Budget yr ending 31/03/24	Actual to 31 Jan 24	Estimate at 31 March 24	Budget yr ending 31/03/25	Notes (CPI 6.7% Sept 23)
£ 35.64	£ 79.88	£ 92.85	Post/tel/stationery/copier cart	£ 135.00	£ 122.17	£ 135.00	£ 135.00	
£ 208.00	£ 208.00	£ 260.00	Clerk's working from home exp	£ 312.00	£ 234.00	£ 312.00	£ 312.00	£6/week
£ 76.69	£ 80.98	£ 115.00	Hall hire for meetings	£ 140.00	£ 40.00	£ 68.00	£ 140.00	Village hall cttee room £7 main hall £12
£ 183.56	£ 188.56	£ 189.88	SALC/NALC subscription	£ 205.00	£ 203.94	£ 203.94	£ 220.00	SALC + NALC at £0.0771/elector (March 22 294 electors)
£ -	£ -	£ -	External audit	£ 10.00	£ -	£ 10.00	£ -	Fees to year ending 2027 £210 unless exempt (£210 in reserve)
£ 35.00	£ 35.00	£ 35.00	Data protection	£ 40.00	£ 35.00	£ 35.00	£ 40.00	ICO reg currently £5 discount for DD payment
£ 110.00	£ 110.00	£ 120.00	Website hosting	£ 120.00	£ 120.00	£ 120.00	£ 120.00	suffolk.cloud
			Councillor email hosting				£ 175.00	Ensures PC control & compliance with regs and data protection
£ 648.89	£ 702.42	£ 812.73	Administration sub total	£ 962.00	£ 755.11	£ 883.94	£ 1,142.00	
£ 5,786.33	£ 5,742.01	£ 6,351.68	Staff costs	£ 7,200.00		£ 7,200.00	£ 7,560.00	SCP23
£ 25.00	£ -	£ 166.35	Training and external meetings	£ 250.00	£ 232.67	£ 250.00	£ 250.00	whole Council 2hrs £220, Cllr £60, others approx £50 mileage £100
£ 256.33	£ 259.95	£ 171.20	Street lighting	£ 540.00		£ 540.00	£ 560.00	LED conversion Sept 22 (£2450 from fixed asset reserve) energy usage reduced, budget remains at pre LED level allowing for actual increased energy costs to recoup conversion cost to fixed asset reserve Energy & maint est March 24 £188. Est March 25 £210
			Highway safety signs				£ 1,500.00	
£ 343.93	£ 343.94	£ 358.83	Insurance (PC & Glebe)	£ 615.00	£ 374.79	£ 441.99	£ 500.00	PC Ita ends Sept 26 - £375 (Glebe approx £75)
£ 80.00	£ 54.00	£ 100.00	Glebe hedgecut	£ 95.00	£ 100.00	£ 100.00	£ 110.00	
	£ -	£ 200.00	Mowing the Glebe	£ 250.00	£ 250.00	£ 250.00	£ 250.00	
£ 86.00	£ 89.50	£ 91.00	RoSPA inspection	£ 100.00	£ 96.00	£ 96.00	£ 110.00	
£ 29.24	£ -	£ 9.98	Bin emptying charges	£ 20.00		£ -	£ 20.00	Volunteer empties foc. Bin bags £20. BDC subsidised service £47/dog £40/litter. PC has 3 dog & 2 litter bins (if BDC would cost £221)
£ 420.00	£ 460.00	£ 460.00	St Mary's PCC	£ 500.00	£ 500.00	£ 500.00	£ 500.00	split: £265 Churchyd £190 Nletter £45 Clock (last increased Nov 2022)
£ 126.00	£ 126.00	£ 126.00	Defibrillator annual support	£ 215.00	£ 135.00	£ 215.00	£ 150.00	consumable supplies less £100 from defib reserve
			Village Emergency Telephone				£ 100.00	Could provide support for defibrillator & community emergency ie flooding
£ 55.00	£ -		Footpath map leaflet redesign	£ -		£ -	£ -	
£ 315.00	£ -		Fixed assets	£ -		£ -		
£ -	£ -		Section 137	£ -		£ -		
£ 8,171.72	£ 7,777.82	£ 8,847.77	General PC payments	£10,747.00	£ 2,443.57	£10,476.93	£ 12,752.00	
			Election costs reserve	£ 165.00	£ 133.63	£ 165.00	£ 165.00	4 year cycle (May 27) est 2023 full £1,080, combined £920, uncontested £135
			Church Walk future maint reser	£ 130.00		£ 130.00	£ 130.00	Build up reserve for future maint costs
			Footpath map printing reserve	£ 75.00		£ 75.00	£ 75.00	Build up reserve for reprint £75/year, approx 1,000 maps/yr 2200 in stock Nov23
			Fixed asset reserve	£ -		£ -	£ 900.00	Build up reserve for replacements and repairs
			General Parish Council reserve	£ -		£ -	£ -	
			Contingencies	£ 303.00		£ 303.00	£ 300.00	
		£ 8,847.77	Total Precept	£11,420.00	£ 2,577.20	£11,149.93	£ 14,322.00	Divide total by tax base of 189.79 = band D council tax of £75.46
£ -	£ -	£ 2,450.20	Defib/VET reserve spend	£ 100.00	£ 1,930.00	£ 100.00	£ 100.00	new defib for Uplands area
			Fixed asset reserve spend		£ 1,628.67	£ 1,628.67		new bench £488 + installation £30, Glebe gate/posts £369.96 repairs £740.71
			Filming donation reserve spend		£ 605.00	£ 1,225.00	£ 70.00	Replace historic street signs £605 est Defib £550, KGN Leaflet £70
			General PC total budget	£11,520.00			£ 14,492.00	
£ 50.58	£ 159.62	£ 481.47	Footpath working group	£ 2,086.36	£ 1,678.49	£ 2,086.36	£ 620.00	
£ -	£ 281.02	£ 3,318.98	Jubilee working group	£ -	£ -	£ -	£ -	
£ 20.80	£ 7,058.34	£ 245.83	KCPC working group	£ 1,762.00	£ 1,348.35	£ 1,762.00	£ 1,325.00	
£ 8,243.10	£15,276.80	£15,344.25	Total Budget	£15,368.36	£ 9,767.71	£17,951.96	£ 16,437.00	Budget overspend due to Fixed asset & filming reserve spending
£ 122.69	£ 1,477.11	£ 819.02	VAT on payments		£ 781.43			
£ 8,365.79	£16,753.91	£16,163.27	Total PC & WG payments plus VAT		£ 10,549.14			

Kersey Parish Council Reserves Policy

Auditors recommend that general reserve levels should be for reasonable working capital. Kersey Parish Council policy is to aim for general unmarked reserves to lie between a range of 3-12 months gross expenditure. There should be reserves to meet objectives and commitments, also unforeseen additional costs i.e. maintenance of fixed assets, legal fees etc. Kersey Parish Council will hold earmarked reserves for a number of items, as listed below. This will ensure funds are available for projects and irregular payments and they will not make the budget/precept fluctuate unnecessarily.

Footpath Working Group and KCPC (Playground) Working Group

Funds held for the above groups are held as allocated reserves.

Training reserve

New Councillors are all expected to attend initial training. Councillors and the Clerk will attend relevant training as needed. A reserve will be built up so there are funds available for necessary training, particularly following the election of new Councillors. Any training budget left at the end of a financial year will be added to the training reserve for use in future years.

Defibrillator

Funds for this project are held in an allocated reserve. Any defibrillator budget left at the end of a financial year will be added to the defibrillator reserve for use in future years.

An allowance will be allocated in the budget each year for the below items to build up an appropriate reserve.

Audit

Under the audit regulations the Parish Council may be exempt from external audit. This cannot be confirmed until after the end of the financial year. The reserve will cover audit fees should they be incurred.

Election Provision

(Estimated costs as at Nov 2022) If an election was a stand-alone contested election the cost would be approx. £1,080. The cost of a contested election held alongside another election would be approx. £920, if it was uncontested and held alongside another election then the costs would be reduced to approx. £125.

Church Walk Future Maintenance

Following the major surfacing works in September 2005 for Church Walk (the vehicular access road from Mill Lane, past the school to the Church lychgate) the Parish Council agreed to start a fund which could be used as a contribution to any future maintenance of Church Walk. See minute ref 130/06.

Footpath Map

SCC and Kersey PC have jointly produced a footpath map splitting the cost 50:50. The cost to the Parish Council to print the maps is part of the Council's commitment to promoting tourism and Kersey, also educating people about the footpaths which the Parish Council helps to maintain. Approx 1000 maps/year.

Fixed Asset Reserve to fund future replacement or repairs to assets

In addition to the budgeted allocation, to enable the Council to build the fixed asset reserve without increasing the precept further, the Parish Council has agreed that at the end of the financial year any underspend on budget items from the precept which do not have their own earmarked reserves should be put into the fixed asset reserve.

This Policy was adopted at a Parish Council Meeting on 4 March 2024 Minute reference: 32/24

Review of effectiveness of Internal Audit for Kersey Parish Council March 2024

Expected Standard	Evidence of Achievement	Yes or No	Additional comments or action to be taken
Scope of internal audit	<p>Terms of reference were (re)approved by full Council (give date).</p> <p>Scope of audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p> <p>Is the Council satisfied with what the internal audit work covers?</p> <p>Is any additional internal audit work required?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p>	<p>15 May 2023 Minute ref 71/23</p>
Independence	<p>Internal Auditor has direct access to those charged with governance.</p> <p>Reports are made in own name to the council.</p> <p>Does the Internal Auditor have any other role within the council?</p>	<p>Yes</p> <p>Yes</p> <p>No</p>	<p>Reports received 11 May 23 min ref72/23 and 3 Nov 24 min ref 146/23. Reports tabled at Council meetings.</p>
Competence	<p>Is the internal audit work carried out ethically, with integrity, objectivity and a good understanding of local council legislation and procedures?</p>	<p>Yes</p>	
Relationships	<p>Clerk/RFO and Internal audit are consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files).</p> <p>The responsibilities for Clerk/RFO and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (see risk assessments, job descriptions, terms of reference, Standing Orders and Financial Regulations).</p> <p>The responsibilities of council members for financial management are understood; training of members is carried out as necessary. (See Councillor training record).</p> <p><i>Note: It is the council as a whole that is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.</i></p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Correspondence 3 May 23, 11 May 23, 26 May 23, 27 Feb 24</p>
Audit Planning and reporting	<p>Does the internal audit plan take account of all the risks facing the council?</p> <p>The Internal Audit Plan has been approved by the council (give date).</p> <p>Internal Audit has reported in accordance with the plan (give date).</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>15 May 2023 Minute ref 71/23</p> <p>As above</p>

Reviewed and adopted on: 4 March 2024

Minute reference: 37/24

Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Broken glass or sharp objects	Volunteer Cuts & serious injury	Medium	Volunteers to remove using the litter picker or shovel and brush. Avoid any contact with sharp objects by hand and if possible, wrap before bagging. Only remove sharp objects if safe to do so.	Ensure volunteers have a litter picker.
Drug related litter, hypodermic needles, unknown liquids in containers, asbestos	Volunteer Cuts, serious injury, illness or infection	Low	Volunteers should not move any of these hazardous items. Note the location and contact Babergh District Council public realm to request safe removal by trained staff. If there is ANY doubt about the safety of an item leave it and let Babergh know. In the event of a puncture wound from a syringe or needle: *Do not suck the wound. *Squeeze it to make it bleed. *Rinse and dress the wound. *Go to A & E immediately for medical attention (within 2 hours if possible).	Ensure volunteers have Babergh contact details: Public.realm@baberghmidsuffolk.gov.uk
Manual handling/ Heavy Items	Volunteer Muscle strain	Low	Volunteers only collect light weight items using a litter picker. Do not over fill bags. For heavy items note the location and report to public realm at Babergh for safe removal. The need for manual handling tasks kept to a minimum. Good manual handling techniques used when lifting and carrying – keep back straight, bend knees, keep object close to body and don't twist back.	
Dog faeces	Volunteer Ill health	Low	Wash contaminated equipment and hands as necessary.	Volunteers to wear gloves.
Vegetation and plants	Volunteer Infection, ill health, splinter, allergy, eye injury	Low	Use gloves and litter picker and avoid reaching into hedges in such a way as to expose face, eyes, skin to scratches from thorns. If you can't reach an item safely, leave it. Be aware that blackthorn can cause wounds to go septic. Be aware of common poisonous plants such as giant hogweed and hemlock.	
Working near public highway or right of way	Volunteer/Public/ animals Injury/death due to collision	Medium	Work facing on-coming traffic. Do not remove litter from a live carriageway. High visibility clothing worn. Work only carried out during daylight hours in good visibility. Be careful near dogs & livestock.	Volunteers to wear hi-visibility clothing.
Lone working	Volunteer	Low	Work with another person if possible. Take a mobile telephone with you. Tell someone where you are going & when you expect to return.	
Environment Uneven surface, extreme weather	Volunteer Slips, trips, falls Other injury	Low	Avoid working on steep slopes including ditches. If litter can't be safely reached with a litter picker, leave it. Don't step in long grass/vegetation where rabbit holes and obstacles are not visible. Work suspended in extreme weather conditions. Stop work in an electrical storm. Wear clothing appropriate for weather. Work only during daylight hours.	

Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Environmental risks Insects, ticks & snakes	Volunteers Stings and bites	Low	Do not disturb insect nests. Ticks can carry Lymes disease – cover exposed skin by wearing long sleeves and trousers. Check for ticks and remove carefully – seek medical advice. Be able to identify adders; keep away, seek medical advice in unlikely event of bite.	
Dead animals	Volunteer Contamination by rotting corpse	Low	Do not attempt to remove. Note the location and report to Babergh public realm for safe removal.	
Flood water	Volunteer	Medium	Volunteers do not enter flood water.	
Lack of awareness of risks	Volunteer	Low	Guidance given to all volunteers and a copy of the risk assessment shared with all. Under 18's to be accompanied by a parent or guardian. For group events keep a list of those volunteering and pass this register to the Clerk.	Volunteers to confirm receipt of the risk assessment. Attendance register filed.
COVID-19	Volunteer	Low	Government guidance to be followed regarding social distancing or other health protection measures which may be in place.	

Volunteers are advised to wear suitable footwear and clothing appropriate for the weather.

Volunteers to wear gloves (gardening or disposable) and a hi-visibility reflective waistcoat and use a litter picker.

Volunteers to observe personal hygiene after litter picking, washing hands and if necessary, clothing.

Volunteers have a duty to themselves and the public to work safely. If there are ANY doubts about the safety of any material leave it and give the details of the item and its location to Babergh Public Realm Team public.realm@baberghmidsuffolk.gov.uk who will arrange safe removal.

Volunteers (aged 16 to 80) are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment. Volunteers may use their own equipment, which is suitable for the task, but damage to their equipment will not be covered by the Parish Council insurance.

Risk Assessment carried out by: Sarah Partridge on: 27 February 2024

Review of Risk Assessment to be carried out annually.

Kersey Parish Council Risk Assessment for Mowing, Strimming and Hedge Trimming (using hand held tool)

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Use of equipment Moving blades, Vibration, Noise, Hot engine, Sharp blades	Volunteer Cuts & serious injury Hearing damage Burns	Medium	All operatives to wear suitable protective clothing, ie stout or steel toe capped boots, ear defenders, visors/glasses, protective gloves, long sleeves and long trousers. Volunteers made aware of safe handling and use of tools and equipment, training offered where necessary. Tools carried below waist level, sharp points downwards. Equipment inspected by operative prior to each use. Equipment fitted with appropriate safety cut-off switches. Take care near hot engine parts. Time period of actually using strimmer/trimmer limited to 1 hr prolonged use. Ensure there is 5 metres space between volunteers using a swinging tool.	Remind operatives of precautions when issuing mowing rota. Volunteers to acknowledge they have received and read the risk assessment.
Inadequate maintenance	Volunteer Injury	Low	Maintained in accordance with manufacturers' instructions, carried out by suitably qualified/competent person. Maintenance records retained. Equipment inspected by operative prior to each use.	Operatives to report damage or mechanical issues to be rectified.
Clearing blockages	Volunteer Cuts & serious injury	Low	Mowers/strimmers/trimmers fitted with safety cut off devices. Operatives to wear safety gloves, glasses/visor. Equipment is switched off and safe before clearing blockage.	Safety equipment kept with mower - gloves, ear defenders, visor/ safety glasses
Stones/glass thrown up	Volunteer/Public Cuts & wounds	Low	Operatives to check area for glass/stones before cutting grass and remove as necessary. Ensure no members of public are within 9 metres when using equipment.	
Manual handling	Volunteer Muscle strain	Low	The need for manual handling tasks kept to a minimum. Assistance is sought were necessary. Good manual handling techniques used when lifting and carrying – keep back straight, bend knees, keep object close to body and don't twist back.	
Dog faeces disturbed by equipment	Volunteer Ill health	Low	Operatives instructed to check area for dog faeces before cutting grass and carefully remove as necessary. Wash contaminated equipment and hands as necessary.	Operatives to wear disposable gloves and wash hands after.
Vegetation and plants	Volunteer Infection, ill health, splinter, allergy, eye injury	Low	Use gloves and eye protection. Do not cut anything above 4m in height. Do not use cutting tools above your shoulder height. Ensure the area is clear of other volunteers when cutting taller vegetation. Be aware that blackthorn can cause wounds to go septic. Be aware of common poisonous plants such as giant hogweed and hemlock – if in doubt leave alone. Do not cut bracken the spores should not be breathed in; a respirator must be used when cutting bracken.	

Kersey Parish Council Risk Assessment for Mowing, Strimming and Hedge Trimming (using hand held tool)

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Working near public highway or right of way	Volunteer/Public/ animals Injury/death	Medium	High visibility clothing worn. Work only carried out during daylight hours. Stop work if public are present. Do not leave tools/equipment unattended. Be careful near dogs & livestock – stop work if necessary to avoid spooking animals	
Refilling equipment with fuel	Volunteer Fire/ Spillage/ Inhalation of fumes	Medium	Re-fuel when engine is cool in a well-ventilated area. No smoking observed. Fuel kept and transported in approved containers. Funnel or spout used for decanting the fuel. Caps replaced carefully after refill. Fuel stored away from ignition sources, in a cool, dark place. Mower/trimmer/trimmer stored and used away from ignition sources. Spilt fuel cleared immediately, cloth stored away from ignition sources before disposal Rubber gloves provided. Operative instructed to wash hands after completing job.	Remind operatives of precautions when issuing mowing rota.
Storing petrol	Volunteer/Public Fire hazard/ Spillage/ Fume inhalation	Low	No smoking observed. Area is properly ventilated. Fuel kept and transported in approved containers. Appropriate safety signs e.g. 'no smoking' and 'Petroleum Spirit' 'Highly Flammable' in place. Overall security of the storage area assessed.	
Environment Uneven surface, Extreme weather	Volunteer Slips, trips, falls Other injury	Low	Operative to visually inspect work areas to minimise slip and trip hazards, removing any hazards as appropriate. Keep tools and equipment tidy. Work suspended in extreme weather conditions. Stop work in an electrical storm. Wear clothing appropriate for weather. Work only carried out during daylight hours.	
Environmental risks Ticks & snakes	Volunteers Bites	Low	Ticks can carry Lyme disease – cover exposed skin by wearing long sleeves and trousers. Check for ticks and remove carefully – seek medical advice. Be able to identify adders; keep away, seek medical advice in unlikely event of bite.	
Lone working	Operative	Low	Work with another person if possible. Take a mobile telephone with you. Tell someone where you are going & when you expect to return.	
COVID-19	Volunteer/public	Medium	Current government guidance and health protection measures to be followed by volunteers.	

Volunteers (aged 16 to 80) are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment. Volunteers may use their own equipment, which is suitable for the task, but damage to their equipment will not be covered by the Parish Council insurance.

Risk Assessment carried out by: Sarah Partridge

on: 27 February 2024

Review of Risk Assessment to be carried out annually.

Kersey Parish Council Risk Assessment for the Parish Council Office

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Working in home office	Operative/Clerk Personal injury, trips and falls	Low	Cables not left trailing, all kept tidily out of the way. Documents and files stored neatly on shelves/desk or in filing cabinet. No items left on the floor creating trip hazards. Steps used to reach high shelves. Employers Liability Insurance in place	Council to review insurance in July
Use of office equipment ie computer, printer, photocopier	Operative/Clerk Electric shock Dust inhalation	Low	Equipment regularly inspected to check that it is good working order. The plugs and cables are checked to ensure they are secure and no wires are exposed. Ensure cables are not left trailing. Ensure all equipment is fully maintained as appropriate. Follow manufacturer's instructions when replacing toner and ink cartridges.	Remind operatives to check equipment regularly.
Use of office equipment ie computer, and screen/monitor	Operative/Clerk Back problems, repetitive strain, eye strain	Low	A suitable chair and desk which can be adjusted to the appropriate heights are used. Operative to take regular breaks to reduce the risk of repetitive strain and eye strain. A display screen equipment user self-assessment has been completed. The Clerk has regular eye checkups.	
Cash handling	The Parish Council through potential loss. Clerk and Volunteers Threat to personal safety, stealing, dishonesty	Low	Cash handling is avoided, but where necessary appropriate controls are in place. The Parish Council does not hold petty cash. No cash payments are made from cash received; all cash is banked intact. Cash receipts from fundraising events is counted by two people and the money prepared for banking and the paying in slip completed by two people. Cash is promptly banked and carried to the bank discretely. Appropriate fidelity guarantee insurance cover in place.	Council to review fidelity guarantee annually, agenda July
Payment of small/sundry expenses	Parish Council/ Clerk/Volunteers Fraud, stealing, dishonesty	Low	Small items of expenditure for Clerk's expenses or other small sundry items purchased as agreed in the budget or at a meeting, which cannot be purchased with an invoice made out to the Parish Council for payment by cheque, should be purchased and a VAT receipt given to the Clerk. The payment will be authorised in the usual way, as for all payments, with 2 councillors signing the receipt, cheque and cheque stub. Repayment to individuals for expenses should be made on a regular basis. All payments are made by cheque.	

Kersey Parish Council Risk Assessment for the Parish Council Office

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Loss of documents and data	Parish Council Business continuity fire, flooding, computer failure, data subjects	Medium	Keep records/documents in filing cabinet/shelves/desk not on the floor. Review adequacy of insurance cover. Keep regular back-up of electronic data and keep a back-up off site or in 'cloud' storage. Ensure personal data is securely stored to protect privacy and comply with data protection legislation	Council to review insurance cover annually, agenda July
Lone working	Clerk Personal safety	Low	When arranging to meet an unknown member of the public on Parish Council business, arrange to meet them while accompanied by a Councillor. Take a mobile phone, tell someone where you are going & when you expect to return.	
Manual handling	Operative Muscle strain	Low	The need for manual handling tasks kept to a minimum. Assistance from others is sought were necessary.	
Use of contractors	Operative/Public Various injuries/death	Low	All contractors asked for Health & Safety policy All contractors asked to produce a Risk Assessment for the associated work activities. Contractor to have public liability insurance cover of at least £5 million. All work of contractors is monitored and recorded.	
COVID-19	Clerk	Low	Current government guidance and health protection measures to be followed.	

Risk Assessment carried out by: Sarah Partridge
Review of Risk Assessment to be carried out annually.

on: 27 February 2024

Kersey Parish Council playground, fitness equipment and cricket net risk assessment

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Defective Surfaces – Safety surfaces, Open grass	Volunteers/public Slips, trips, falls	Medium	Regular inspections for defects e.g. holes, mole hills, glass etc (recorded). Loose fill surfaces regularly levelled. Rubber matting checked to ensure edges are firmly held down. Rapid response to defect repairs. Warning signs erected as necessary Mossy areas cleared regularly Public Liability insurance in place	Remind volunteers to check when mowing. Also checked at quarterly inspections Council to review Insurance in July
Equipment	Volunteers/public injury	Medium	Equipment regularly inspected for damage/vandalism (recorded) Quarterly inspection carried out by competent person (recorded) Annual inspection carried out by RoSPA Defects repaired asap Dangerous equipment removed from use Fixing bolts/screws/welds regularly inspected	Remind volunteers to check when mowing. Also checked at quarterly inspections Annual RoSPA inspection in Sept
Fencing	Volunteers/public Cuts	Low	Fences regularly inspected (recorded). Rapid response to defect reports. Fence removed if in dangerous condition and temporary one erected.	Remind volunteers to check when mowing. Also checked at quarterly inspections & annual RoSPA
Seating	Volunteers/public Injury	Low	Facilities regularly inspected (recorded). Defects repaired asap. Dangerous equipment removed from use. Facilities constructed of durable materials. Facilities secured to ground to minimise vandalism.	Remind volunteers to check when mowing. Also checked at quarterly inspections & annual RoSPA
Dog Fouling	Volunteers/public Infection/ill health	Low	'NO Dogs' signs erected. Bin provided and emptied regularly. Grass walked and fouling removed prior to grass cutting.	Remind volunteers to check when mowing. Also checked at quarterly inspections & annual RoSPA
Gates	Volunteers/public Entrapments	Low	Closures inspected regularly. Rapid response to defect reports	Remind volunteers to check when mowing. Also checked at quarterly inspections & annual RoSPA

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Precept	Not submitted	Severe	Unlikely	Medium	Full Minute – Clerk follow up	Agenda reminder in November and January
	Not paid by District Council	Severe	Unlikely	Medium	Confirm receipt	Check bank statements, report receipt to meeting
	Adequacy of precept	Moderate	Unlikely	Low	Consider all PC expenses when setting the budget and regular review of budget/actual	Agenda reminder (March, July, Sept & Nov)
Other Income	Cash handling	Moderate	Unlikely	Low	Cash handling is avoided, but where necessary appropriate controls are in place - Two people present when counting cash and a bank paying in slip completed. Cash carried discretely. Appropriate fidelity guarantee insurance cover in place	Fidelity guarantee insurance cover, agenda reminder in March
	Cash banking	Moderate	Unlikely	Low	Check bank statements. Complete regular bank reconciliations. Cash banked promptly. Cash carried to bank discretely	Councillor to verify & sign bank reconciliations at least quarterly. Councillor review of cashbook at least quarterly
Grants received	Claims procedure	Negligible	Unlikely	Low	Clerk check as required	Diary reminder
	Non receipt of grant when due	Moderate	Unlikely	Low	Clerk check as required	Diary reminder
Bank Deposits	Surplus funds	Negligible	Unlikely	Low	Review levels	Bank balances reported to ordinary meetings for all Councillors to review
Salaries	Wrong salary/ hours/rate paid	Negligible	Unlikely	Low	Check salary to minute, check hours and rate to contract, annual appraisal and up-to-date pay scales from SALC/NALC	Councillor to verify
	Employment status challenged	Negligible	Unlikely	Low	Verify correct action via the HMRC website and record information on payslip.	Clerk to contact HMRC in March
Direct Costs and overhead expenses	Goods not supplied to Council	Negligible	Unlikely	Low	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	Negligible	Unlikely	Low	Check arithmetic on invoices and perform regular bank reconciliations	Councillor to verify
	Cheque payable is excessive or to wrong party	Negligible	Unlikely	Low	Cheque signatories sign invoice, cheque and stub	Approval check

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Grants & support distributed	No power to pay or no evidence of agreement of Council to pay	Moderate	Unlikely	Low	Minute council agreement with the power used to authorise payment	Councillor to verify
	Conditions agreed	Negligible	Unlikely	Low	Agree and document any reasonable conditions	Clerk to check
Election Costs	Invoice at agreed rate	Negligible	Unlikely	Low	Clerk check and consider budget	Clerk to verify
VAT	VAT analysis	Negligible	Possible	Low	All items in cash book list	Clerk to verify
	Charged on purchases	Negligible	Unlikely	Low	Consider all items & check supplier UK VAT number is on invoice	Clerk to verify
	Claimed within time limits	Negligible	Possible	Low	Reclaim VAT annually after the end of the financial year	Clerk to confirm once VAT reclaim received
Reserves – General	Adequacy	Moderate	Unlikely	Low	Consider at budget setting meeting in November, confirm at year end. Should have between 6-12 months gross expenditure.	Clerk to check and report at year end.
Reserves - Earmarked	Adequacy	Moderate	Unlikely	Low	Consider at budget setting meeting and on review of final year end accounts	Clerk to check and report at year end.
Assets	Theft, loss, damage etc	Moderate	Possible	Medium	Annual inspection, review & update insurance & asset register annually. Assets insured with appropriate values. Moveable assets stored securely.	Agenda reminder to review annually in July
	Risk or damage to third party property or individuals	Severe	Possible	High	Review adequacy of Public Liability Insurance	Agenda reminder to review annually in July
Staff	Loss of Clerk	Moderate	Possible	Medium	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate including annual appraisal. Have a contract and job description. For business continuity in the event of the Clerk leaving have a list of procedures/tasks	Councillor opinion, annual Clerk job appraisal in autumn. Procedures & annual tasks list (agenda templates) compiled
	Short term incapacitation of Clerk	Moderate	Possible	Medium	Make arrangements for appropriate cover. To ensure business continuity in the event of incapacitation of the Clerk have a list of procedures/tasks. Chair can access emails, documents, website and laptop.	Contact SALC when necessary. Procedures and tasks list compiled.
	Fraud by Clerk	Moderate	Unlikely	Low	Fidelity guarantee insurance cover value appropriate. Internal Control Systems in place	Council to review annually agenda reminder in March
Council mtgs	Loss of Chairperson	Moderate	Possible	Medium	Elect a vice chairperson	AGM agenda in May

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Council meetings	Village Hall not available for mtgs	Negligible	Unlikely	Low	Kersey School could be used for meetings and are aware of possible need, confirmed March 24	Contact school if/when necessary
Loss	Consequential loss due to critical damage or third-party performance	Moderate	Unlikely	Low	Review adequacy of insurance cover	Agenda reminder to review insurance in July
Legal Powers	Illegal activity or payment	Moderate	Possible	Medium	Educate Council as to their legal powers. Produce a list of powers with the budget. Record powers in minutes.	Clerk and Councillors to attend training.
Financial Records	Inadequate records	Moderate	Unlikely	Low	Clerk to complete and check financial records regularly and internal audit review and review by lead Councillor for finance.	Agenda reminder to complete internal audit in September and April after the year end accounts are complete
	Loss of records	Moderate	Unlikely	Low	Clerk to backup documents regularly and keep an electronic copy at a different location or in 'cloud storage'	Clerk to verify annually
Minutes	Accurate and legal	Moderate	Unlikely	Low	Review and sign at following meeting	Agenda
	Long term storage	Negligible	Unlikely	Low	Minute books/documents archived at Suffolk Records Office	Consider annually
All documents, records and electronic data	Loss of records due to fire, flood or computer failure affecting efficient running of the Parish Council or loss of privacy for Data subjects	Severe	Unlikely	Medium	Keep records/documents in filing cabinet/shelves/desk not on the floor. Review adequacy of insurance cover. Keep regular back-up of electronic data and keep a back-up off site or in 'cloud storage'. Ensure personal data is securely stored to protect privacy and comply with GDPR. Password protection used.	Agenda reminder to review insurance cover in July. Carry out annual data retention audit and delete as necessary. Remind Councillors to store data securely and delete securely.
Data Protection	Non-compliance with the General Data Protection Regulations including loss of personal data	Moderate	Possible	Medium	The Parish Council to comply with the GDPR legislation. Councillors trained to understand requirements. Councillors need to ensure they protect personal data and confidentiality when using email for Council business. Regularly update the Data Audit taking necessary actions.	Clerk to report data protection compliance annually. New Councillors to attend training. Renew consent every 5 years. Council to move to a .gov website and set up Councillor .gov email addresses.
The Transparency Code	Non-compliance with the Transparency Code	Moderate	Possible	Medium	The Clerk to upload the relevant information to the website after every meeting. Website to be reviewed at the end of the financial year to ensure relevant annual information is uploaded.	Clerk to update website after every meeting. Councillors to regularly check the website.

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Website accessibility	Website is not accessible to all users	Low	Low	Low	Review website accessibility and republish the accessibility statement annually.	Clerk to review website and statement and report progress to Sept meeting.
Members Interests	Conflict of interest	Moderate	Possible	Medium	Declarations of interest to be minuted, any conflict to be addressed as appropriate	Agenda & minutes
Volunteers and employees	Injury/ill health	Moderate	Possible	Medium	Ensure Employers Liability Insurance is in place. All volunteers are covered under the Parish Council insurance when they are acting under the instruction of the Parish Council and using Parish Council owned equipment. Risk assessments carried out for work to be done by volunteers and advice given as necessary. Make a list of volunteers and tasks allocated.	Agenda reminder to review insurance cover in July. Review risk assessments in March. Update volunteer registers.
Parish Council Reputation	Damage or loss of reputation by Clerk	Moderate	Unlikely	Low	The Parish Council employs a competent Clerk who attends regular on-going training as necessary.	Clerk to attend relevant training.
	Damage or loss of reputation by Councillors	Moderate	Possible	Medium	Parish Councillors are all expected to attend initial training and then to attend on-going training as necessary.	Clerk to ensure new Councillors are booked to attend initial training and all Councillors receive information about further training opportunities.
	Perceived lack of relevance within community	Moderate	Possible	Medium	Regular Parish Council reports in the Kersey Newsletter. Encourage attendance at Annual Parish Assembly. Promote the Kersey website which shows the work of the Parish Council.	Publicise Annual Parish Assembly widely.
COVID-19	Transmission of disease at meetings	Severe	Possible	Medium (Low if remote meetings are held)	Government guidance will be followed. If necessary appropriate COVID-19 safety measures will be put in place for face to face meetings and a new separate risk assessment completed. If legislation is in place to allow remote meetings, these will be considered if there is a high risk of transmission.	Monitor changes in government guidance and if necessary, complete a specific risk assessment in line with latest guidance.
COVID-19	Transmission of disease by volunteers	Severe	Unlikely	Medium	Volunteers undertaking tasks are advised to take necessary precautions and follow the current government guidance. Risk assessment carried out for each activity.	Ensure risk assessments are up to date, review when advice changes.
	Last reviewed by Kersey Parish Council on 4 March 2024				Minute Reference: 38/24	
	Updated March 2024					