

# London Colney Parish Council

To: All Councillors

24 February 2021

You are hereby summoned to attend the Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **WEDNESDAY 3 MARCH 2021** at **7.00PM**

Join Zoom Meeting

<https://zoom.us/j/93100414986?pwd=TjZKOXpYM3gzclRvUY5K2xIZGIqUT09>

Meeting ID: 931 0041 4986

Passcode: 187904

One tap mobile

+442034815240,,93100414986#,,,\*187904# United Kingdom

+442039017895,,93100414986#,,,\*187904# United Kingdom

Dial by your location:

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 208 080 6591 United Kingdom

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

Meeting ID: 931 0041 4986

Passcode: 187904



**Emma Payne**  
**Clerk to the Council**

---

## AGENDA

**1. APOLOGIES**

To receive and accept apologies for absence.

**2. MEMBERS DECLARATION OF INTERESTS**

To receive members declarations of interest in items on the agenda. Members are reminded that they may not participate in any discussion or vote on a matter in which they have declared an interest under Appendix A of the Code of Conduct. Members may not vote on a matter in which they have declared an interest under Appendix B and may only speak on the matter if members of the public are permitted to do so. Members are only required to declare the nature of any interest not already entered the members' register or notified to the Monitoring Officer.

**3. MINUTES**

To approve the minutes of the meeting held 3 February 2021

**Page No**

3

**4. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

**5. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)**

<b>6.</b>	<b>COMMUNITY SAFETY REPORT</b>	
<b>7.</b>	<b>QUESTION TIME</b>	
	The Chairman will suspend Standing Orders for a period of 15 minutes to receive any questions or observations from members of the public on matters affecting the parish. Any motions arising from the matters raised cannot be considered at this meeting and will be referred to a future meeting or Committee of the Council.	
<b>8.</b>	<b>MINUTES</b>	
8.1	<b>Finance &amp; General Purposes – 28 January 2021</b>	7
	There were no recommendations.	
8.2	<b>Environment &amp; Neighbourhood Committee – 9 February 2021</b>	10
	This meeting was not quorate, and the following recommendations were made to be adopted by Council:	
	<b>Item 5 – Barnet Road Bridge Repairs</b>	
	<i>George Osborne Ltd is granted a temporary licence for the use of an area of St Peter's Car Park for the period of 10 weeks, at a date to be determined.</i>	
	<b>Item 6 – Memorial Bench Application</b>	
	<i>The Application for a Memorial Bench at Lowbell Lake is approved.</i>	
	<b>Item 7 – Climate Change &amp; Biodiversity Action Plan</b>	
	a) <i>The Environmental Policy outlined in the report is adopted by Council.</i>	12
	b) <i>A Climate Change and Biodiversity Action Plan, working in conjunction with Herts County Council and St Albans District Council, is drafted for consideration at the next meeting.</i>	
	<b>Item 8 – Allotments</b>	
	<i>The amended allotment tenancy agreement is adopted for use from 1 April 2021.</i>	
8.3	<b>Human Resources Committee – 17 February 2021</b>	13
	There were no recommendations	
<b>9.</b>	<b>OFFICER'S REPORTS</b>	
9.1	Grounds Maintenance Manager's Report	14
9.2	Community & Events Officer's Report	18
<b>10.</b>	<b>FINANCE &amp; RISK MANAGEMENT</b>	
10.1	Review of Internal Audit and Control	19
10.2	To authorise expenditure for 01- 31 January 2021	41
<b>11.</b>	<b>REPORTS FROM COUNCILLORS ON OTHER AUTHORITIES</b>	
<b>12.</b>	<b>EXTERNAL MEETINGS</b>	
12.1	HAPTC – New Code of Conduct Training (verbal report)	
<b>13.</b>	<b>CONFIDENTIAL ITEMS</b>	
	To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business about to be transacted.	
13.1	London Colney Leisure World, Perham Way (verbal report)	
<b>14.</b>	<b>DATE OF NEXT MEETING</b>	
	7 April 2021	

## **LONDON COLNEY PARISH COUNCIL**

### **MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 3 FEBRUARY 2021 HELD VIRTUALLY AT 7PM**

**PRESENT:** Councillors K Gardner (Chair), D Gordon, M MacMillan, S Pearl, T Lillico

**IN ATTENDANCE:** E Payne, Clerk  
D Cooper, Finance Officer

#### **109/21. APOLOGIES**

Apologies were received from Cllr Winstone (no internet). Cllr Mortuza and Mahony were absent.

#### **110/21. MEMBERS DECLARATIONS OF INTEREST**

Cllr Gordon declared an interest in item 122/21.1 as a County Councillor.  
Cllr Pearl declared a personal interest in item 122/21.1 as a resident of Perham Way.

#### **111/21. MINUTES**

The minutes of the meeting held on 6 January 2021 were received and it **RESOLVED** to:

***Adopt the minutes as a true record of the meeting held on 6 January 2021.***

#### **112/21. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

There were no matters arising.

#### **113/21. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)**

The Chair had no report and there were no urgent items.

#### **114/21. COMMUNITY SAFETY REPORT**

The Clerk reported that she had invited the Safer Neighbourhood Team to attend but had not received a response. She had suggested the submission of a written report and will ensure that the Safer Neighbourhood Team were asked to attend or submit a report to the next meeting on 3 March 2021.

Cllr MacMillan reported that he had been logging and reporting to 101 the anti-social behaviour at Morris Recreation Ground car park. Members requested that the Clerk raise this with the Safer Neighbourhood Team. They also asked that the car park at St Peter's Church were included as there were concerns about drug dealing at this location.

Members raised the CCTV at White Horse Lane and the Clerk will liaise with the District Council on this matter. The footage is probably recorded locally, and it was a sensible suggestion to download the information to corroborate the incidents logged with 101.

**115/21. QUESTION TIME**

There were no members of the public in attendance.

**116/21. MINUTES**

**116/21.1 Events & Community Committee – 12 January 2021**

Members received the minutes of this committee and there were no recommendations.

**116/21.2 Neighbourhood Plan Committee – 14 January 2021**

Members received the minutes of this committee and there were no recommendations.

**116/21.3 Human Resources Committee – 26 January 2021**

Members received the minutes of this committee and there were no recommendations.

**117/21. OFFICER'S REPORTS**

**117/21.1 Grounds Maintenance Manager's Report**

Members asked for an update on the Millennium Clock. The Clerk reported that the mechanism has been collected from the previous contractor. The Grounds Maintenance Manager is waiting to hear back from contractors to undertake either to repair or replace the mechanism.

Members raised concerns about the condition of the sandbag storage containers at St Peter's car park. The Chair had been on site at night to help a resident access the sandbags and the condition of the container was dangerous, with rotten wood and loose nails. The Clerk was asked to ensure that these containers are replaced. Members queried whether it was the responsibility of the parish council to provide members of the public with sandbags when it was their own responsibility to undertake their own flood defences. The Clerk will seek advice from the council's insurers. The Clerk will ensure that the Council's flood plan is promoted to residents and an article is included in the next edition of the newsletter.

Members commented on the woodchip spread along the paths at Riverside. They considered that there should have been more extensive spreading of wood chips. This will be passed onto the Grounds Maintenance Manager.

**117/21.2 Community & Events Officer's Report**

Members noted the report and there were no comments.

**117/21.3 Anti-Social Behaviour at Sainsburys**

Members received a verbal report on the signage to be installed, by the management company, to reduce the amount of time that user of the car park could stay. The Clerk had fed back the comments from the last meeting and she had asked what the wording of the signage and restrictions were, but she had not heard back from the management company.

**118/21. TERMS OF REFERENCE – NEIGHBOURHOOD PLAN COMMITTEE**

Members considered the adopted Terms of Reference of this committee in relation to its membership. Members were asked to consider whether they wanted to extend the membership of the committee to involve more councillors in the process. Cllr Gordon, Chair of the Committee, explained how it was a new experience of the parish council and more support, by increasing membership would be useful. All Members of the Council are welcome to attend any meeting. Members queried the inclusion of two non-Members, and it was noted that co-opted non-voting Members of this committee,

with valuable skills would be a welcome addition to the committee. It was **RESOLVED** to:

- a) Increase the membership of this committee from 3 to 4*
- b) Cllr Pearl will join the Neighbourhood Plan Committee*

## **119/21 FINANCE**

### **119/21.1 To approve Expenditure for period 01-31 December 2020**

Members noted the expenditure for this period. There were no questions, and it was **RESOLVED** to:

*Approve the expenditure for the period 1-31 December 2020.*

### **119/21.2 To note expenditure for period ending 31/12/20 with notes on variances**

Members noted the expenditure for the third quarter and noted the variances outlined in the report. Members queried the utility bill for the parish facilities and queried if the heating can be reduced as no one is using the facilities. Members were advised that the heating would be reduced across all sites including the library. They were also advised that officers were closely monitoring utility usage, and this included monthly meter readings.

Members queried the use of the earmarked reserve for Napsbury and the Clerk reported that this was still available. Members suggested that this could be used to offset the running costs of the facility. Members were advised that this was used for maintenance and staffing costs. This is a transfer that is undertaken at the end of the financial year.

## **120/21 REPORTS FROM COUNCILLORS ON OTHER AUTHORITIES**

120/21.1 Cllr Pakenham had circulated a report prior to the meeting.

120/21.2 Cllr Gardner had nothing further to add to Cllr Pakenham's report.

120/21.3 Cllr Gordon reported that the Lockey House development in St Albans was continuing to be purchased by SADC. The Harpenden proposed purchase is not going ahead because of the changes to the interest rates.

County are going through the same budget rounds as the District Council. The picture from County is the same across the country with the change of council tax base calculation affecting all tiers and loss of business rates. The precept will be raised by the maximum amount without incurring a referendum with an additional increase to cover adult social care (3.99%).

Members discussed the lack of investment in roads and issues relating to this, including flooding in Telford Road and St Anne's Road, which Cllr Gordon is aware of. Any flooding should be reported via the County Council's highways reporting system.

## **121/21 EXTERNAL MEETINGS**

### **121/21.1 SADALC – 11 January 2021**

Members received the minutes of this meeting. Cllr Pakenham was thanked for her attendance at these meetings, and those of the Health & Wellbeing Partnership, where she represents the Association on behalf of all the parish councils in the District.

**122/21 CONFIDENTIAL ITEMS**

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business about to be transacted.

Cllr Gordon declared an interest in this item as she is a County Councillor.

**122/21.1 London Colney Leisure World, Perham Way**

Members had previously been advised of the purchase price and the Clerk reported that she is in the process of progressing the Council's resolution from the previous meeting.

**122/21.2 London Colney Village Club**

Members received a verbal report from the Clerk on this matter in relation to the decision of the Finance & General Purposes Committee held on 28 January 2021 in relation to seeking further advice on the site's legal position.

**122/21.3 Bowmans Cross Meeting with Urban & Civic**

Members received a report from Cllr MacMillan on the meeting that he had attended along with Colney Heath, SADC and Hertsmere about the proposed development of Bowmans Cross. Members noted that this was a confidential matter until Urban & Civic released their proposals. It was **RESOLVED** to:

- a) London Colney & Colney Heath Parish Councils make a joint Freedom of Information request to Hertsmere Borough Council for traffic counts in London Colney (High Street, A1081, Shenley Lane and St Anne's Road) and Colney Heath (Coursers Road, Tollgate Road and High Street).*
- b) London Colney & Colney Heath Parish Councils make a joint Freedom of Information request to Urban & Civic for the same data with their traffic flow forecasts with evidence base for these forecasts.*
- c) London Colney & Colney Heath Parish Councils make a joint Freedom of Information request to the Highways Agency for their proposals for The Bell Roundabout.*
- d) This information should be obtained before the end of April 2021.*

Cllr Gordon asked for a recorded vote. It was a unanimous resolution with all Members voting for the proposals.

**123/21. DATE OF NEXT MEETING**

Wednesday 3 March 2021. The meeting closed at 2015.

Signed .....

Date .....

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING THURSDAY 28 JANUARY 2021, AT 5.00PM, HELD VIRTUALLY

**PRESENT:** Councillors D Gordon (Chair), T Lillico, M MacMillan, and H Pakenham

**IN ATTENDANCE:** E Payne (Clerk)

#### 1. APOLOGIES

All members were present.

#### 2. DECLARATIONS OF INTERESTS

Cllr Gordon and Cllr Pakenham declared a personal interest in item 4.7 as they have a relative who is a member of staff.

#### 3. MINUTES

The minutes of the meeting held on 17 December 2020 were adopted as a true record of the meeting.

#### 4. REPORTS TO COMMITTEE

##### 4.1 Morris Way Recreation Ground Pavilion Refurbishment

Members received a report outlining the responses to the questionnaire that had been distributed to users of the facility, which were noted. Members were advised by the Clerk that SADC officers were meeting with the District Council Ward Members and the Clerk on Wednesday 3 February to consider S106 funding.

Members enquired whether the S106 funding could be applied to the sensory garden project. Members were advised that none of the section 106 headings was applicable to parks and gardens.

Members discussed the merits of spending money on a facility which ultimately needed replacing as it is near the end of its life. It is also an expensive facility to run. Members agreed that there was a more holistic discussion to be undertaken, that would be part of a consultation on community facilities within the Neighbourhood Plan.

Members considered that as the funds were limited, it was not possible to upgrade the heating of the pavilion. Members were advised by the Clerk that LED lighting had been installed in the main room, by the Grounds Staff, which she had not authorised.

Members considered the recommendations from the report and it was **RESOLVED** to:

***Submit a proposal to SADC to release S106 funds for the following improvements:***

- a) ***New male, female and disabled toilet facilities***
- b) ***Improved showers***
- c) ***Improved facilities in the kitchen (cutlery, crockery) but no direct feed urn***
- d) ***Redecoration of the inside/outside of the pavilion***

In addition, the Clerk was asked to ascertain how much it would cost to paint the storage garage adjacent to the pavilion.

#### 4.2 Millennium Clock

Members were advised that the mechanism for the clock is being collected from the repairers and the Grounds Maintenance Manager has been asked to provide the Clerk with a proposal for repairs of the mechanism or replacement of the entire mechanism by Friday 12 February 2021. There had already been a sum of £1500 released from General Reserves. The Clerk will advise the Chair of the Committee and then the next meeting if this sum is to be exceeded.

#### 4.3 Margaret Hopkins Suite

Members were advised that these offices have been redecorated and as soon as the Clerk will start marketing them as soon as the current lockdown is finished. Members were advised that it may be a facility that is not able to be rented in future, with a loss of income.

#### 4.4 Impact Assessment Policy

Members received this report which outlined how any decision undertaken by the Council would affect various areas of responsibility including environment and finance. Members noted the report.

#### 4.5 ACV and Asset Transfers

Members received this report and noted the areas that were recommended for either registering as an Asset of Community Value, for a transfer of the asset from the principal authority or to be registered as an Open Space in the Neighbourhood Plan. Members were advised that these assets are already leased and maintained by the parish council. There was no increase in costs relating to these sites.

Members discussed the merits of applying for an asset transfer of the scout hut site, which is separately leased by the scouts from SADC and decided that there was no benefit to the community to consider this further unless the District Council suggests this.

Members discussed the merits of investigating adverse possession of the track leading to Walsingham Way Play area. Members discussed allocating S106 funding towards repairs, but this type of funding is set down centrally and is quite prescriptive. Members noted that there was a right of way along the track. and asked the Clerk to bring this to a future meeting. It was **RESOLVED** that:

- a) ***Shenley Lane Allotments are registered as an Asset of Community Value***
- b) ***Apply to HCC for an asset transfer of Shenley Lane Allotments***
- c) ***Shenley Lane allotments are registered as an open space in the Neighbourhood Plan.***
- d) ***Shenley Lane Recreation Ground is registered as an Asset of Community Value***
- e) ***Apply to HCC/SADC for an asset transfer of Shenley Lane Recreation Ground***
- f) ***Shenley Lane Recreation Ground is registered as an open space in the Neighbourhood Plan.***
- g) ***Glebe Allotments are registered as an Asset of Community Value***
- h) ***Glebe Allotments are registered as an open space in the Neighbourhood Plan.***
- i) ***Apply for an asset transfer of Walsingham Way Playing Fields, which is currently leased from SADC.***
- j) ***Walsingham Way Playing Fields are registered as an open space in the Neighbourhood Plan.***
- k) ***Investigate taking adverse possession of Chicken Lane at a future time.***

#### 4.6 Payroll Providers

Members received a report with comparisons on payroll providers. The Clerk reported that she had experienced some performance issues with the current provider (Contractor D) and was keen to ensure that the Council received value for money at the same time as a good service. Members noted the comments about poor performance and the Clerk will report to a future meeting if these continue. It was **RESOLVED** that:



***Contractor D is engaged to undertake the Council's payroll services.***

**4.7 Staff Review**

Members received a verbal report from the Human Resources Committee meeting held on 26 January 2021, when it was resolved to appoint a consultant to undertake a staff review to ensure that the Council is working efficiently and cost effectively. There is not a budget for this item and the HR Committee was asking for the release of General Reserves. The costs would be recouped through savings on the HR budget. Members were advised that the process would take 4 weeks, with a report to the HR meeting scheduled for 9 March and a further presentation to Full Council in April 2021. It was **RESOLVED** that:

***£2,500 is released from General Reserves for the Staff Review Consultant***

**5. CONFIDENTIAL ITEMS**

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

**5.1 London Colney Village Club**

Members received a report outlining the course of action in relation to seeking a legal opinion on the status of the site. It was **RESOLVED** to:

***a) Appoint Hardwicke Chambers.***

***b) Release £2,000 from General Reserves.***

**5.2 Land at Caledon Community Centre**

Members received a verbal report on this item and noted that the Clerk was waiting a response from the County's legal department.

**6. DATE OF NEXT MEETING**

11 March 2021

The meeting closed at 1830 hours.

Signed: ..... Date: .....

## **LONDON COLNEY PARISH COUNCIL**

### **MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD VIRTUALLY ON TUESDAY 9 FEBRUARY 2021, 7.00PM**

**PRESENT:** Councillors H Pakenham (Chair), L Winstone, Mr A Osborne, Mrs Barker

**IN ATTENDANCE:** E Payne, Clerk

***The meeting was not quorate with only two Members present, therefore the meeting proceeded as a working party, with all decisions to be ratified by Council.***

#### **1. APOLOGIES**

Apologies were received from Cllr Mahony (health). Cllr Mortuza was absent.

#### **2. DECLARATION OF INTEREST**

Mrs Barker declared a personal, pecuniary interest in item 8 as an allotment tenant.

#### **3. MINUTES**

The minutes of the meeting held on 10 November 2020 were approved as a true record of the meeting.

#### **4. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

##### **4.1 Dog Fouling on Parish Council Controlled Land**

Members were advised that the Clerk had extended the date for submissions for the evidence base submissions, until the end of February 2021. She will report to a future meeting.

##### **4.2 Eco Audits**

Members were asked to consider this under item 7.

##### **4.3 Tree Survey**

Members were advised that the Clerk had not progressed this matter.

##### **4.4 Flowerbed Sponsorship**

Members were advised that the Clerk had not progressed this matter.

#### **5. BARNET ROAD BRIDGE REPAIRS**

Members received a report outlining the request from George Osborne Ltd, the contractor appointed by Herts Highways, to undertake the bridge repairs, to locate a welfare facility in the car park at St Peter's Car Park. The Clerk reported that she had met with the contractor on site and they had explained the nature of the request. The Clerk had also liaised with the Parochial Church Council at St Peter's to advise them of the proposal. The Clerk explained that the works would be undertaken during the summer, when the water level is lower. The river would be dammed with the water pumped through the bridge, which would enable the foundations to be repaired.

Members considered the report and raised some matters relating wildlife and sound levels for the generator operating the pumps which will be passed back to the contractor. Members considered that repairs and cleaning of the railings should be included in the scheme and the Clerk will ascertain if this is planned. The Clerk suggested that there

should be an article in the June edition of the newsletter advising residents of the project. It was **RESOLVED TO RECOMMEND TO COUNCIL** that:

***George Osborne Ltd is granted a temporary licence for the use of an area of St Peter's Car Park for the period of 10 weeks, at a date to be determined.***

#### **6. MEMORIAL BENCH APPLICATION**

Members received a report on a request for a Memorial bench at Lowbell Lake. It was **RESOLVED TO RECOMMEND TO COUNCIL** that:

***The Application for a Memorial Bench at Lowbell Lake is approved.***

#### **7. CLIMATE CHANGE AND BIODIVERSITY ACTION PLAN**

Members received a report outlining a proposed Environmental Policy to be adopted by the Council and a proposal to draft a Climate Change and Biodiversity Action Plan.

Members considered the recommendation and considered that a basic plan with targets that were SMART would be the preferred option. Members were asked to contact the Clerk with suggestions for items for inclusion in the draft plan, to be considered at the next meeting. It was **RESOLVED TO RECOMMEND TO COUNCIL** that:

- a) *The Environmental Policy outlined in the report is adopted by Council.***
- b) *A Climate Change and Biodiversity Action Plan, working in conjunction with Herts County Council and St Albans District Council, is drafted for consideration at the next meeting.***

#### **8. ALLOTMENTS**

Members received a report outlining proposed changes to the allotment tenancy agreement. These amendments had been incorporated following training that the Administration Officer had recently undertaken. It was **RESOLVED TO RECOMMEND TO COUNCIL** that:

***The amended allotment tenancy agreement is adopted for use from 1 April 2021.***

Mrs. Barker declared a personal interest in item 7 as an allotment tenant.

#### **9. DATE OF NEXT MEETING**

Tuesday 13 April 2021

The meeting closed at 1935.

Signed .....

Date .....



## **LONDON COLNEY PARISH COUNCIL**

### **ENVIRONMENTAL POLICY**

London Colney Parish Council recognises that the day-to-day operation of the parish council and its activities can impact both directly and indirectly on the environment. We aim to protect and improve our local environment through good management and adopting best practice whenever possible. We will work towards integrating environmental practices into our council operations and adopt green alternatives whenever possible, throughout our operation.

In order to discharge these responsibilities, we will:

- Bring this policy to the attention of all Councillors and staff.
- Carry out regular audits of the environmental management system.
- Comply with full legal requirements, codes of practices, and regulations at local, national and international level.
- Eliminate risk to the environment, where possible, through selection and design of materials, buildings, facilities, equipment, and processes
- Ensure that emergency procedures are in place for dealing with environmental issues.
- Establish targets to measure the continuous improvement in our environmental performance.
- Improve the environmental efficiency of our transport and travel.
- Identify and manage environmental risks and hazards.
- Involve residents, partners, suppliers, and contractors in the implementation of our objectives.
- Minimise waste and increase recycling within the framework of our waste management procedures.
- Only engage with contractors who can demonstrate due regard to our environmental objectives.
- Prevent pollution to land, air and water.
- Promote environmentally responsible purchasing.
- Provide adequate resources to control environmental risks arising from our work activities.
- Provide suitable training to our staff to deal with their specific area of environmental control.
- Reduce the use of water, energy and other natural resources.
- Procure sustainably when possible.

This policy will be reviewed regularly and revised as necessary to reflect changes to the business activities of the Council and any changes in legislation. Any changes to this policy will be brought to the attention of all stakeholders.

**COLNEY PARISH COUNCIL  
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING  
WEDNESDAY 17 FEBRUARY 2021, 6PM  
HELD VIRTUALLY**

**PRESENT:** Councillors H Pakenham, D Gordon (substituting for N Mahony), M MacMillan & L Winstone

**IN ATTENDANCE:** E Payne, Clerk

**1. APOLOGIES**

Apologies were received from Cllr Mahony who was substituted for by Cllr Gordon.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest received.

**3. MINUTES FROM THE PREVIOUS MEETING**

The minutes of the previous meeting held on 26 January 2021 were adopted as a true record of the meeting.

**4. CONFIDENTIAL ITEMS**

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960

**4.1 Vexatious Complainant**

Members received a confidential report which outlined the Clerk's actions regarding a Vexatious Complainant. Members were advised that the Clerk had followed the adopted policy, in consultation with the Chair and Vice Chair and that this course of action was being reported to the HR Committee as detailed in the policy. Members considered that the Unreasonable Complainant Policy should be updated to include three steps of the procedure: 1) verbal warning to the complainant; 2) meeting between both parties and lastly, 3) a written warning. All Members should be informed if this policy was triggered and what action had been taken. It was **RESOLVED** that:

***The policy will be revised and adopted at the next HR Committee meeting scheduled for 9 March 2021.***

**4.2 Member/Officer Protocol**

Following on from discussion on the Vexatious Complainant incident, and addressing Members' concerns, the Clerk will draft a Protocol for the next Meeting, laying out a procedure on the way in which Members' queries should be raised directly with the Chair of the Council.

**5. DATE OF NEXT MEETING**

9 March 2020.

The meeting closed at 1840

Signed: ..... Date: .....

## Grounds and Maintenance Report – March 2021

### **General comments**

*Lots going on and still very wet on the playing fields, we have managed to get lots done of the last month whilst the football is on hold. Looking to start grass cutting within the next three weeks. Staff morale is good we are looking forward to things getting back to normal.*

Site	Routine Maintenance	Comments	Additional works this Month
Morris Playing Field.	All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe when required. Hedges cut back as required Grass cut as and when required.	Very wet month however everything looking good.	Roll football pitches.
Shenley Lane Playing Field.	Trim Trail and play equipment checked on a weekly basis, path blown free of debris. All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe when required. Grass cut as and when required. Hedges cut back as required.	This site really is very wet it has been very difficult to work here over the last month.	Relay slabs outside portacabin due to being unsafe. Laid crushed seashells on trim trail track. Raised trees leading to Shenley allotments
Walsingham Way Playing Field	All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe when required. Hedges cut back as required. Grass cut as and when required.	Site in good order Needs cutting.	Raised trees Wood chipped path way
Napsbury Sports Ground.	Cricket square is cut on a weekly basis. Hedges cut back as required. Cleaned on a weekly basis. Cleaning inspection carried out. Smoke alarm check. All playing fields cut as and when required. Football pitches marked out	Site looking good	Raised / reduced trees  Painted over graffiti on pavilion  Removed fallen tree debris

Shenley Lane Allotments.	Cut hedges. Paper pick. Cut grass Top of grass paths.	This site really is very wet it's been very difficult to work here over the last month	
Glebe Allotments.	Cut hedges. Paper pick. Top of grass paths.	Very wet month however everything looking good.	
Chester Gibbons Green	Prune shrubs beds Empty litter and dog bins Maintain clock. Scarify Grass Cut Grass	Site looking good	Been helping with clock repairs and repaired clock tower entrance door after it fell apart. Clock mechanism currently with new contractor with outcome in 3-4 weeks. Raised silver birch trees
High Street Shrub Beds.	Keep weed free Removed any dead plants. Try to keep topped up with bark.		All beds opposite doctors have been covered in woodchip.
Riverside.	Keep swims free from debris. Litter pick. Empty dog and litter bins. Regular tree inspections. Tree pruning. Keep river flowing. Keep car park clear. Keep drains free from debris. Cut all grass as and when required. Rat bait	This site is looking good for this time of year.	Remove old sandbag stores and replaced with new (see below)
War Memorial	Keep site clean and tidy. Weed free.	Site looking good	
Coopers Wood.	Litter pick. Empty dog bin Minor tree works Keep main path clear	Site looking good	Tarmac repair to pathway
Dudley Wood	Keep path clear		
Halsey Play Area	Play area inspection. Grass cutting Empty litter bin	Site in good order	Cut hedge

Community Centre & Grounds	Litter and Dog bins Play area inspections Litter pick complete area. Salt Spreading Hedge cutting Tree pruning. Cut all grass as and when required. Machine repairs,	Grounds site is looking good. However grass looking scruffy looking to cut this area asap.	Hedge reduction on large hedge and the back of site. Full refurbishment to playground benches.
General Works Not Grounds	Rebuild pole pruner, repair back pack blower		Major works on fuel pump and wiring on small van (approximately 5 hours)







## Events Officer Report March 2021

### Events

- Main events for 2021 will be:
  - Larks in the Park – date to be confirmed by St. Albans District Council
  - Picnic in the Park - Sunday 15<sup>th</sup> August
  - Firework Display – Sunday 7<sup>th</sup> November
  - Remembrance Sunday – Sunday 14<sup>th</sup> November
  - Christmas Lights Switch On – Sunday 28<sup>th</sup> November
- Other 2021 planned events include: Keep Britain Tidy litter pick, Sustainable St. Albans Festival event, Chantry Island Pilgrimage and Halloween party.
- All required SAG applications for these events have been applied for.
- Officer time has also been focused on the Launch of the Neighbourhood Plan, with 10 event hours moved to NHP dedication as per HR committee decision.

### Newsletter

2021 London Colney News timetable:

Please can any articles to be consider for inclusion be emailed to Antonia prior to the copy deadline.

During 2021 we will be profiling each of the Parish Councillors as a “get to know your Parish Councillor” feature.

Edition	Copy Deadline	Edit returns	Editorial Meeting w/c	Deadline for Printers	Returned to LCPC	Distribution
Jun-21	7th May	14 <sup>th</sup> May	17th May	24th May	1st June	3rd June
Sep-21	6th August	13 <sup>th</sup> August	16th August	23rd August	31st August	1st September
Dec-21	5th November	12 <sup>th</sup> November	15th November	22nd November	29th November	1st December

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 3 MARCH 2021**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: REVIEW OF INTERNAL AUDIT AND CONTROL**

### **1. SUMMARY**

- 1.1 There is a requirement under the Accounts and Audit (England) Regulations that the Parish Council undertakes and approves a review of the effectiveness of its internal control arrangements annually.

### **2. RECOMMENDATION**

- 2.1 Members are asked to approve the attached review of internal control and internal audit arrangements.

### **3. BACKGROUND**

- 3.1 Local Councils are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of the resources under their control. These arrangements should enable the Council to carry out its activities effectively whilst managing risk.
- 3.2 Regular reviews of internal control provide assurances on their effectiveness and where appropriate a management action plan can be used to address any identified weaknesses.

### **4. SYSTEM OF INTERNAL CONTROL**

- 4.1 A review checklist of the current Internal Control systems in place is shown at in the attached document. Members are asked to review this to ensure that the current arrangements continue to be efficient and effective for the Council.

### **5. REVIEW OF INTERNAL AUDIT ARRANGEMENTS**

- 5.1 The assessment at Appendix 1 covers the main areas of review as set out in the advice from the Joint Practitioners Council which includes members from the National Association of Local Councils and the Society of Local Council Clerks. This guidance is set out in the Joint Panel on Accountability and Governance Practitioners' Guide (March 2020).
- 5.2 The Internal Auditor is not involved in the financial decision making or management or administrative control of the Parish Council. The current internal auditor is Auditing Solutions Ltd. who are appropriately qualified and have significant financial experience and knowledge of accounting and auditing processes. They understand accounting requirements and the legal framework and powers of local councils.
- 5.3 The Internal Auditor undertakes two views in a financial year (at 6 months and at year end). Findings from the Internal Auditor are reported to Council with details of

any matters which require attention, and these reports are received and resolved to be adopted.

- 5.4 A review checklist of internal audit arrangements has been prepared and is shown at Appendix 2 for Members to review.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 There are no financial implications from this report.

## **7. IMPACT ASSESSMENT**

Strategic Plan	N/A
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Annual review of Risk Management





## **LONDON COLNEY PARISH COUNCIL**

### **RISK MANAGEMENT STRATEGY**

In order to identify risk, an authority needs to know what risks it faces. Identifying risks is therefore the first step in the risk management process. This risk management scheme has been devised and is tailored to the individual needs of London Colney Parish Council.

Risk is a threat of an event or action which will adversely affect an organisation's ability to achieve its objectives. Risk management is the process where risks are identified, evaluated and controlled. By managing risks appropriately, London Colney Parish Council is more likely to achieve its objectives. There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s. 3 to establish and maintain a systematic strategy, framework and process for managing risk.

It is important to understand the risks of any decision. A structured approach to risk management can achieve this by enabling a decision to be made within a framework of better information about the potential outcome of a course of action.

The aim of this strategy is to develop an awareness of the benefits of risk management within the Council. It also encourages everyone involved to adopt an open and structured approach to risk management. The Council intends that effective risk management will help deliver:

- Better management of threats to cost, time and performance
- Better understanding of opportunities to improve services.
- More effective management of change
- Clear ownership and accountability for risk and its management
- Better value for money for residents

The process for the management of risk is set out below and the risk management strategy is implemented by the Parish Clerk.

#### **What types of risk are there?**

**Strategic risk** – long term adverse impacts from poor decision making or poor implementation. Risk causing damage to the reputation of the Council, loss of public confidence or statutory intervention.

**Compliance risk** – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

**Financial Risk** – fraud and corruption, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

**Operating Risk** – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property, risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all of these risks are insurable and some of the premiums may not be cost effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising the risks. Risks can be connected to opportunities as well as potential threats.

### How do we assess risk?

Each risk will be assessed in terms of its probability of occurrence and the potential impact on the Council. The following are the criteria by which risk is assessed:

#### Probability of Occurrence

Category	Probability	Possible Indicators
Almost Certain (4)	>90%	Frequent occurrence
Likely (3)	>60%	Regular occurrence
Possible (2)	>10%	Occasional occurrence
Unlikely (1)	<10%	Has never occurred

#### Evaluation of impact

Impact on Performance	Risk Threat
Major (4)	Financial Implication > £25,000 Fatality/disability injuries to public or staff Adverse national media attention External intervention Total service disruption Extensive legal action against Council
Serious (3)	Financial implication > £15,000 Adverse local media attention Extensive public complaints Adverse comments by regulators or auditors Significant service disruption Failure to deliver projects Service disruption Injuries to public or staff Legal action against the Council
Significant (2)	Financial Impact >£5,000 Adverse service user complaints Service disruption Minor injuries and near misses to staff and public
Minor (1)	Financial impact <£5,000 Isolated complaints Minor service disruption

### Priority Ranking

The ranking of an individual risk is calculated by a simple combination of its probability and impact.

### Risk Matrix

The risk, using the above impact and likelihood ratings can then be plotted onto the risk matrix and its classification identified.

Probability	4	4	8	12	16
	3	5	6	9	12
	2	2	4	6	8
	1	1	2	3	4

### **Who is responsible for risk?**

Risk management is only considered to be truly embedded when it functions as part of the Council's day to day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that shows how Members, Officers and Committees, Working Parties and individuals contribute to the overall risk management process.

<b>Council</b>	<ul style="list-style-type: none"><li>• Monitor risk management strategy via Finance &amp; General Purposes Committee</li><li>• Certification of Council's Annual Statement of Internal Control</li></ul>
<b>Finance &amp; General Purposes Committee</b>	<ul style="list-style-type: none"><li>• General oversight of the Council's Risk Management Strategy</li><li>• Approve risk management strategy and related documents</li><li>• Approve content of risk registers and proposed risk mitigation plans and monitor implementation.</li><li>• Receive regular reports to review/scrutinise/challenge current and proposed risk management processes.</li><li>• To recommend any amendments to the risk management framework, strategy and process</li><li>• Identify, analyse and prioritise risk</li><li>• Determine responsibilities and actions to control risk</li><li>• Monitor progress on managing risks against action plans/projects</li><li>• Review implementation of the risk management strategy and process</li></ul>

<b>Clerk</b>	<ul style="list-style-type: none"> <li>• Report to Members on the strategy and process</li> <li>• Provide advice and support on risk management matters</li> <li>• Maintain the risk management strategy and framework through review with officers (at team meetings or individually)</li> <li>• Identify, analyse and priority risks</li> <li>• Determine risk management action plans and delegate responsibility for control</li> <li>• Monitor progress on the management of risks</li> </ul>
<b>Staff and other stakeholders</b>	<ul style="list-style-type: none"> <li>• Maintain awareness of risks, their impact and costs and feed these into the formal risk management process</li> <li>• Control risks in their everyday work</li> <li>• Monitor progress in managing job related risks</li> <li>• Receive training to identify and manage risks</li> </ul>
<b>Internal Auditor</b>	<ul style="list-style-type: none"> <li>• Provide independent assurance to the Council in identifying both its operational and financial risks including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.</li> </ul>

### How do we manage risk?

Risks and their management may be identified at any stage and should be included in the Risk Register. In order to capture as many risks facing an activity or project the following methods could be used:

- Brainstorming sessions with individuals, committees and various levels of management
- Checklists
- Questionnaires
- Learning from other projects, authorities and auditors

As risks are identified, they should be added to the Risk Register. Each risk must be described in terms of the source of the risk, the consequences of it happening and the effect it would have on the Council's activities or project.

Once a risk has been identified, it will be given an owner who is the person best able to manage the risk. The owner will be responsible for all aspects of the management of the risk.

Each risk will be evaluated in accordance with the process outlined in this strategy. This information will be entered into the Risk Register and will enable prioritisation of the risk within a certain area.

Once each risk has been identified and evaluated, actions for dealing with the risk will be developed. These are known as risk responses and fall into one of four categories:

Terminate:	An action that allows the risk to be avoided
Treat:	An action that will reduce the impact and or the probability of a risk
Transfer:	Is there a stakeholder or another organisation better able to manage the risk?
Tolerate:	Accept the consequences if the risk occurs.

The risk register will identify the option selected to deal with each risk together with any actions that might be required. Once the risk responses have been developed, the risk owner must then decide which option to adopt. In reaching decisions as to which response should be used, a cost/benefit comparison should be made. For mitigating activities attracting significant costs (>£5,000) results will need to be recorded. It may be that external help is required to help decide the appropriate course of action, in which case, the risk owner should record the date the decision was made and the potential consequences if the decision is not taken by that date.



Following the decision to adopt a particular risk response, the risk owner must ensure that:

- The secondary risks associated with implementing the risk response are assessed and recorded.
- Where one exists, the project plan is updated to include the activities associated with the risk response.
- Entries are made in the risk register detailing the predicted probability and impact evaluation once the response activities are completed.
- A fallback/contingency plan is developed to address the consequences of the risk happening of the response activities.

Risk owners must monitor the progress and success of their chosen response to risk on a regular basis. They should review all their risks and provide an evaluation of probability and impact on a regular basis.

The highest priority risks are reviewed by the Finance Committee on a regular basis. They should review all risks and provide an evaluation of probability and impact on a regular basis.

The effectiveness of the process will be reviewed by the Clerk and the Finance Committee annually.

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red / Yellow / Green				LAST	NEXT
1.1.01	Democratic Representation & Management	Failure to comply with legislation and/or regulations	Council Compliance & Financial	4	1	4	Yellow	Councillor's handbook issued to all Councillors when they take office.  Standing Orders, Code of Conduct and scheme of delegated functions. Standing orders regularly reviewed.  Parish Clerk attends professional conferences / seminars.  Procedures in place for regular production, distribution, and publication of Agendas & Minutes	Standing Orders reviewed November 2020. Next review due in 2022.  Parish Clerk in process of obtaining CILCA	Parish Clerk	Mar 2021	Mar 2022
1.1.02	Democratic Representation & Management	Failure to provide timely and adequate – notice of Council Agendas and production of Council Minutes	Council Compliance	2	1	2	Green	Procedures in place for regular production, distribution and publication of Agendas & Minutes.		Parish Clerk	Mar 2021	Mar 2022
1.1.03	Democratic Representation & Management	Failure to inform Councillors	Council, Councillors Compliance	2	1	2	Green	Council business widely publicised through newsletter (quarterly), notices, press releases, website etc.  Parish Clerk holds regular meetings with Chairman to discuss Council Business.		Parish Clerk	Mar 2021	Mar 2022
1.1.04	Democratic Representation & Management	No knowledge of changes to regulations or new regulations.	Council Finance, Compliance & Operational	2	1	2	Green	Advice received via SLCC/HAPTC on changes in regulation.		Parish Clerk	Mar 2021	Mar 2022
1.1.05	Democratic Representation & Management	Impact of Brexit.  Supplies of provisions for bar and lunch club may be disrupted.	Council Finance, Compliance & Operational	2	1	2	Green	Monitor stocks and liaise with suppliers.  Maintain stock levels prior to any disruption.		Parish Clerk	Mar 2021	Mar 2022

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.2.01	Financial Management	Insufficient funds - Failure to agree precept or precept set at inadequate level.	Council Financial, Compliance & Operational	4	1	4	Yellow	<p>Council sets an Annual budget.</p> <p>Level of reserves agreed by Council during budget process.</p> <p>RFO checks precept received from SADC agrees with precept requested.</p> <p><i>Reserves Policy adopted and reviewed annually after end of year to consider robustness of level of reserves</i></p>		Parish Clerk / Finance Officer	Mar 2021	Mar 2022
1.2.02	Financial Management	Insufficient funds - Council expenditure significantly exceeding budget.	Council Financial, Compliance & Operational	3	1	3	Yellow	<p>Quarterly Income &amp; Expenditure report provided to Council with accompanying report on variances.</p> <p>Regular budgetary control reviews undertaken by Finance Officer and significant issues reported to Parish Clerk.</p> <p>Action taken to respond to variances.</p> <p>Level of reserves, general and earmarked, reviewed by Council during budget process.</p> <p>Level of general and earmarked reserves reported to Council with Annual Return at year end.</p>		Parish Clerk / Finance Officer	Mar 2021	Mar 2022

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.2.03	Financial Management	Loss of funds due to error, theft, fraud or misappropriation due to failure to keep proper financial records.	Council  Financial, Compliance & Operational	4	1	4	Yellow	<p>Financial Records: Financial management system (RBS) in place together with office procedures.</p> <p>Payments (excluding payroll) are approved by two councillors, including debit card transactions.</p> <p>All bank payments made via system and authorised by Clerk or Finance Officer.</p> <p>Income received kept securely and banked regularly. Official receipts issued for cash at reception. Till for bar sales.</p> <p>Payroll Records: payroll contract in place.</p> <p>Staff returns collated by Clerk and draft payslips reviewed for consistency.</p> <p>Payments checked to pay slips by Clerk.</p> <p>Standing Orders &amp; Financial Regulations in place.</p> <p>Monthly bank reconciliations prepared by Finance Officer and reviewed by Parish Clerk <i>and signed off quarterly by two councillors.</i></p> <p>Income and expenditure reviewed against budget regularly and reported <i>quarterly</i> to Council.</p> <p>Internal Audit review procedures and sample check transactions.</p>	<p>Written office financial procedures to be put in place.</p> <p>Investigate linking bank payments to the financial system to avoid duplication of input and remove risk of error between systems.</p> <p>A review of cash handling as significant cash volumes. Consider separation of duties.</p> <p>Review of payment arrangements for casual / relief staff.</p>	Parish Clerk / Finance Officer	Mar 2021	Mar 2022

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.2.04	Financial Management	Insufficient funds for Council due to poor cash management planning.	Council Financial, Operational	4	1	4	Yellow	Cashflow monitored regularly by <i>RFO and Finance Officer with transfers between accounts to ensure adequate funds in relevant accounts.</i>		Parish Clerk / Finance Officer	Mar 2021	Mar 2022
1.2.05	Financial Management	Expenditure incurred without proper authority.	Council Financial & Compliance	2	1	2	Green	Standing Orders and Financial Regulations in place and subject to regular review.  Expenditure under S137 restricted under legislation and maximum level calculated annually.  Financial procedures in place. Payments require authorisation by Parish Clerk or Finance Officer.  Internal Audits carried out.		Parish Clerk / Finance Officer	Mar 2021	Mar 2022
1.2.06	Financial Management	Failure to comply with HMRC regulations. Financial penalty.	Council Financial & Compliance	4	1	4	Yellow	VAT – returns completed quarterly by Finance Officer on line <i>via RBS system</i>  Finance system accounts for VAT on purchases and sales.  PAYE / NIC calculated by Payroll service supplier. To be reviewed on a monthly basis and annually by Clerk.		Parish Clerk / Finance Officer	Mar 2021	Mar 2022
1.2.07	Financial Management	Unable to recover VAT paid out on exempt activities e.g. Community Hall	Council Financial & Compliance	4	1	4	Yellow	None	Annual partial exemption review to be undertaken on budget and at year end.  Members made aware of impact of large schemes on exempt or partially exempt activities.  <i>Professional advice sought for major projects.</i>	Parish Clerk / Finance Officer	Mar 2021	Mar 2022
1.2.08	Financial Management	Items not insured or cover too low.	Council, Financial	4	1	4	Yellow	Cover reviewed by Parish Clerk.  Deeds stored by Council Solicitor.	Review insurance property values and check asset records up to date.	Parish Clerk / Finance Officer	Mar 2021	Mar 2022

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.2.09	Financial Management	Financial risk to 3 <sup>rd</sup> Party in connection with service provision e.g. through loss of information.	Council & Third Parties  Financial	2	1	2	Green	Leases & licences kept by Council Solicitors  Insurance in place		Parish Clerk / Finance Officer	Mar 2021	Mar 2022
1.2.10	Financial Management	Failure of payroll supplier – Contractor terminates agreement & provides insufficient staff and payroll records.	Council, Employees, Contractor,  Financial & Compliance	2	1	2	Green	Annual contract in place for 2021.  Copies of any instructions retained by Parish Council.  Details of monthly and year end payment analysis provided by the supplier <i>and stored securely locally.</i>		Parish Clerk / Finance Officer	Mar 2021	Mar 2022
1.2.11	Financial Management	Failure of payroll supplier - Incorrect payment made or incorrect information provided to Pension fund / HMRC.	Staff, Council, Contractor,  Financial & Compliance	2	1	2	Green	Monthly monitoring of performance, all payments made by Parish Council.  <i>Internal Auditor undertakes relevant checks to ensure payroll processed accurately and staff paid to relevant salary scales.</i>		Parish Clerk / Finance Officer	Mar 2021	Mar 2022
1.2.12	Financial Management	Bank failure causing significant loss of Council funds.	Council  Financial & Compliance	4	1	4	Yellow	Council maintains accounts with <i>three</i> separate banks.		Parish Clerk / Finance Officer	Mar 2021	Mar 2022
1.2.13	Financial Management - Banking	Conveyance of cash / cheques to bank.  Injury / death / mugging / theft	Council, Employees  Financial	3	1	3	Yellow	Cash is banked regularly to avoid build-up of funds. Member of staff takes funds to Post Office.  Staff advised not to resist if a theft is attempted and to take mobile phone with them.		Parish Clerk / Finance Officer	Mar 2021	Mar 2022
1.3.01	Staffing & Employment	Inadequate staffing resources.	Council  Operational	3	2	6	Yellow	Employment contracts with notice period.  Ensure vacancies advertised and filled as soon as possible.  Monitor sickness absence and perform regular staff appraisals.		Parish Clerk	Mar 2021	Mar 2022

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.3.02	Staffing & Employment	Failure to comply with employment law.	Council Financial & Compliance	2	2	4	Yellow	Contracts of employment in place for all staff.  HR policies approved by Council are available to all staff.  <i>Staff handbook regularly updated.</i>  Follows National Joint Council for Local Government Service for issue and revision of National Agreement on Pay and Conditions of Service.		Parish Clerk	Mar 2021	Mar 2022
1.3.03	Staffing & Employment	Loss of key staff.	Council Operational	3	2	6	Yellow	All staff have job descriptions.  Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or HAPTC.	Review staff development training.	Parish Clerk	Mar 2021	Mar 2022
1.3.04	Staffing & Employment	Long term sickness / loss of knowledge & experience	Council, Employees Financial & Operational	2	2	4	Yellow	All staff have job descriptions, recently revised as part of staff review.  Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or HAPTC.		Parish Clerk	Mar 2021	Mar 2022
1.3.05	Staffing & Employment	Low staff morale / performance / absenteeism.	Council, Employees Financial & Operational	2	1	2	Green	Job descriptions for all officers and regular staff appraisal scheme.		Parish Clerk	Mar 2021	Mar 2022
1.3.06	Staffing & Employment	Bullying & Harassment / Stress / performance / sickness	Council, Employees Financial, Compliance & Operational	2	1	2	Green	Annual staff appraisals  Stress management policy in place		Parish Clerk	Mar 2021	Mar 2022
1.3.07	Staffing & Employment	Inadequate training.	Council Financial, Compliance, Delivery & Operational	2	2	4	Yellow	Staff appraisal identifies training needs.  Council sets annual training budget.  Staff offered local and national courses and conferences according to job description.		Parish Clerk	Mar 2021	Mar 2022



REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.3.08	Staffing & Employment	Inappropriate gifts to staff or Councillors	Council  Compliance	2	1	2	Green	All gifts over £25 to be recorded in Gift register.  Members Code of Conduct & signed declarations.		Parish Clerk	Mar 2021	Mar 2022
1.3.09	Staffing & Employment	Personnel security / injury to staff	Council, Employees  Financial & Compliance.	2	2	4	Yellow	Access to office / and bar area via secure system and open only to Members and Staff only.  Office and bar fitted with panic button direct to security firm.  Staff handbook includes Lone Working Policy.		Parish Clerk	Mar 2021	Mar 2022
1.3.10	Staffing & Employment	Health & safety.	Council, Employees  Financial & Compliance	2	2	4	Yellow	<i>Review of Health &amp; Safety undertaken with new Health &amp; Safety Policy adopted by Council September 2020.</i>  Grounds Staff undertake IOSH Working Safely courses  Grounds Maintenance Manager has IOSH safety qualification.	Officers trained as first aider.  Fire Warden to be appointed.	Parish Clerk	Mar 2021	Sep 2019
1.3.11	Staffing & Employment	Employee qualifications & employment history incorrect / fraud / inappropriate behaviour.	Council, Employees Public  Financial, Compliance & Legal, Delivery & Quality of Service	2	1	2	Green	All employees subject to standard recruitment process.  References taken before contracts signed.	Ensure that references covering three years' work history are taken for those responsible for financial controls.	Parish Clerk	Mar 2021	Mar 2022



REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.3.12	Staffing & Employment – Driving on official business	Use of own motor vehicle / or Council vehicle - RTA.	Council, Employees Public  Financial & Compliance	3	2	6	Yellow	Road Traffic Legislation and the Highway Code  Any incidents must be reported immediately to the Parish Clerk and a written incident form completed.  Staff handbook includes a driving policy <i>which was updated in V11 of the staff handbook.</i>	Remind staff that they cannot use a mobile phone whilst driving in line with Staff Handbook.  Carry out annual driving licence check for staff driving on Council business.  Carry out annual checks of business use insurance and vehicle test certificates for employees who use their own vehicle for work purposes.	Parish Clerk	Mar 2021	Mar 2022
1.3.13	Staffing & Employment – Driving on official business	Personal Safety	Public, Staff, Council  Financial & Compliance	2	1	2	Green	Staff advised to avoid confrontation with other road users.  Staff should always carry a mobile phone when cycling or driving but should not use these unless legal and safe to do so.		Parish Clerk	Mar 2021	Mar 2022
1.4.01	Information, Website & Social Media	Loss of data & information - theft, fire, flood or damage.	Council, Employees, Councillors, Suppliers & Debtors, Public  Financial & Compliance	2	2	4	Yellow	Legal and important documents are stored safely.  Insurance in place  Server back-up and stored in the cloud. Hardware upgrades carried out regularly.  Computers and network managed by computer provider.		Parish Clerk	Mar 2021	Mar 2022
1.4.02	Information, Website & Social Media	Non-compliance under Freedom of Information Act.	Council  Financial & Compliance,	2	2	4	Yellow	Freedom of Information Policy, procedure and information request log in place.		Parish Clerk	Mar 2021	Mar 2022

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.4.03	Information, Website & Social Media	Loss of sensitive personal data from Payroll supplier	Council, Employees, Councillors  Financial & Compliance	2	1	1	Green	Electronic sensitive data to be transferred between Council and payroll supplier with password protection.  Payroll supplier selected based on experience.		Parish Clerk	Mar 2021	Mar 2022
1.4.04	Information, Website & Social Media	Major ICT failure	Council, Employees, Councillors, Suppliers & Debtors, Public  Financial, Compliance & Operational	2	2	4	Yellow	Server backed up in the cloud.  Contract with IT provider for support.  Password protection	Review hardware to ensure fit for purpose.	Parish Clerk	Mar 2021	Mar 2022
1.4.05	Information, Website & Social Media	Website out of date, incorrect or misleading	Council, Public  Compliance & Operational	2	2	4	Yellow	Web pages updated when required.  Periodic review of website contents.		Parish Clerk	Mar 2021	Mar 2022
1.4.06	Information, Website & Social Media	Lack of Council ownership of website.	Council, Public  Compliance & Operational	2	1	2	Green	Domain name and owned by Parish Council.  Annual contract held for hosting service with IT contractor.		Parish Clerk	Mar 2021	Mar 2022
1.4.07	Information, Website & Social Media	Failure of website or internet provider.	Council, Public  Compliance & Operational	2	1	2	Green			Parish Clerk	Mar 2021	Mar 2022
1.4.08	Information, Website & Social Media	Outside infiltration to social media accounts – being locked out / defamatory posts made in Councils name	Council, Public,  Compliance	2	1	2	Green	The Parish Clerk approves all social media posts.  Access password controlled.		Parish Clerk	Mar 2021	Mar 2022
1.4.09	Information, Website & Social Media	Unlicensed use of images in marketing materials – financial and legal implications	Council,  Financial	2	1	2	Green	The Parish Clerk approves all social media posts.  Promotional material signed off by Parish Clerk and Chairman.		Parish Clerk	Mar 2021	Mar 2022
1.4.10	Information, Website & Social Media	Images / footage of vulnerable children or adults used.	Council  Compliance	2	2	4	Yellow	Parental consent forms collected prior to image capture.		Parish Clerk	Mar 2021	Mar 2022
1.4.11	Information, Website & Social Media	Data protection registration & compliance.	Council, Employees, Councillors, Suppliers & Debtors, Public  Financial & Compliance,	2	2	4	Yellow	Annual renewal of registration with Data Protection Agency.  Firewall in place on network – managed by Computer provider.		Parish Clerk	Mar 2021	Mar 2022

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probabil- ity	Total	Red/ Yellow/ Green				LAST	NEXT
1.4.12	Data Protection breach on Social Media	Personal data (including images) is leaked resulting in a fine for the Council	Public, those who hold personal data for Service  Compliance & Operational	2	1	2	Green	All posts and website updates are proofread and checked by the Parish Clerk. No photos are used without relevant consent.		Parish Clerk	Mar 2021	Mar 2022
1.4.13	Disclosure of personal, financial and contractual information Inappropriate storage of data Loss of hard copy data Loss of electronic data	Data breach Financial loss Fines/prosecution	Council, Employees, Public, Contractors  Financial & Compliance	2	2	4	Yellow	Personal & sensitive data is filed on hard copy files which are stored in locked cupboards sited in the Community Centre.  Data is also stored on password protected files,  GDPR training given to employees.  Insurance cover in place	Ongoing review re. personal / sensitive data and retention of documents.  Sensitive data to be deleted on a regular basis when no longer needed  Councillors and employees to be updated in accordance with any changes to GDPR guidelines.	Parish Clerk	Mar 2021	Mar 2022
1.4.16	Unauthorised access to Council computers, emails and files	Disruption or damage to IT system Disruption of service provision Data breach Fines/prosecution	Council, Employees, Public, Contractors  Financial & Compliance	2	1	2	Green	All Council computers and laptops are protected by anti-virus software/firewalls which are kept up to date by the Council's IT provider.  Regular back-ups and updates are carried out.  Council email address in use and each account is password protected  Guidance/information has been given to employees to delete emails if it is no longer necessary to keep them and to retain as little information as possible.		Parish Clerk	Mar 2021	Mar 2022

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.5.01	Premises & Assets (general)	Theft / Loss of asset	Council,  Financial, Compliance & Operational	2	1	2	Green	Capital assets are recorded on the financial asset register, if appropriate.  Buildings have regularly maintained intruder alarms.  Insurance cover in place for larger assets.	All assets to be registered with Land Registry	Parish Clerk	Mar 2021	Mar 2022
1.5.02	Premises & Assets (general)	Poor Condition – Dilapidation/ Fire / Flood / Vandalism - Damage to assets / Injury to staff or user	Council, Public  Financial, Compliance & Operational	2	2	4	Yellow	Buildings are regularly maintained.  Fire risk assessments in place for Community Centre and Pavilions – subject to two yearly review.  Buildings have regularly maintained intruder and fire alarms. Access to Community Centre restricted by security coded door.  CCTV in public areas of Community Centre saved to hard drive.  Insurance cover in place.  Repairs and maintenance budgets in place.	Condition survey should be put in place on a regular basis.  Asbestos register to be reviewed in line with current legislation.  Review of risk assessments for each property to be undertaken.  Fixed wiring and PAT to be reviewed.	Parish Clerk	Mar 2021	Mar 2022
1.5.03	Premises & Assets (general)	Changes in market conditions or legislation - reduction in value of asset / increased costs due.	Council,  Financial, Compliance, & Operational	2	1	2	Green	Changes in legislation and environmental regulations monitored.  Where appropriate assets conform to current legislation in respect of Health & Safety & Environmental matters.		Parish Clerk	Mar 2021	Mar 2022

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.5.04	Premises & Assets (general)	Failure of tenant - Loss of tenant income	Council, Financial & Compliance	1	2	2	Green	Payments in respect of leases and licences monitored and debts chased promptly.  Contracts in place for long term arrangements.		Parish Clerk	Mar 2021	Mar 2022
1.5.05	Premises & Assets (general)	Assets not recorded properly.	Council, Financial & Compliance,	1	2	2	Green	Asset register in place.	Review list asset register <i>annually</i> and ensure insurance valuations reviewed periodically.	Parish Clerk	Mar 2021	Mar 2022
1.5.06	Premises & Assets (general)	Bar Stock – loss of stock due to theft / spoilage	Council, Financial & Operational	1	2	2	Green	Bi-annual Bar audit / stock check.  Wastage record maintained.  Security code access to bar cellar.		Parish Clerk	Mar 2021	Mar 2022
1.5.07	Premises & Assets (general)	Equipment – failure Injury and/or service disruption	Council, Service Users Financial & Operational	1	2	2	Green	Equipment regularly maintained.  Maintenance budget in place.  Health and safety clothing provided and to be worn by staff.	Ensure maintenance schedules in place for critical / potentially dangerous equipment.  Review / put in place risk assessments to ensure safe usage.	Parish Clerk	Mar 2021	Mar 2022
1.5.08	Premises & Assets (general)	Playground equipment – failure. Injury and/or service disruption	Council, Service Users Financial & Operational	1	2	2	Green	Equipment regularly maintained.  Maintenance budget in place.  Annual inspections in place.	Ensure maintenance schedules in place for critical / potentially dangerous equipment.  Review / put in place risk assessments to ensure safe usage.	Parish Clerk	Mar 2021	Mar 2022

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.6.01	General Public	Damage or injury to members of the public.	Council, Employees, Councillors, Public  Financial & Compliance	3	2	6	Yellow	Health and safety policy in place.  Events risk assessments undertaken and reviewed by Parish Clerk prior to event.  Staff risk aware and risk management regularly highlighted <i>at staff meetings</i> .  Public liability insurance in place.  Councillors made aware of risk management by adoption of risk management strategy and annual risk register annually.	<i>Review Health &amp; Safety Policy annually</i>  All activities / services should have up to date risk assessments in place. These need to be reviewed.  Fire risk assessments to be reviewed.  Review staff training.	Parish Clerk	Mar 2021	Mar 2022
1.6.02	General Public	Libel, Slander	Council, Employees, Councillors, Public  Financial & Compliance	2	2	4	Yellow	Councillors made aware of risk management by adoption of risk management.  Code of Conduct adopted, <i>and all councillors sign up to adhere to code when taking office</i> .  Press releases and publications reviewed by Parish Clerk before publication.		Parish Clerk	Mar 2021	Mar 2022

REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.7.01	Events & Lunch Club – General	Events organised by the Council – injury / property damage / adverse publicity / litigation	Public, Councillors Staff, Contractors  Financial & Compliance	2	2	4	Yellow	<p>A separate risk assessment is completed for each Council event.</p> <p>For large events an Event Management Plan should be prepared. To include a range of documents:</p> <ul style="list-style-type: none"> <li>• staffing;</li> <li>• traffic management (if applicable);</li> <li>• event control;</li> <li>• incident plan;</li> <li>• risk assessment;</li> <li>• insurance cover;</li> <li>• third party participators as appropriate – DBS, risk assessments / food hygiene / insurance etc.;</li> <li>• first aid facilities, in-line with HSA Purple Guide according to size of event;</li> <li>• licences, i.e. road closures, in place and managed by suitably qualified staff (minimum NRSWA National Street Work Unit 2).</li> </ul>	Where the Council uses contractors or has stallholders at events, risk assessments, method statements and public insurances are obtained.	Parish Clerk  Events Officer	Mar 2021	Mar 2022
1.7.02	Events & Lunch Club – General	Provision of Bar at Council / Hall Hire Events – underage drinking	Public, Councillors Staff, Contractors, Event organiser & staff  Financial & Compliance	1	2	2	Green	<p>Hall hire not permitted for teenage parties (13 -21 birthday)</p> <p>Staff to check the ages of any person who looks younger than 21 to ensure over the age of 18.</p>	<p>Review staff training for bar staff.</p> <p>Review and update risk assessment for bar activities.</p>	Parish Clerk	Mar 2021	Mar 2022
1.7.03	Events & Lunch Club – General	Provision of Bar at Council / Hall Hire Events – drunkenness / abuse / confrontation  Injury / stress	Public, Councillors Staff, Contractors, Event organiser & staff  Financial & Compliance	1	2	2	Green	<p>Staff to refuse to serve persons who are obviously drunk.</p> <p>Care to be taken to avoid a confrontation.</p> <p>Panic alarm in bar area connected to security company and police respond</p>	<p>Review staff training for bar staff.</p> <p>Review and update risk assessment for bar activities.</p> <p>Lone working policy to be reviewed.</p>	Parish Clerk	Mar 2021	Mar 2022



REF	Activity	Risk/Hazard Description	Who is at risk / Risk Category	Risk Score				EXISTING CONTROLS Key points	FURTHER ACTIONS (if required)	RISK OWNER	REVIEW DATES	
				Impact	Probability	Total	Red/ Yellow/ Green				LAST	NEXT
1.7.04	Events & Lunch Club – General	Lunch Club – food poisoning / allergies  Injury / death / litigation	Public, Councillors Staff, Contractors, Event organiser & staff  Financial & Compliance	3	2	6	Yellow	Allergy information sheets provided for all meals. Sign advising people ordering meals to alert staff to any allergies they have.  All cooks have up to date level 2 food hygiene certificates.  Temperature of fridge and freezers monitored and recorded.	Review and update risk assessment for lunch club activities.  Ensure adequate staff levels in kitchen to maintain a clean environment.	Parish Clerk	Mar 2021	Mar 2022
1.8.01	Contractors – General	Site injury – injury / death	Public, Staff, Contractors  Compliance, Financial, Operational	4	2	8	Red	Council advise all contractors of any known hazards prior to contractors starting work.	Statutory Asbestos register not in place.  Asbestos inspection, plan and register to be put in place urgently.	Parish Clerk	Mar 2021	Mar 2022
1.8.02	Contractors – General	Use of contractors – damage / fire / injury	Public, Councillors Staff, Contractors  Financial & Compliance	2	2	4	Yellow	All contractors are reviewed prior to being employed and references taken when appropriate.  Electricians and contractors servicing gas appliances or system should be fully qualified and registered. Electricians – NICEIC Gas – Gas Safety Registered Evidence of professional status must be provided, checked regularly by staff and recorded.  Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc. are appropriately licensed.  Work of all contractors is monitored and where appropriate records kept.	Contractors risk assessments should be reviewed, and their level of insurance cover should be checked.	Parish Clerk	Mar 2021	Mar 2022
1.8.03	Contractors – General	Site safety - fire	Public, Staff, Contractors  Compliance	1	2	2	Green	Council to advise all contractors of fire procedures when they start work.  <i>All contractors and visitors sign in/out of community centre.</i>		Parish Clerk	Mar 2021	Mar 2022
1.8.04	Contractors – General	Site safety – injury / damage	Public, Staff, Contractors  Compliance	1	2	2	Green	All parties are aware of the necessity to maintain a safe working environment.		Parish Clerk	Mar 2021	Mar 2022



## Co-op Current Account

## List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2021	TV LICENCE	D/D	11.39		TV LICENCE
04/01/2021	Southern Electric / SSE Gas	040121	493.48		GAS - NAPSBUY PAVILLION
04/01/2021	Wix.com	040121	12.46		LCNP DOMAIN 290121-290122
05/01/2021	Castle Water Ltd	050121	41.34		Purchase Ledger DDR Payment
06/01/2021	SANDRA WELLSTEAD	BP	8.96		SANDRA WELLSTEAD GNS FLORENCE
06/01/2021	ALLSTAR BUSINESS SOLUTIONS	060121	56.02		Purchase Ledger DDR Payment
08/01/2021	Southern Electric / SSE Gas	080121	3.75		ELEC - SHENLEY LANE PAVILLION
08/01/2021	Castle Water Ltd	080121	35.00		Purchase Ledger DDR Payment
11/01/2021	ANTONIA WINGATE-MARTIN	BP GNS	15.60		A WINGATE-MARTIN-GNS J MURPHY
11/01/2021	SHARON OLIVER	BP GNS	10.44		SHARON OLIVER-GNS M MILLS
11/01/2021	AMAZON PRIME	D/CARD1101	7.99		MEMBERSHIP-REFUNDED FEB 2021
13/01/2021	ALLSTAR BUSINESS SOLUTIONS	130121	15.56		FUEL MAINT EQUIP
14/01/2021	Amthal Fire & Security	53452	472.80		SERVICE OF FIRE EXTINGUISHERS
14/01/2021	Blitz Motor Factors	STS188440	30.92		WOOD CHIPPER PARTS
14/01/2021	Gas Heating & Plumbing Solutio	727	453.60		LCCC-REPAIS RE ANN BOILER SERV
14/01/2021	Bidwells	273141	195.00		GLEBE RENT-020120-010121
14/01/2021	Amthal Fire & Security	53461	313.56		SPPLY/DISPOSAL 3 EXTINGUISHERS
14/01/2021	RBS Rialtas Business Solutions	28453	70.80		MTD FOR VAT ANNUAL SUPPORT
14/01/2021	ANTONIA WINGATE-MARTIN	BP GNS	3.90		A WINGATE-MARTIN-GNS MIKE SWAN
15/01/2021	Troy Hayes Planning Limited	BP 150121	1,800.00		STAGE 1-NEIGHBOURHOOD P COSTS
15/01/2021	Hertscom IT Ltd	DD 150121	618.00		MONTHLY IT COSTS
15/01/2021	SHARON OLIVER	GNS	18.10		SHARON OLIVER GNS MILDRED
15/01/2021	Glasdon UK Limited	REFUND O/P	-862.08		P/Ledger Electronic Payment
18/01/2021	Wickes	D/CARD	48.00		WORK BOOTS SIZE 10
18/01/2021	B&Q	D/CARD	2.88		B&Q - FUEL PIAP
19/01/2021	Hertscom IT Ltd	DD 190121	36.24		PHONE COSTS
19/01/2021	WORLDPAY	DD 190121	49.95		011220-311220 TRANS CHGES
19/01/2021	Wix.com	190121	122.40		LCNP - 290121-290122 PREM PLAN
20/01/2021	ALLSTAR BUSINESS SOLUTIONS	DD 20121	22.86		FUEL MAINT EQUIP 090121
20/01/2021	REVERSAL S/BE 20328513	HMRC VAT	3,794.87		REVERSAL S/BE 20328513
22/01/2021	B&Q	D/CARD	15.25		B&Q - EVOSTICK & CABLE TIES
25/01/2021	A WINGATE-MARTIN	GNS	2.00		A WINGATE-MARTIN GNS M SWAN
25/01/2021	A WINGATE-MARTIN	GNS	17.33		A WINGATE-MARTIN GNS J MURPHY
25/01/2021	HOLLIE FINDELL	GNS	23.50		HOLLIE FINDELL GNS M SWAN
25/01/2021	HOLLIE FINDELL	GNS	30.39		HOLLIE FINDELL GNS J MURPHY
25/01/2021	SANDRA WELLSTEAD	GNS	2.89		SANDRA WELLSTEAD GNS FLORENCE
25/01/2021	Southern Electric / SSE Gas	DD 250121	617.79		GAS LCCC 011220-311220
27/01/2021	Unity Trust Account 20328513	TFR	20,000.00		REVERSAL OF DUPLICATED ENTRY
28/01/2021	Veolia ES (UK) Ltd	DD 280121	418.48		waste 011220-311220
28/01/2021	Castle Water Ltd	DD 280121	47.04		Purchase Ledger DDR Payment
28/01/2021	Castle Water Ltd	DD 28012	54.72		Purchase Ledger DDR Payment
28/01/2021	SALARIES JAN 2021	BP	10,832.98		SALARIES JAN 2021
29/01/2021	HOLLIE FINDELL	GNS	15.50		HOLLIE FINDELL - J MURPHY SHOP
29/01/2021	HOLLIE FINDELL	GNS	22.81		HOLLIE FINDELL - SHOP M SWAN
29/01/2021	Onecom Services Ltd	DD 290121	28.44		WORKSHOP LANDLINE
31/01/2021	Corona Energy - Electricity	250121	3,069.43		Purchase Ledger DDR Payment
<b>Total Payments</b>			<b>43,102.34</b>		