

TWYFORD PARISH COUNCIL

22nd March 2023

Dear Councillor,

I hereby summon you to attend a meeting of the Twyford Parish Council, on **Thursday 30th March 2023 at 7.30pm**, to be held at the Gilbert Room, Twyford Parish Hall, Hazeley Road, Twyford, SO21 1QY.

Yours sincerely,



Jamie Matthews
Clerk to the Council

Meeting of the Twyford Parish Council

30th March 2023

AGENDA

Members of the public and press are invited to attend except for the specific items marked confidential on the agenda. The press and public may not speak when the Council is in session, but they can make points or ask questions in the allocated time during the questions from members of the public item on the agenda. Please contact the Clerk to the Council before 12 noon on the day of the meeting if you wish to register to speak.

Item	Agenda Item
1	Chairman's comments
2	To receive and approve apologies for absence
3	To consider the granting of a dispensation under Section 33 of the Localism Act 2011 to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a disclosable pecuniary interest and to confirm how long this dispensation may have effect.
4	To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in an item of business on the agenda no later than when the item is reached. Unless dispensation has been granted, members may not participate in any discussion, of or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room when the meeting discusses and votes on the matter.
5	To approve as a correct record and authorise the signing of the minutes of the Meeting of Twyford Parish Council held on 23 rd February 2023.
6	Public Representation – Councillors to receive representation, including on agenda items, from members of the public provided they have given notice of their intention to the Clerk no later than 12 noon of the day of the meeting. The maximum time limit allowed per person is 3 minutes and the maximum time designated for this agenda item is 15 minutes. Questions shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
7	<u>To receive the County Councillor's report.</u>
8	<u>To receive the District Councillors' report.</u>

- 9 [To receive the Clerk's report.](#)
- 10 [To receive the draft minutes](#) from the Planning Committee meeting and approve recommendations contained therein.
- 11 [To receive the draft minutes](#) from the Recreation Committee meeting and approve recommendations contained therein.
- R44/22 Recommendation: the purchase of the finger maze from Contractor A at £635+VAT and the Rainbow Chimes from Contractor B at £1,375+VAT.
- 12 [To receive the Schedule of Payments for March 2023.](#)
- 13 [To note the balance of the bank accounts as of 28th February 2023.](#)
- 14 [To receive and approve the Asset Register for 31st March 2023](#)
- 15 [To receive and approve Internal Auditor's Report for Q3](#)
- 16 [To receive and consider a grant application for Ballards Close](#)
- 17 [To receive and consider a report from the Hazeley Road Development Area Advisory Cttee.](#)
- 18 **To receive an update** from the Highways Advisory Committee.
- 19 **To receive an update** from the Climate Advisory Committee.
- 20 [To receive and approve the Complaints policy](#)
- 21 [To receive and approve the Publication Scheme](#)
- 22 [To receive and consider the Financial Risk Assessment policy](#)
- 23 **To note** that Southampton Airport's application to the Civil Aviation Authority for a change in airspace has progressed to step 3a.

Agenda Item 7

COUNTY COUNCILLOR ROB HUMBY'S REPORT

MARCH 2023

[Keep updated at @hantsconnect](#)

[Hampshire County Council | Hampshire County Council \(hants.gov.uk\)](#)

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[Hampshire County Council \(@hampshire_county_council\) • Instagram photos and videos](#)

New County Council Cabinet Portfolios

Adult's Health and Care:

- Executive Lead Member, Cllr Liz Fairhurst; and
- Executive Member, Cllr Jan Warwick

Children's Services:

- Executive Lead Member, Cllr Edward Heron; and
- Executive Member, Cllr Steve Forster

Universal Services:

- Executive Lead Member, Cllr Nick Adams-King; and
- Executive Member, Cllr Russell Oppenheimer

Hampshire 2050 and Corporate Services

- Leader, Cllr Rob Humby; and
- Deputy Leader, Cllr Roz Chadd

HR, Performance, Communications and Inclusion and Diversity

- Executive Member, Cllr Kirsty North

Majority of Hampshire pupils offered preferred choice of secondary school

More than 97 per cent of parents in Hampshire have been offered a place for their child, at one of their three preferences for a secondary school in September 2023.

[Majority of Hampshire pupils offered preferred choice of secondary school | Hampshire County Council \(hants.gov.uk\)](#)

Hampshire to increase payments for all Homes for Ukraine hosts

The Leader of Hampshire County Council, Cllr Rob Humby, has announced that the Local Authority will be increasing the payments made to all Hampshire residents hosting Ukrainian guests as part of the Government's Homes for Ukraine Scheme from £350 to £500 per month from March.

[Hampshire to increase payments for all Homes for Ukraine hosts | Hampshire County Council \(hants.gov.uk\)](#)

Hampshire County Council approves £2.6 billion spending on services to Hampshire residents in 2023/24

£2.6 billion of public spending on the ongoing delivery of important services to Hampshire's 1.4 million residents in 2023/24 has been approved by Hampshire County Council.

[Hampshire County Council approves £2.6 billion spending on services to Hampshire residents in 2023/24 | Hampshire County Council \(hants.gov.uk\)](#)

Report shows free festive food and fun reached more families than ever

More than 5,000 vulnerable children across Hampshire enjoyed hot meals and fun over the Christmas holidays thanks to the County Council's Holiday Activities and Food (HAF) programme, funded by the Department for Education (DfE).

[Report shows free festive food and fun reached more families than ever | Hampshire County Council \(hants.gov.uk\)](#)

Fun-packed campaign challenges children to 'defeat' veg at mealtimes

Hampshire schoolchildren are once again being encouraged to tuck into their 'monstrous' vegetables as part of the 'Eat Them to Defeat Them' campaign.

[Fun-packed campaign challenges children to 'defeat' veg at mealtimes | Hampshire County Council \(hants.gov.uk\)](#)

Consultation opens on proposed change to Post-16 Transport Policy

Hampshire County Council is seeking residents' and stakeholders' views on its proposed Post-16 Transport Policy for 2023/24.

[Consultation opens on proposed change to Post-16 Transport Policy | Hampshire County Council \(hants.gov.uk\)](#)

River Test footbridge opens picturesque walking route between Tufton and Whitchurch

Residents can now once again walk and run between Tufton and Whitchurch across the River Test following the completion by Hampshire County Council of a brand-new footbridge replacing a previous structure that had been closed due to its condition.

[River Test footbridge opens picturesque walking route between Tufton and Whitchurch | Hampshire County Council \(hants.gov.uk\)](#)

Helping Hampshire residents live a healthier lifestyle

A new weight loss programme has been launched to help Hampshire residents reach their target weight and improve their wellbeing.

[Helping Hampshire residents live a healthier lifestyle | Hampshire County Council \(hants.gov.uk\)](#)

Hampshire County Council champions skills for life in National Apprenticeship Week

Hampshire County Council is taking to the road to promote greater awareness of the training opportunities for local people by spreading the word about apprenticeships to employers across the county and beyond.

[Hampshire County Council champions skills for life in National Apprenticeship Week | Hampshire County Council \(hants.gov.uk\)](#)

Essential engineering work to start in March to replace Tunbridge on Garnier Road in Winchester

Hampshire County Council has announced plans for a £1.4m scheme to replace the road over the 100-year-old Tunbridge, in Garnier Road, Winchester. This significant and complex engineering project will be delivered over a nine-month period from March to November 2023.

[Essential engineering work to start in March to replace Tunbridge on Garnier Road in Winchester | Hampshire County Council \(hants.gov.uk\)](#)

Services provided by Hampshire County Council include:

- [Education and Learning](#) including supporting Hampshire schools. (excluding privately run Academy Schools)
- [Services for children and families](#) including adoption and fostering, safeguarding, and support for young people.
- [Maintenance of Hampshire's roads](#) (except motorways and trunk roads which are the responsibility of National Highways), [licensing](#) for providers who need to work on the highway, and support for operators of [public transport](#).
- [Planning](#) applications for mineral extraction, waste management and public buildings.
- Provision of [social care and health](#) in Hampshire.
- The [Hampshire Library Service](#).
- The [Countryside Service](#), looking after [rights of way](#), and many of the county's [important green spaces](#)
- [Household Waste Recycling Centres](#) where residents can dispose of unwanted items. (District, borough or city councils manage kerbside household waste collections)
- [Trading Standards](#), ensuring fair trading in Hampshire, by supporting the county's businesses and protecting Hampshire consumers.

District, borough and city councils

District, borough and city councils provide services such as:

- Household waste collection
- Domestic planning applications
- Council Tax collection
- Housing

[Find your local district or borough council](#)

Parish, community and town councils

These councils operate at a level below district and borough councils and in some cases, unitary authorities.

They are elected and can help on a number of local issues, like providing:

- allotments
- public clocks
- bus shelters
- community centres
- play areas and play equipment
- grants to help local organisations
- consultation on neighbourhood planning

Agenda Item 8

District Councillors' Report to Twyford Parish Council

Report to Follow

Agenda Item 9



Twyford Parish Council

Clerk's Report

Councillors are reminded that the items within this report are provided for information only and not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate committee or council agenda. Any member wanting clarification or further information on any aspect of items within the report please contact me in advance of the meeting.

General reading and information.

The following publications have been received and available for members to read:

- Rural Service Network – Rural Bulletin 28th February
- Clerks & Councils Direct – March 2023
- The Clerk – March 2023
- WCC Parish Connect - March
- WCC Your Council News – March
- HCC – Your Hampshire newsletter
- South Downs News – March
- WeCAN News - March

Other information

- 1) All members need to be aware of the disclosable pecuniary interest forms and consider whether there have been any changes since it was last written. If there was a need for any change to be made, please contact me and I will supply fresh document for completion.
- 2) The Council has been registered with the Planning Inspectorate as an Interested Party in the M3 J9 improvement works.
- 3) The SSE substation lease renewal has made significant progress and now looks to be proceeding well on terms the Council originally requested.
- 4) A member of the public reported that the door on Northfields telephone kiosk had been badly damaged during high winds. I arranged for the door to be removed and it is currently being assessed for repairs.
- 5) Members will be aware that elections are scheduled for this coming May. The Publication of the Notice for the Election will take place on 27th March. Nomination paperwork must be submitted to WCC by 4pm Tuesday 4th April.

Jamie Matthews
Parish Clerk
21st March 2023

Agenda Item 10

[Planning Committee Meeting Minutes](#)

Agenda Item 11

[Recreation Committee Meeting Minutes](#)

Agenda Item 12

Schedule of Payments – March 2023

Reference	Gross	Vat	Net	Details
309	£50.00	£0.00	£50.00	Victim Support - S137 Grant
310	£240.00	£40.00	£200.00	Brighton & Hove City Council - Pre Application planning fee
311	£52.56	£8.76	£43.80	Viking Signs - No Parking signs
312	£113.35	£18.89	£94.46	Cestrian Signs - 3 sign posts and caps
313	£666.12	£111.02	£555.10	GRS (Roadstone) Ltd - Footpath surfacing material and delivery (5 bulk bags)
314	£345.02	£57.50	£287.52	HSS Hire - Plant hire, delivery & collection
324	£1,485.45	£247.57	£1,237.88	Helyers of Hampshire - Footpath Surfacing at Hunter Park Tranche 3 payment (final 10% held back)
336	£3.00	£0.00	£3.00	Lloyds Bank (Card) - Monthly charges
315	£1,830.02	£305.01	£1,525.01	Green Smile Ltd - Monthly grounds maintenance
316	£90.00	£15.00	£75.00	Elite Playground Inspections - Quarterly Inspection
317	£1,137.00	£0.00	£1,137.00	Hampshire Isle of Wight Wildlife Trust - Annual Grazing Apr22 to Mar23
319	£30.00	£5.00	£25.00	Mill Farm Trees - Additional beech whips for HP
320	£145.59	£6.93	£138.66	Octopus Energy - Pavilion electricity - February
321	£29.13	£1.39	£27.74	Octopus Energy - Field Electricity
322	£140.00	£0.00	£140.00	Fair Account - Q3 Internal Audit
323	£228.54	£38.09	£190.45	GRS (Roadstone) Ltd - 50 bags binding gravel
326	£495.61	£0.00	£495.61	HMRC - PAYE & NIC
328	£26.59	£4.43	£22.16	Plus Net - Broadband & Phone
330	£55.00	£0.00	£55.00	Peter Lippiett - 20's Plenty Banner - reimbursement
329	£36.28	£6.05	£30.23	Vodafone - Mobile Telephones - February
325	£1,981.89	£0.00	£1,981.89	Employee Salaries - March Salaries
327	£637.64	£0.00	£637.64	HCC Pensions - March Pension contributions
331	£324.00	£54.00	£270.00	Premier Gardens - Allotment rotorvation Plot 6
332	£150.00	£0.00	£150.00	South Central Ambulance Service NHS Foundation Trust
333	£30.20	£5.03	£25.17	Hampshire County Council - Cleaning materials
334	£29.35	£0.00	£29.35	Sue Nias - Expenses and reimbursements
335	£121.60	£0.00	£121.60	J.P. Matthews - Mileage for February 2023
337	£1,500.00	£0.00	£1,500.00	Twyford Community Centre - Grant toward building repairs.
	£11,973.94	£924.67	£11,049.27	

Agenda Item 13



Twyford Parish Council

Full Council Meeting – 30th March 2023

Bank Balances as of 28th February 2023

Ordinary Accounts		Interest rate
Unity Trust C/A	£3,894.66	0.0%
Nationwide	£34,247.26	1.25%
Redwood (35 day notice)	£86,427.10	2.42%
Unity Trust (Instant Access)	£2,587.83	2.00%
Total	£127,156.85	

Agenda Item 14

Asset Register 31st March 2023

Description	Identifier	Location	Date Acquired	Method of Valuation	Valuation
Pavilion Building		Hunter Park		PP	£310,000.00
3 folding tables and 32 stacking chairs		Hunter Park		PP	£650.00
2 Folding tables for Pottinger Pavilion		Hunter Park		PP	£178.00
3 Storage Units		Hunter Park		EST	£4,500.00
Laptop 2020		Clerk	01-Dec-20	PP	£560.00
PC LCD Monitor		Clerk	01-Nov-20	PP	£117.00
Laptop & MS Office software		Clerk	14-Oct-16	PP	£485.00
Hewlett Packard laser printer M280nw		Clerk	25-Apr-18	PP	£214.00
Projector		Clerk	20-Jan-17	EST	£250.00
Lockable cupboard		Clerk	14-Nov-18	PP	£169.20
Bus Shelters		Various in Parish		EST	£36,850.00
Pedestrian Gates (Northfields)		Northfields	Mar-21		£2,210.00
Northfields sports and play equipment		Northfields			£34,665.57
Hunter Park play equipment		Hunter Park			£102,121.24
Outdoor Gym		Hunter Park	23-May-16	PP	£4,080.00
Outdoor Gym signage		Hunter Park	08-Aug-16	PP	£100.00
Wooden Bench (Peter Weston)		Hunter Park	23-May-16	PP	£302.29
Knee high fence - HP car park		Hunter Park	01-Dec-22	PP	£3,700.00
4 recycled plastic benches		Hunter Park	01-Jan-22	PP	£2,295.00
1 recycled plastic bench		Northfields	01-Aug-21	PP	£525.00
Cricket Sight Screens		Hunter Park	21-Jun-15	PP	£1,500.00
Cricket Covers		Hunter Park	21-Jun-15	PP	£1,000.00
Cricket Training Nets		Hunter Park	26-Jun-05	EST	£5,000.00
Table Tennis table		Hunter Park		IV	£2,420.00
Defibrillator at Parish Hall		Various in Parish		EST	£800.00
Defibrillator at Hunter Park		Hunter Park		PP	£1,250.00
Defibrillator at Northfields Telephone kiosk		Various in Parish	01-May-22	PP	£1,600.00
SLR1		Various in Parish		PP	£3,357.00

Description	Identifier	Location	Date Acquired	Method of Valuation	Valuation	Disposal
SLR2		Various in Parish		PP	£3,425.00	
Asst. Clerk laptop		Asst. Clerk		PP	£380.00	
Asst. Clerk LCD Monitor		Asst. Clerk	01/04/2022	PP	£265.00	
Projector screen		Hunter Park		PP	£100.00	
2 x Telephone Kiosks		Various in Parish		EST	£6,000.00	
Asst. Clerk printer		Asst. Clerk		EST	£150.00	
Street Lighting x 61 units		Various in Parish		EST	£36,600.00	
Civic Regalia		Chairman		EST	£200.00	
Land						
Twyford Meads				CA	£1.00	
Northfields			13/12/1988	CA	£1.00	
Hunter Park			01/05/1964	CA	£1.00	
Berry Meadow			01/06/2013	CA	£1.00	

CA = Community Asset

NA

IV = Insurance Value

EST= Estimated

PP = Purchase Price

Total Value: £568,023.30

Agenda Item 15



Tel (07815) 435 380

22 March, 2023

E-mail: paulreynolds48@hotmail.com

Mr J Matthews
Clerk to Twyford Parish Council
PO Box 741
WINCHESTER
HANTS
SO23 3QA

Dear Jamie

Twyford Parish Council 2022/23, Interim Audit (10/22 to 12/22)

I have now completed the Internal Audit for the Council as at 31/12/22 & am pleased to report that the overall internal control procedures are adequate to meet the needs of the AGAR Practitioner's Guide 2022 and the Accounts & Audit Regulations 2015 (as amended).

A series of test checks on the Council's financial records, vouchers, documents, minutes, policies, insurance & assets register were done to ascertain efficiency & effectiveness of the Council's systems.

Any attached Audit comments & recommendations will only enhance the current processes and procedures. This report should be noted & taken to the next meeting of the Council for discussion & formal minuting. I confirm that the final audit is set for 12/5/23 & will cover Qtr 4 & the AGAR aspects.

I attach the invoice for the 2022/23 Qtr 3 work, as agreed.

I would like to thank you for your help in enabling the audit to be performed remotely. I look forward to hearing your comments in due course.

Yours sincerely

PAUL REYNOLDS, FMAAT

AAT
ASSOCIATION
OF ACCOUNTING
TECHNICIANS

Audit Recommendations

1. I am pleased to report that the Composite Cashbook for the four Accounts held by the Council, has been fully agreed to the Bank reconciliations at an overall total of **£155,612.62**, as at 31/12/22.
2. Precept now fully received for 2022/23 at £112,315. Also received in Qtr 3 was £4,609.76 from SDNPA (CIL money).
3. VAT claim has been refunded by HMRC for Qtr 2 at £2,805.49. The claim for Qtr 3 was made at £3,315.68. These regular, quarterly claims greatly assist the Council's cashflow.
4. The very recent Court update on Sports VAT aspects will allow Councils to reclaim certain Sales VAT charged to hirers upto 4 years back in time. Hopefully, HMRC will issue reclaim process shortly, but a calculation can be made now, ready to action swiftly.
5. PWLB loan repayment of £741.75 made on 1/10/22.
6. The Asset register needs serial nos. added for all IT equipment & any other electrical items. This will provide the required data for Hiscox Insurance should any claims arise for these items.

Clerk Comment – Noted and will add these in due course.

7. The new Swing seat, Dog bins & knee-high fencing at Car park can now be added to asset register, ready for AGAR asset total in Box 9.

Clerk Comment – Completed

8. Current insurance policy 1891378 is held with Hiscox Insurance (via Gallaghers) from 1/10/22, which covers the standard Local Council aspects. It is recommended that Cyber cover is reviewed, as malware attacks are now becoming more commonplace on Local Councils as stated in recent NAO report on Cyber-crime in UK.

Clerk Comment – Hiscox removed Cyber cover from the policy in October 2022. Some of a elements such as the release of personal data as a result of a cyber attack are still covered but other losses to the organisation are not. A cyber cover policy and report will be brought to the Council to consider in due course.

9. The possible introduction of the Corporate Credit card will need to be detailed in the Financial Regulations. This will require specific details of users, security of the card & monitoring of usage.

Clerk Comment – Completed

10. Recommend that Asst Clerk conducts regular, visual Play area inspections & notes on signed /dated logsheets, with any action needed. This will help mitigate any litigation claims on the Council.

Clerk Comment – Completed

11. All Council risk assessments should be completed & minuted before 31st March 2023, to meet External Audit requirements.


Clerk Comment – Financial and Management Risk Assessments are on the March Full Council agenda.

Agenda Item 16

Twyford Parish Council Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137 (or under any other Statutory Power)

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of audited annual accounts showing the applicant organisation's income, expenditure and level of balances.

If the organisation does not prepare annual accounts, please state why; and provide copies of the organisation's bank statements.

1	Name of Organisation ("the Applicant")	Ballard Close Committee
2	Name and postal and email address of the Applicant and/or its contact person (please explain the contact person's relationship with the Applicant)	Gemma Gregory  Ballard Close committee member <i>Email: gemma@gemmawest.co.uk</i>
3	If the Applicant is a registered charity please state its number	301974
4	Amount of grant requested	Total £600
5.	What is the purpose or project for which the grant is requested?	Tree works around Ballard close. The total for the project is £1400 +vat. This is to have work carried out on 6 trees within the park to ensure safety for the children and adults using the park. <i>Please use an additional sheet if necessary</i>
6	When would the expenditure to be met by the grant be incurred?	As soon as possible
7	If the total cost of the project is more than the grant, how will the balance be financed?	The remainder of the project will be paid for using money raised at our Christmas fundraiser.
8	Have you applied for a grant for the same purpose/project to another organisation? If so, which organisation and for how much?	No

9	Who will benefit from the project and how?	Ballard close was left in trust for the use of the children of the village. This is a popular play park used frequently by all of the village. The project will ensure the safety of all park users
10	Approximately how many of those who will benefit are parishioners of Twyford?	This is of course hard to say but due to the location of the park it is little known outside of the village so I would estimate 95% of users are parishioners or attend the local school.

You may use a separate sheet of paper to submit any additional or other information that you feel necessary support this application.

Signed.....Gemma

Gregory.....Date...10.03.2023.....

Please print your name:.....Gemma Gregory.....



Twyford Parish Council

Hazeley Road Development Area Advisory Committee

The advisory committee was established by the Full Council in May 2022 but has only just recently met for the first time.

1. Proposed Terms of Reference

i. Purpose

- a. The purpose of the group is to oversee the day-to-day liaison between the Council, developer and other stakeholders in order to deliver the development of Site 26 as set out in Policy DB1 of the Twyford Neighbourhood Plan. The key focus of the group is the delivery of the sections 3 and 4 of policy DB1, specifically 3a Car Parking & land for community use, 3c Traffic Management and 4 Flooding.
- b. The group may also liaise with the developer on the design of other aspects of DB1 such as Affordable Housing and Open Space.
- c. The group may also investigate sources for funding for this work.
- d. The group will reach a consensus on their proposals before making recommendations to the Full Council.
- e. The group may make recommendations to the Planning Committee on matters which fall under its Terms Reference and delegated powers.

ii. Membership

The group will consist of two TPC Councillors, The Clerk and two external representatives who can offer expert advice. Where voting is required, each member will be entitled to one vote.

The membership of the group will be approved by the Full Council and reviewed annually.

iii. Chairman

The Chairman of the Advisory Committee will be appointed by the Full Council

iv. Reports & Minutes

The committee does not need to record the minutes of its meetings. However, in the absence of meeting minutes, a report must be made on the working group's activities to the Full Council every two months. It is within these minutes or reports that recommendations to the Full Council will be made.

v. External Advice

The Committee may, from time to time, invite other professional experts or subject matter experts to attend their meetings.

Recommendation 1: That Council approve the Terms of Reference for the Hazeley Road Development Area Advisory Committee.

Recommendation 2: That Council appoint the members of Hazeley Road Development Area Advisory Committee.

Recommendation 3: That Council appoint a Chairman of Hazeley Road Development Area Advisory Committee.

2. Budget

An allocation has been made in the 2023/24 budget under the Car Park Expansion budget for professional advice in the delivery of this site. As an Advisory Committee it cannot be empowered to commit to financial expenditure on behalf of the Council. Any expenditure required will be approved in the standard manner as set out in Financial Regulations.

3. Update

A planning pre-application has now been submitted for the Site 26 Housing Allocation as set out in the Twyford Neighbourhood Plan. Prior to submitting this application, the developer met with the Advisory Committee to walk through the plans. The application is now with the SDNPA and the TPC Planning Committee will be able to provide consultee representation.

As a part of this allocation the developer is required to prepare a development brief which incorporates additional parking for around 20 cars with further land for an additional 20 spaces, or other community use, adjacent to the existing car park. It is expected that the Parish Council will be responsible for implementing the formal design and layout of the car park and costs will be incurred.

The group has had an informal meeting with the Chair the Parish Hall who with the partners of Twyford Surgery share the ownership of the car park. A meeting with the latter is planned and if required with any other relevant stakeholders. A proposal for the layout of the new car park will be drawn up indicating access and lay out. Legal advice will be required to secure the right of access via the Parish Hall car park. As the proposed acquiring party and the public body with earmarked funds, TPC is likely to be expected to pay the legal costs incurred.

Recommendation 4: That Council confirm that it will work as a partner with the developer of Site 26, as set out in policy DB1 of the Twyford Neighbourhood Plan, for the design, implementation and subject to legal agreements, owner, of the car park and community land as described in policy DB1.



Twyford Parish Council

Approved Ma

rch 202x - Minute xxx/xx

COMPLAINT PROCEDURE

DEFINITION OF A COMPLAINT

A complaint is an expression of dissatisfaction, however made, about the standards of service received, actions or lack of action by the Parish Council or its staff which affects an individual or a group of people.

This Complaints Procedure will deal with matters of maladministration, which is if the Council does something the wrong way, fails to do something it should do or does something that it should not do.

This procedure will not deal with complaints for which there is a legal remedy or where legal proceedings already exist; for complaints about employment matters; or complaints about third parties that do not relate to action or lack of action by the Parish Council itself. It will also not deal with complaints about the behaviour of elected members which are dealt with by the Monitoring Officer of Winchester City Council.

Anonymous complaints or those using pseudonyms will not be investigated unless there is a strong and clear public interest in doing so.

The Parish Council will endeavour to adhere to the timings outlined in this procedure, but in the case of a complex complaint or the absence of a member of staff involved in the complaint, timings may have to vary. Should this occur then the complainant will be kept informed and advised of any revised timescales.

1. Complaints should always be directed through the Clerk, Assistant Clerk or Chairman.

Complaints made to individual councillors will be acknowledged and recorded by the councillor and passed to an officer or the Chairman for handling in accordance with this procedure.

If a complaint is notified orally to a Councillor Member or Council staff and it is not possible to satisfy the complainant immediately, the complainant will be asked to put the complaint in writing to the Clerk and will be assured that it will be dealt with promptly after receipt.

If the complainant prefers not to put the complaint to the Clerk, they will be advised to put it to the Chairman of the Council.

2. On receipt of a written complaint, the Clerk or Chairman, as the case may be, may (except where the complaint is about his or her own actions) try to settle the complaint directly with the complainant, but will not do so in respect of a complaint about the behaviour/actions of a Councillor Member or Council staff, without first notifying the person who is the subject of the complaint, and giving an opportunity to comment on the manner in which it is intended to settle the complaint. Where the Clerk or the Chairman receives a written complaint about his/her own actions, they shall immediately refer the complaint to the Council.

3. The Clerk/Chairman will report to the next meeting of Council any written complaints which have been disposed of by direct action with the complainant.
4. The Clerk/Chairman shall bring any written complaint which has not been settled to the next meeting of Council and the Clerk shall notify the complainant of the date on which the complaint will be considered, and the complainant will be offered an opportunity to explain the complaint orally.
5. The Council will consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on a complaint shall be announced at the Council meeting in public.
6. As soon as possible after a decision on a complaint has been made, the nature of any action to be taken will be communicated in writing to the complainant.
7. The Council will defer dealing with any written complaint only if it believes issues of law or practice arise on which it is necessary to seek advice. In such circumstances, the complaint will be dealt with at the next meeting after the advice has been received.
8. If the above procedure fails to satisfy the complainant:
 - a. Where the complaint concerns the alleged misconduct by a Councillor, the complainant may wish to refer the matter to the Monitoring Officer at Winchester City Council.
 - b. Where the complaint concerns alleged maladministration by Staff or Members of the Council, the complainant may wish to refer the matter to the independent external auditor whose address will be provided.

COMPLAINTS AGAINST THE COUNCIL (NOT FOR COMPLAINTS ABOUT INDIVIDUALS)

Before the Meeting

1. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the clerk or other nominated officer.
2. If the complainant does not wish to put the complaint to the clerk or other nominated officer, he or she should be advised to address it to the chairman of the council.
3. The clerk or other nominated officer shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the council or by the committee established for the purposes of hearing complaints. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way (if, for example, the complaint is to be heard by a committee).
4. The complainant shall be invited to attend a meeting and to bring with them a representative if they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence relied on. The council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

At the Meeting

6. The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.
7. The chairman should introduce everyone and explain the procedure.
8. The complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by (i) the clerk or other nominated officer and then (ii), members.

9. The clerk or other nominated officer will have an opportunity to explain the council's position and questions may be asked by (i) the complainant and (ii), members.
10. The clerk or other nominated officer and then the complainant should be offered the opportunity to summarise their position.
11. The clerk or other nominated officer and the complainant should be asked to leave the room while members decide whether the grounds for the complaint have been made. If a point of clarification is necessary, *both* parties shall be invited back.
12. The clerk or other nominated officer and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

After the Meeting

13. The decision should be confirmed in writing within seven working days together with details of any action to be taken.

COMPLAINTS AGAINST COUNCILLORS

The Council has approved a Code of Conduct for Councillors (copy on our website) which is based on Councillors following the seven principles of public service:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

If you feel that a Councillor has not complied with the Council's Code of Conduct, you should send your complaint to:

The Monitoring Officer
Winchester City Council
City Offices
Colebrook Street
Winchester
SO23 9LJ
01962 840 222

PERSISTENT OR VEXATIOUS COMPLAINANTS

Persistent or vexatious complainants are those who, because of the frequency or nature of their contacts with the Council, hinder our ability to consider their or other people's complaints. It is important to distinguish between persistent and vexatious complainants. People may be 'persistent' complainants because they consider that the council has not dealt with their complaints properly or fairly. Vexatious complainants may pursue their complaints in inappropriate ways or be intent on continuing to submit complaints which appear to have no substance or which have already been investigated and determined. Their contacts with the Council often place heavy demands on staff time and emotions.

Such complainants are in a very small minority but need handling sensitively. Once the Parish Clerk receives a complaint that is considered to be either persistent or vexatious, the details should be passed to the next available meeting of the Council for consideration and action. The Council will decide whether the complainant is persistent or vexatious and advise the complainants in writing of the reasons why they have been classified as such and any action

to be taken which may include any or a combination of the following:

- Decline further contact with the complainant in person, by telephone, fax, letter or electronically – or any combination of these – provided that one form of contact is maintained. Alternatively, further contact could be restricted to liaison through a third party.
- Notify the complainant in writing that the Council has fully responded to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. Complainants should be notified that correspondence is at an end and that further communications will be acknowledged but not answered.
- Inform complainants that if appropriate, the Council reserves the right to refer the behaviour of unreasonable or persistent or vexatious complainants to the Police.
- In exceptional circumstances, consideration can be given to the possibility of obtaining a High Court Injunction to prevent the complainant harassing, threatening or distressing named or individual council employees.

REVIEW

This Procedure was last reviewed in March 2023 and is next due for review in March 2025 (or sooner if required).

Agenda Item 21

Publication Scheme

Background

The [Freedom of Information Act 2000](#) received Royal Assent on 30th November 2000. The Act defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defined a "local council" within the meaning of the Local Government Act 1972 as a public authority.

What is a Publication Scheme?

Under the Act, every public authority is required to adopt and maintain a Publication Scheme. This scheme provides the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The scheme must set out how the Parish Council intends to charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

Model Scheme

Twyford Parish Council's publication scheme defines information that the Parish Council holds and which is accessible to members of the public. The Parish Council strives to be as open as possible with local government information and the work it does. The Parish Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

What Charges are there?

Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publication scheme, the council may set reasonable charges for this. Costs are available on application by post to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

Confidentiality Notice

Twyford Parish Council's policy is to be as open as possible and to supply the information requested, but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public dissemination. Any exclusions as prescribed by law are referenced in the publication scheme.

Requests for Information

Anyone can request information in writing or by e-mail.

The request must include details of the applicant's address in the Parish and the information sought.

The applicant has two rights, to be told whether the information is held by the Parish Council and to receive the information as a copy or summary, if considered to be in the public interest.

The Parish Council will respond within 20 days of the request. If a fee is required, the Parish Council can extend this period up to 3 months until the fee is paid.

Requests for information should be addressed to:-

The Clerk, Twyford Parish Council

The Pavilion,

Park Lane

Twyford

Hampshire

SO21 1QS

email: clerk@twyfordhants.org.uk

Information available from Twyford Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
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<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Web site</p>	<p>Free</p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Web site</p> <p>Web site</p>	<p>Free</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p>	<p>Web site</p> <p>Web site</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Web site</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Clerk</p>	<p>Free</p>
<p>Class 2 – What we spend and how we spend it</p>		

(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Clerk	£13.70per hour
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
	Hard Copy	10p per A4 Sheet
Finalised budget	Meeting Minutes	Free
	Website	10p per A4 Sheet
	Hard Copy	
Precept	Meeting Minutes	Free
	Website	10p per A4 Sheet
	Hard Copy	
Borrowing Approval letter	Not held	
All items of expenditure above £100	Meeting Minutes	Free
	Website	10p per A4 Sheet
	Hard Copy	
	Website	Free

Financial Standing Orders and Regulations	Hard Copy	10p per A4 Sheet
Grants given and received	Website Hard Copy	Free 10p per A4 Sheet
List of current contracts awarded and value of contract	Clerk	£13.70 per hour
Members' allowances and expenses	Clerk	£13.70 per hour
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website Hard Copy	Free 10p per A4 Sheet
Parish Plan	Not held	

Annual Report to Parish or Community Meeting	Website Hard Copy	Free 10p per A4 Sheet
Quality status	Not held	
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p per A4 Sheet
Agendas of meetings (as above)	Website Hard Copy	Free Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard Copy	Free Free

Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Hard Copy	Free 10p per A4 Sheet
Responses to consultation papers	Clerk	£13.70 per hour
Responses to planning applications	Clerk	£13.70 per hour
Bye-laws	Not held	
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website Hard Copy	Free 10p per A4 Sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy 	Website Hard Copy	Free 10p per A4 Sheet

<ul style="list-style-type: none"> • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Clerk	£13.70 per hour
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
Assets register, including details of public land and building assets	Hard Copy	10p per A4 Sheet
Register of members' interests	Hard Copy	10p per A4 Sheet
Register of gifts and hospitality	Hard Copy	10p per A4 Sheet
<p>Class 7 – The services we offer</p>	(hard copy or website; some information may only be available by inspection)	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Website Hard Copy	Free 10p per A4 Sheet
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per A4 Sheet
Bus shelters	Hard Copy	10p per A4 Sheet
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Note held	
Additional Information Information not itemised in the lists above		
Fees for hire of facilities	Website Hard Copy	Free 10p per A4 Sheet

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost. Cost of paper & printing
	Photocopying @ 15p per sheet (colour)	Actual cost. Cost of paper & printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Clerk's Time	£13.70 per hour	Local Government Salary rate. Minimum charge one hour

Agenda Item 22



Twyford Parish Council

Financial Risk Assessment

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that seeks to enable the Parish Council to identify and mitigate its potential inherent risks. The Parish Council, based on this recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

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

Last approved: 28th April 2022, minute 247/21

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Reserves & Precept	Inadequacy of existing funds and precept levy, preventing the Council from carrying out its statutory duties	L / H	<p>Expenditure is monitored against the approved budget for the year; any unbudgeted commitments are approved after an assessment of their impact on existing reserves.</p> <p>To determine the precept amount required for the next year, the Council receives previous year receipts and payments data, a forecast for the current year and a draft budget for the next year that reflects ongoing costs and any proposed changes of expenditure including that for any ad hoc projects.</p> <p>With this information, the Council considers the required monies for ongoing costs and any special projects for the following year and allocates specific amounts to budget headings. Consideration is also given to any other income sources and the level of the Council's existing reserves. The level of precept needed is then agreed and resolved to be the precept amount to be requested from Winchester City Council (WCC). The figure is submitted to WCC by the Clerk in writing before the specified deadline.</p> <p>The Council's policy is to maintain reserves, one of which is a General Reserve not less than £20,000.</p>	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p> <p>Restrictions: The Council must balance the public's desire for services with the ability to pay for them.</p>
Grants	Proper transparency and accounting of grants.	L / L	Grants made and received are separately accounted for with clear ring fencing where necessary.	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p>

Subject	Risk(s) identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Financial Records	Inadequate records. Records that provide insufficient transparency and information to enable users to form an adequate opinion of the financial position of the Council.	L / H	<p>The Council has Financial Regulations that set out its requirements.</p> <p>The Council has adopted the National Association of Local Councils (NALC) model Standing Orders and Financial Regulations that specify authorisation and approval thresholds for expenditure within budget. Full Council must approve expenditure outside the budget.</p> <p>The Council has adopted a Receipts and Payments accounting record based on a NALC template.</p> <p>The Council's Finance Committee and subsequently Full Council receive quarterly accounts (including bank reconciliation) and the Full Council considers and approves all payments monthly.</p> <p>The Full Council annually considers the adequacy of the Council's financial systems and controls and considers reports from its Internal and External Auditors. All recommendations are assessed and agreed recommendations are monitored to ensure they are implemented.</p> <p>Note: R&P accounting has inherent limitations but notes are provided to help aid understanding</p>	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p>

Subject	Risk(s) identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Fraud - General	Inadequate checks	L / M	<p>The Council has Financial Regulations that set out its banking requirements.</p> <p>There is no petty cash.</p> <p>Internet banking performed by the Clerk is subject to system based controls and all activity can be monitored by the Chair of the Finance Committee.</p> <p>The Clerk's expenses are reviewed by the Chair of the Finance Committee.</p> <p>Regular bank reconciliation is carried out by the Clerk with monthly checks by the Chair of the Finance Committee.</p> <p>Payments using account information supplied only by email will be verified over the telephone.</p> <p>Debit card details are not stored on any online purchasing websites. Any online accounts are to be set up as Twyford Clerk, and debit card not used under personal details.</p>	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p> <p>Look into setting up second tier authorisation on internet payments</p>
Fraud - payroll	Inadequate checks	L / L	<p>Clerk maintains payroll records including RTI for PAYE/NI. Clerk's salary is based on SLCC scales and reviewed/approved annually in budget process</p> <p>Monthly salary payments (together with deductions for HMRC and pension) are reviewed and approved by Full Council.</p> <p>The Chair of the Finance Committee periodically reviews HMRC records to ensure all payments up to date.</p>	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p>
Clerk and Assistant Clerk	Appointment of Assistant Clerk and access to finance system could create confusion and potential increase risk of fraud	L / M	<p>The regular financial reporting and checks will highlight if there are any errors or irregularities in transaction</p>	<p>Review and assess annually.</p>

Subject	Risk(s) identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Best value accountability	Work awarded inappropriately. Overspend on services.	L / L M / L	Normal Parish Council practice would be to seek, if possible, 3 quotes for any orders over £750. For major work, competitive tenders would be sought. If problems are encountered with a contract the Clerk would investigate the situation and report to the Council.	Review and assess annually. Existing procedure adequate.
VAT	Failure to levy and pay on VAT when required, incorrect treatment of VAT incurred, loss of income to parishioners by failure to claim recoverable VAT	L / L	Included in Financial Regulations. Cash Accounting basis adopted in 2016. External advice taken and review of prior 4 years undertaken; adjustments recorded and effected in quarter to 30 September 2016. VAT claim submitted quarterly; reconciled to cash book. Review whether external advice is required when commencing new project / initiative which requires donations and grants and / or generates income.	Review and assess annually. Existing procedure adequate.
Legal powers	Ultra vires activities or payments	M / M	All activity and payments are assessed to confirm they are within the powers of the Parish Council, they are resolved at Full Council meetings and reviewed by Internal Auditor. Where necessary advice sought from HALC or another external independent source. Clerk receives HALC newsletters and invitations to seminars on new requirements. Clerk and Councilor training budget exists.	Continued monitoring by Clerk and Chairs of Finance Committee and Full Council. Existing procedure adequate.
Inadequate insurance cover	Loss of capital or income to parishioners (due to costs paid to 3 rd parties or loss to Council not recovered).	L / H	Annual review undertaken by Clerk and reviewed by Finance Committee. Public liability insurance (£10m) Libel & Slander (£250k) assets covered at replacement value. Presented to and confirmed by Full Council. Periodic and specific risk assessments carried out e.g. play equipment inspections.	Review and assess annually. Existing procedure adequate.

Subject	Risk(s) identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Electronic records	Loss of vital information including failure to meet statutory retention requirements	L / L	Drive is stored on Cloud, so always accessible. April 2019 commence digital financial recording, which will all be kept on a server with Edge IT.	Review and assess annually.
Legal records	Inadequate application of, or loss, of rights arising from contracts and title to property due to inability to locate legal documents	H / L	Clerk maintains recent files of contracts and title at home.	Review and assess annually. <u>Consider:</u> identification and collation of key historic documents.
Website and Information service	Inadequate or outdated information and lack of public engagement with use of website and email and Facebook information services.	H/L	Website (WordPress) and Information Service (Mail Chimp) maintained by Clerk and updated as necessary. Ensure the website software is updated regularly, with software provider security updates.	Review and assess quarterly. <u>Consider</u> 1) review of security including passwords; and 2) training (or contracting out) to improve website format.
Elections costs.	By-elections or full elections may be both necessary and costly.	L / M	Funds are maintained at a level sufficient to meet election costs.	Review and assess annually. Existing procedure adequate.

Subject	Risk(s) identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Annual Returns.	Return submitted late.	L / L	Annual Returns completed by the end of April. Annual Return approved by whole Council before submission. Employers PAYE & P60 returns submitted to HMRC.	Review and assess annually. Existing procedure adequate.
Non availability of Clerk/RFO	Ineffective administration of Council	M / L	Temporary cover possible via use of locum. Potential to use HALC to assist.	Review and assess annually. Consider adequacy of reserves on quarterly basis to cover locum costs for 6 months.
Council Minutes	Lack of transparency, no proper, timely and accurate reporting of council business in the minutes.	L / L	Draft meeting minutes promptly circulated by e-mail and Clerk notified of any proposed amendments; draft adopted at next meeting of the FPC or committee then signed and dated by the Chair.	Review and assess annually. Existing procedure adequate.
Conflicts and gifts	Inadequate identification and control of conflicts of interest.	L / M	Conflicts declarations (Code of Conduct and Acceptance form) reviewed and revised at the Annual Parish Council meeting. Copied and sent to be filed at WCC. Chair seeks declaration of any conflicts at each meeting and enforces participation restrictions appropriately.	Review and assess annually. Existing procedure adequate.

Subject	Risk(s) identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Access to Funds	Inability of Council to promptly access banked funds due to failure to update authorised signatories or for those persons to provide satisfactory ID verification documents to the bank.	M / M	Four authorised Councilor signatories plus the Clerk to be maintained to ensure sufficient cover for the requirement for 2 signatories. Authorised signatories list reviewed annually by Finance Committee to ensure it remains up to date. Bank statements checked monthly to ensure Council address details are up to date.	Review and assess annually. Existing procedure adequate.
Notices	Failure to receive communications for the attention of the Council	L / M	clerk@twyfordhants.org.uk is a generic address that enables immediate transfer to any new clerk, locum or other cover. It can also be monitored by a second person. The website and WCC records show the postal address for communications. Financial records with invoices enable identification of suppliers who can be contacted and requested to change the address for further communications. The PO Box 741 is a generic address that enables immediate transfer to any new clerk, locum or other cover.	Review and assess annually.

Subject	Risk(s) identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Business disruption	Loss of income due to inability to provide access to the Pavilion or sports pitches. Failure of a third party to provide services.	L / M	Non Precept income is not material to the Council's financial standing. Alternative suppliers of services can be contracted (e.g. for grass and hedge cutting). Essential services suppliers (e.g. electricity, water, telephone/internet) have robust business recovery for disaster scenarios.	Review and assess annually. Existing procedure adequate.
Electronic Data Storage	Risk of storing personal details on file is non-compliant with new legislation, GDPR in effect May 2018	M	Clerk to attend courses required to stay up to date with the new legislation, and to make recommendations to the FPC to implement in accordance with requirements. All Councillors have Cllr specific email addresses, and link to shared drive to be utilized rather than email attachments	Review annually

PHYSICAL ASSETS

Loss or damage to physical assets	Loss of use or capital loss to parishioners	H / L	Annual review of Asset Register ensures all assets are identified for insurance purposes; and for budgeting for repair or replacement. Hunter Park equipment is in locked metal containers. Pavilion key code is changed periodically	Review and assess annually. Existing procedure adequate
Maintenance of assets	Loss of use of, or injury to, parishioners	M / H	Annual review of assets apart from play areas (grounds maintenance contractors review play and other areas regularly; and Meads (reviewed more regularly). PAT testing of pavilion electrics & fire extinguishers. Play areas reviewed by independent assessor annually. Clerk reviews play area on a periodic basis. Tennis Court maintenance is responsibility of Tennis Association under user agreement.	Review and assess annually. Existing procedure adequate.