



# Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

Telephone 07894 858048 email: [clerk@slinfold-pc.gov.uk](mailto:clerk@slinfold-pc.gov.uk)

You are duly summoned to the meeting of Slinfold Parish Council on Thursday 28<sup>th</sup> March 2024 at Slinfold Village Hall commencing at 7:30pm

Members of the public are welcome to attend this meeting and speak for a maximum of five minutes about an item on the agenda during the Public Session at the discretion of the Chair.

Mike Simpson

Clerk to the Council  
22<sup>nd</sup> March 2024

## AGENDA

- 1. Attendance and Apologies for Absence**  
To accept apologies for absence.
- 2. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation**  
To receive any declarations of interests from Members in respect to items on the agenda.
- 3. Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**  
To note any comments.
- 4. Minutes from the previous meeting on 29<sup>th</sup> February 2024**  
To approve the minutes of the previous meeting.
- 5. Chairman's Report**
- 6. Councillor Reports**  
To receive reports from the District and County Councillors.
- 7. Planning Applications**
  - (a) To consider any planning applications
    - DC/24/0350:** New Barn School Rapkyns Care Village Guildford Road Broadbridge Heath: Retention of 5 no. temporary pre-fabricated buildings for a further temporary period of 3 years. Relocation of 1 of the temporary buildings to better facilitate the construction of the permanent buildings
    - DC/24/0400:** Holmans Yard Haven Road Five Oaks West Sussex: Erection of a commercial storage building (Class B8)
    - DC/24/0019:** Rapkyns Old Stable Guildford Road Broadbridge Heath West Sussex: Change of use and conversion of existing residential dwelling to provide 5 residential bedspaces for students with special educational needs and change of use and conversion of existing annexe and garages to provide an additional residential unit with 3 bedspaces.
  - (b) To comment on any planning appeals
  - (c) To consider any planning applications received since the publication of the agenda
  - (d) To receive an update on any planning enforcement cases
- 8. Finance & Administration**
  - (a) To review the schedule of payments and bank reconciliation for March 2024
  - (b) To review the latest variance report

- (d) To review the Council's reserves
- (d) To amend the Council's Standing Orders
- (e) To review the Council's grant policy
- (f) To consider any grant applications
- (g) To review the Council's risk assessment
- (h) To discuss future planning committee meetings

**9. Grounds and Buildings Maintenance**

- (a) To receive an update on Slinfold Football Club
- (b) To receive an update on Slinfold Stores
- (c) To receive an update on a new scout hut

**10. Events**

- (a) To receive an update on Village Day 2024
- (b) To hear from members of the public regarding the 'Alf Shrubbs Memorial' race
- (c) To discuss any Easter events

**11. Highways**

To receive an update on the 20mph buildouts

**12. Recreation and Environment**

- (a) To consider taking on the freehold of some land at Slinfold Golf Course
- (b) To discuss any grounds maintenance issues

**13. Communications**

- (a) To discuss any contributions for the parish magazine
- (b) To discuss any contributions to the summer newsletter

**14. Committees and those on Outside Bodies**

To receive any updates

**15. Items for the next agenda**

To discuss

**16. Annual Parish Meeting**

To discuss a meeting date

**17. Next meeting dates**

Council: 25<sup>th</sup> April 2024

Highways and Byways: 8th April 2024

Recreation and Environment: 8th April 2024

Finance: 11th April 2024

**Bank Reconciliation Statement as at 19/03/2024  
for Cashbook 1 - CO-OP**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CO-OP	19/03/2024		11,209.31
			<u>11,209.31</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			11,209.31
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,209.31
		<b>Balance per Cash Book is :-</b>	<b>11,209.31</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

## Detailed Receipts &amp; Payments by Budget Heading 28/03/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	66,220	66,220	0			100.0%	
1080 Bank Interest	2,810	0	(2,810)			0.0%	
1090 CIL Income	34,664	0	(34,664)			0.0%	34,664
1100 Grants Received	1,950	0	(1,950)			0.0%	
1120 Environment Cleansing	3,495	0	(3,495)			0.0%	
1999 Miscellaneous Income	175	0	(175)			0.0%	
	<u>109,314</u>	<u>66,220</u>	<u>(43,094)</u>			165.1%	<u>34,664</u>
Income :- Receipts							
	<u>109,314</u>	<u>66,220</u>	<u>(43,094)</u>				
Net Receipts							
6001 less Transfer to EMR	34,664						
	<u>74,650</u>						
Movement to/(from) Gen Reserve							
<u>200 Administration</u>							
4000 Clerk & Environment Officers	50,437	40,140	(10,297)		(10,297)	125.7%	
4060 Audit	585	650	65		65	90.0%	
4065 Miscellaneous Expenditure	175	0	(175)		(175)	0.0%	
4070 Legal & Consultancy	1,213	140	(1,073)		(1,073)	866.4%	
4080 Subscriptions	535	100	(435)		(435)	535.3%	
4090 Cllr Expenses	0	150	150		150	0.0%	
4091 Chair's Allowance	400	0	(400)		(400)	0.0%	
4100 Insurance	2,331	2,800	470		470	83.2%	
4110 Recruitment & Training	0	350	350		350	0.0%	
4120 Home Office	165	0	(165)		(165)	0.0%	
4130 Hall Hire	386	860	474		474	44.9%	
4135 FC Office Hire	600	0	(600)		(600)	0.0%	
4140 Website and email	1,298	430	(868)		(868)	301.9%	
4145 Printer hire	107	0	(107)		(107)	0.0%	
4150 Software	809	430	(379)		(379)	188.2%	
4160 Stationery/printing	334	430	96		96	77.8%	
	<u>59,376</u>	<u>46,480</u>	<u>(12,896)</u>	<u>0</u>	<u>(12,896)</u>	127.7%	<u>0</u>
Administration :- Indirect Payments							
	<u>(59,376)</u>	<u>(46,480)</u>	<u>12,896</u>				
Net Payments							
<u>250 Football Club</u>							
1200 Rental Income	150	525	375			28.6%	
1205 Insurance Reclaimed	901	0	(901)			0.0%	
	<u>1,051</u>	<u>525</u>	<u>(526)</u>			200.1%	<u>0</u>
Football Club :- Receipts							
4200 Repairs & Improvements	41,991	0	(41,991)		(41,991)	0.0%	41,991
	<u>41,991</u>	<u>0</u>	<u>(41,991)</u>	<u>0</u>	<u>(41,991)</u>		<u>41,991</u>
Football Club :- Indirect Payments							
	<u>(40,940)</u>	<u>525</u>	<u>41,465</u>				
Net Receipts over Payments							
6000 plus Transfer from EMR	41,991						
	<u>1,051</u>						
Movement to/(from) Gen Reserve							

## Detailed Receipts &amp; Payments by Budget Heading 28/03/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>255 Tennis Club</u>							
1200 Rental Income	0	525	525			0.0%	
1205 Insurance Reclaimed	482	0	(482)			0.0%	
1210 Grounds Maintenance Reclaim	520	0	(520)			0.0%	
Tennis Club :- Receipts	<u>1,002</u>	<u>525</u>	<u>(477)</u>			<u>190.9%</u>	<u>0</u>
4200 Repairs & Improvements	900	0	(900)		(900)	0.0%	
Tennis Club :- Indirect Payments	<u>900</u>	<u>0</u>	<u>(900)</u>	<u>0</u>	<u>(900)</u>		<u>0</u>
Net Receipts over Payments	<u>102</u>	<u>525</u>	<u>423</u>				
<u>260 Community Shed</u>							
1200 Rental Income	0	525	525			0.0%	
Community Shed :- Receipts	<u>0</u>	<u>525</u>	<u>525</u>				<u>0</u>
Net Receipts	<u>0</u>	<u>525</u>	<u>525</u>				
<u>270 Slinfold Stores</u>							
1200 Rental Income	750	525	(225)			142.9%	
1205 Insurance Reclaimed	327	0	(327)			0.0%	
Slinfold Stores :- Receipts	<u>1,077</u>	<u>525</u>	<u>(552)</u>			<u>205.1%</u>	<u>0</u>
4200 Repairs & Improvements	6,137	0	(6,137)		(6,137)	0.0%	5,082
Slinfold Stores :- Indirect Payments	<u>6,137</u>	<u>0</u>	<u>(6,137)</u>	<u>0</u>	<u>(6,137)</u>		<u>5,082</u>
Net Receipts over Payments	<u>(5,060)</u>	<u>525</u>	<u>5,585</u>				
6000 plus Transfer from EMR	5,082						
Movement to/(from) Gen Reserve	<u>22</u>						
<u>300 Community Services</u>							
4310 Community Events	2,953	1,900	(1,053)		(1,053)	155.4%	
4320 Youth Services	3,119	6,480	3,361		3,361	48.1%	
4370 Newsletters/Promotions	3,745	2,600	(1,145)		(1,145)	144.0%	
4380 Community Improvement Projects	16,918	1,620	(15,298)		(15,298)	1044.3%	16,918
4390 Grants Made	2,666	1,500	(1,166)		(1,166)	177.8%	
4395 Cosy Café	2,454	0	(2,454)		(2,454)	0.0%	
4515 CAGNE Grant Gatwick	2,000	0	(2,000)		(2,000)	0.0%	
Community Services :- Indirect Payments	<u>33,854</u>	<u>14,100</u>	<u>(19,754)</u>	<u>0</u>	<u>(19,754)</u>	<u>240.1%</u>	<u>16,918</u>
Net Payments	<u>(33,854)</u>	<u>(14,100)</u>	<u>19,754</u>				
6000 plus Transfer from EMR	16,918						
Movement to/(from) Gen Reserve	<u>(16,936)</u>						

## Detailed Receipts &amp; Payments by Budget Heading 28/03/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>350 Recreation</u>							
4200 Repairs & Improvements	110	0	(110)		(110)	0.0%	
4400 Bin collection	364	1,640	1,276		1,276	22.2%	
4405 Dog bins	1,131	0	(1,131)		(1,131)	0.0%	
4410 Grounds Maintenance	5,705	2,890	(2,815)		(2,815)	197.4%	127
4420 King George V	4,663	830	(3,833)		(3,833)	561.8%	4,443
4425 Six Acres	38,883	0	(38,883)		(38,883)	0.0%	38,883
4430 Playground Inspections	803	0	(803)		(803)	0.0%	
Recreation :- Indirect Payments	<u>51,659</u>	<u>5,360</u>	<u>(46,299)</u>	<u>0</u>	<u>(46,299)</u>	<u>963.8%</u>	<u>43,452</u>
Net Payments	<u>(51,659)</u>	<u>(5,360)</u>	<u>46,299</u>				
6000 plus Transfer from EMR	43,452						
Movement to/(from) Gen Reserve	<u>(8,206)</u>						
<u>400 Highways &amp; Byways</u>							
4200 Repairs & Improvements	615	0	(615)		(615)	0.0%	
4500 Hayes Lane Drainage	800	900	100		100	88.9%	
4510 Streetlights & Maintenance	5,603	4,970	(633)		(633)	112.7%	
Highways & Byways :- Indirect Payments	<u>7,018</u>	<u>5,870</u>	<u>(1,148)</u>	<u>0</u>	<u>(1,148)</u>	<u>119.6%</u>	<u>0</u>
Net Payments	<u>(7,018)</u>	<u>(5,870)</u>	<u>1,148</u>				
<u>999 VAT Data</u>							
115 VAT on Receipts	10,751	0	(10,751)			0.0%	
VAT Data :- Receipts	<u>10,751</u>	<u>0</u>	<u>(10,751)</u>				<u>0</u>
515 VAT on Payments	18,614	0	(18,614)		(18,614)	0.0%	
VAT Data :- Indirect Payments	<u>18,614</u>	<u>0</u>	<u>(18,614)</u>	<u>0</u>	<u>(18,614)</u>		<u>0</u>
Net Receipts over Payments	<u>(7,863)</u>	<u>0</u>	<u>7,863</u>				
Grand Totals:- Receipts	123,195	68,320	(54,875)			180.3%	
Payments	219,549	71,810	(147,739)	0	(147,739)	305.7%	
Net Receipts over Payments	<u>(96,354)</u>	<u>(3,490)</u>	<u>92,864</u>				
plus Transfer from EMR	107,443						
less Transfer to EMR	34,664						
Movement to/(from) Gen Reserve	<u>(23,575)</u>						

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Six Acres	134,869.00	-21,303.08	113,565.92
321 EMR Environment Cleansing	0.00	6,672.12	6,672.12
322 EMR Scout Hut	0.00	50,000.00	50,000.00
380 EMR - CIL	64,996.14	-58,150.57	6,845.57
	<u>199,865.14</u>	<u>-22,781.53</u>	<u>177,083.61</u>

## List of Payments made between 19/03/2024 and 28/03/2024

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/03/2024	Horsham District Council	DD	27.00		Bins
19/03/2024	Proludic	OLT	4,442.98		KGV equipment
19/03/2024	SSE	OLT	351.92		Streetlights
28/03/2024	Samantha Bell	OLT	240.45		Salary March
28/03/2024	Tony Burroughs	OLT	299.00		Salary March
28/03/2024	Tim Harrison	OLT	37.50		March salary
28/03/2024	John Pilkington	OLT	239.20		Salary March
28/03/2024	Mike Simpson	OLT	1,861.51		Salary March
28/03/2024	LGPS	OLT	674.05		MS contribution March 24
28/03/2024	Mike Simpson	OLT	15.00		Home office
28/03/2024	NEST	DD	22.54		SBell March
28/03/2024	HMRC	OLT	3,294.80		PAYE 4th Quarter
28/03/2024	Surrey Hills Solicitors	OLT	1,440.00		S104 easement
28/03/2024	Hedges Direct	OLT	66.72		Cricket club trees
28/03/2024	SLC	OLT	1,080.00		Invoice 1030 footpath slabs
28/03/2024	Nicola Lewis	OLT	41.77		Easter events

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Total Payments      14,134.44



A/c Code	4380	Community Improvement Projects		Annual Budget	1,620	
Centre	300	Community Services				
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
	28/09/2023	OLT	Cashbook	Slinfold Primary School	8,918.00	
	28/09/2023	OLT	Cashbook	Grant for chairs and lights	5,000.00	
	04/03/2024	OLT	Cashbook	Grant-nets and playing surface	3,000.00	
		Account	Community Improvement Projects	Account Totals	<u>16,918.00</u>	<u>0.00</u>
		Centre	Community Services	Net Closing Balance	16,918.00	

A/c Code	4390	Grants Made		Annual Budget	1,500	
Centre	300	Community Services				
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
	23/05/2023	OLT	Cashbook	Recycling banner grant	34.85	
	06/12/2023	OLT	Cashbook	Xmas meal grant	52.00	
	06/12/2023	OLT	Cashbook	Grant Kenya Trip	500.00	
	06/12/2023	OLT	Cashbook	Maintenance Donation	1,000.00	
	06/12/2023	OLT	Cashbook	Grant	110.00	
	04/03/2024	OLT	Cashbook	Grant	569.46	
	04/03/2024	OLT	Cashbook	Grant for specialist bed	400.00	
		Account	Grants Made	Account Totals	<u>2,666.31</u>	<u>0.00</u>
		Centre	Community Services	Net Closing Balance	2,666.31	



# Slinfold Parish Council

Cherrytree Farm, Hayes Lane, West Sussex RH14  
0SQ Email:clerk@slinfold-pc.gov.uk

## GRANT AWARDING POLICY

*It was RESOLVED by the Parish Council, at their meeting on 28<sup>th</sup> January 2010, that this Grants Awarding Policy be adopted.*

### **Introduction**

The Parish Council will consider grants from voluntary groups or charitable organisations. To qualify, the applicant must be able to demonstrate that funding will benefit the Parish, or residents of the Parish. Grants will normally only be considered twice a year by the full council, unless there are special circumstances which require more immediate consideration.

In determining the validity of an application, the Council will refer to the following guidelines:

### **Applications will be considered for the following purposes:**

- To purchase equipment either in part or in full.
- For the funding of transport to enable members to partake in a group trip or outing.
- For training activities.
- For activities that raise the profile of the area.
- For running costs of a viable group that is experiencing a period of hardship.
- For hosting special events or celebrations.
- For the provision of recreational facilities.

### **Conditions**

- Grants will not be awarded to individuals under covered by the General Power of Competency which allows for this under certain circumstances
- Additional applications within a 12 month period will not normally be considered
- The award must be used for the purpose for which the application was made.
- If the group is unable to use the award before the proposed end date then an explanation should be provided to the Parish Council.
- Awards must be accounted for and evidence of expenditure should be supplied as requested. If the council is not satisfied that the grant has been spent as defined; they reserve the right to request a refund.
- Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies.
- Any unspent portion of the grant must be returned to the Parish Council within 6 months after the proposed end date of the project.
- An acknowledgment of the contribution should be made to the Parish Council and wherever possible, the Parish Council requests that reference is made to the grant in the organisations annual accounts.
- This policy may be amended at any time by the Council following a motion having been published on the agenda.

### **Eligibility**

- Any Charity, Voluntary Group or Community Organisation operating within the parish.
- Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:

- The Parish Council will NOT fund activities that it considers to be the responsibility of a Statutory Authority.
- Applications from schools for an activity that takes place within the school day will not be considered.
- The Parish Council will not fund activities outside its powers and functions.

**Submission of the Application**

- The application form should be completed in block capitals and if handwritten then in black ink.
- The application should be supported by a copy of the latest set of annual accounts.
- The applicant should retain a copy of the form.

# SLINFOLD PARISH COUNCIL RISK ASSESSMENT 2024

## RISK ASSESSMENT REVIEWS

<b>Assessment date</b>	<b>Review date</b>	<b>Review date</b>	<b>Review date</b>	<b>Review date</b>	<b>Review date</b>
28/03/2024					
<b>SITE LOCATION</b>		<b>ASSESSMENT Author, name / position</b>		<b>Assessment Author signature</b>	
Clerk's Home		Mike Simpson, Clerk			
<b>OVERALL TASK RISK RATING</b>		<b>LINE MANAGER NAME</b>		<b>LINE MANAGER SIGNATURE</b>	
		Adrian Roberts, Chair			

### RISK LEVEL GUIDE

		Likelihood of occurrence		
		High	Medium	Low
Likely Severity	High	H	H	M
	Medium	H	M	M
	Low	M	M	L

#### Severity

**High** - Very serious or worse

**Medium** - Serious

**Low** - Minor

#### Likelihood of occurrence

**High** - Very likely - it can be expected

**Medium** - Probable - it could happen

**Low** - Not likely - It would be unusual if it happened

**Activities with a high risk are not acceptable**

Subject	Risks Identified	Control Measures <i>What precautions are being /will be taken?</i>	Risk Level			Further action required <i>Identify by whom and when</i>
			Severity of risk	Likelihood of risk	Risk rating	Identify any additional actions required to make the risk acceptable
<b>Financial &amp; Management</b>		<b>Consider:</b> • legal requirements • good practice • Codes of Practice • generic RAs • own judgement				
Business Continuity	Loss of operating information held by the Clerk on the Parish Laptop.	The clerk backs up work on cloud and external hard drive The email account has appropriate security. The Council Website acts as a secondary back up area for standard documentation and finances.	High	Low	Medium	None required
Business Continuity	Loss or long-term incapacity of the Clerk.	The Clerk passes back up information to the Chair. The Clerk meets/speaks weekly to the Chair and so updating the Chair regularly on operations and projects. A locum Clerk would be recruited to cover long term absence of the Clerk.	Medium	Medium	Medium	None required.
Business Continuity	Full or majority resignation of the Council.	Maintain and adhere to Standing Orders Maintain and adhere to Members Codes of Conduct Clear and accurate minuting of Council meetings Clear communication between Council, outside bodies and Clerk Clear leadership and communication skills from Chair Clerk to develop relationships with HDC and local organisations in order to know who to approach	Low	Low	Low	None required
Financial Record Keeping	Mistakes in bank reconciliations Mistakes in data input of invoices and VAT figures Mistakes in receipts and payments	A payments schedule and bank accounts update is presented within every Council meeting. Payments are made within Council meetings and require two signatories with proof of invoice. The Clerk reconciles the accounts on a monthly basis. Quarterly budget figures submitted to Council The Parish Council's accounts are audited by independent internal and external auditors	Medium	Medium	Medium	None required
Banking	Incorrect funds transferred from one account to another Fraudulent use of bank accounts Bank charges due to late funding transfers between accounts Bank charges for returned cheques	Funds are transferred by the Clerk online following agreement within a Council meeting. Payments are not sent until the Clerk has checked that the funds are in the correct account. The online banking system is password protected and used only by The Clerk and authorised signatories to transfer funds from one account to another. Two signatories are required for all payments. Bank statement reconciliation carried out by Chair at meetings	Medium	Low	Low	None required
Grants and Funding	Overspend on grants/funding received for parish projects. VAT exclusion from Grants/Funding causing cash flow problems for Council Not adhering to terms and conditions of any grants and funding received.	The Clerk retains information on all grants and funds received and advises Council in regular meetings of the terms and conditions that need to be met.	Medium	Low	Low	None required.

Best Value Accountability	Overspend on services	<p>Three quotes for any work over £4,000; two quotes for any works costing between £1,000-£4,000(FR 11.1) Where the value of works is below £1,000 then the Clerk shall obtain one quote.</p> <p>The Clerk will confirm the order for the work in writing to the contractor so that it is clear what has been agreed.</p> <p>The Clerk will check that all invoices submitted agree with orders issued.</p> <p>No payment will be made to service providers by the Clerk until the work has been verified as complete and as ordered.</p>	Medium	Low	Low	None required.
Precept	Adequacy of precept Requirements not submitted in time to Chichester District Council Precept not received by Council	<p>The Clerk prepares a budget update report including the actual financial position and projected position to the financial year end and indicative figures and costings which have been obtained on services/works/projects for the following year.</p> <p>Planning for precept starts at finance committee with recommendation to Council prior to submission to HDC.</p> <p>In November, the Council uses the budget update report to map out the required monies for standing costs and projects for the following year.</p> <p>The agreed precept is proposed and seconded during the December meeting.</p> <p>The Clerk submits the precept amount to HDC by the end of January.</p> <p>The Clerk informs the Council when precept monies are received.</p>	High	Low	Medium	None Required.
Salaries & Associated Costs	Salaries paid incorrectly Wrong hours paid Unpaid Tax and NI contributions Data protection and sensitive information not for public consideration Incorrect pension deductions	<p>All salaries are paid net of Tax and NI through HRMC PAYE tool Pension contributions paid every month</p> <p>The Clerks hours of work are detailed in his/her contract of employment.</p> <p>Any variation in salary/over time payment is arranged/agreed in a Council meeting.</p> <p>Within the Council Standing Orders is a provision for the Chair to request the public and press to leave a meeting due to the confidential nature of the business.</p> <p>Salaries are assessed and applied in line with NALC salary scales and reviewed annually at the November finance meeting</p>	Medium	Low	Low	Annual appraisal for clerk to take place every year.
Employees	Fraud by staff Actions undertaken by staff Injury or illness to staff Claims made against staff	<p>Insurance includes Fidelity Guarantee cover of up to £150,000 indemnity.</p> <p>The Council ensures that all staff receive relevant training and reference books and access to advisory services.</p> <p>The Chair obtains employer references on previous employers of the Clerk/RFO.</p> <p>Annual appraisals to ascertain training needs take place for the Clerk.</p> <p>The Council has £10m Employers' Liability Insurance in case any employees become injured or sick. £100,000 Personal accident Council has £500,000 Officials Indemnity</p> <p>The clerk works from home and has the necessary equipment.</p> <p>Key person cover in place for clerk</p> <p>Environment Officers provided with suitable clothing and equipment</p>	High	Low	Low	

Councillor/Chair Allowances	Councillors overpaid	Supporting documentation is submitted by Councillors when claiming travel or subsistence expenses to the Clerk and this is approved in the payments section of Council meeting as noted on the payments schedule. The payment is made in the Council meeting and noted on the payments schedule.	Medium	Low	Low	None required.
Elections	Risk of an election cost in a contested election	When an election is due the Clerk will receive an estimate of the likely costs of a contested election from Horsham District Council and provision will be made for this when setting the precept for the year unless sufficient reserves are in place	Low	Low	Low	
Minutes/Agendas/Statutory Documents	Accuracy and legality of operations of Council	Agendas are prepared by the Clerk and sent to Council within statutory time frames. Council members have signed Electronic Agenda agreements for the use of emailing agendas. Agendas are displayed publicly and uploaded to Council website by the Clerk within the statutory time frames. Minutes are prepared, circulated and displayed and uploaded to the Council website by the Clerk within the statutory time frames. Minutes are approved and signed at the following Council meeting. The Clerk prepares statutory documents, and these are adopted within Council meetings. The Clerk consults with NALC regarding statutory documents to ensure compliance with legislation. The Clerk regularly attends training/seminars to keep up to date of legislative requirements. Business at Council meeting managed by Chair or Vice Chair in Chair's absence.	Low	Low	Low	
Members Interests	Conflict of interest with Parish Council Business.	Register of Members Interests Forms updated at least annually by Council (May ACM). Declaration of interests is an agenda item on all Council meetings to prompt members of their duty. Standing orders detail the correct procedure.	Medium	Low	Low	In place for new Members
Insurance	Adequacy of cover. Cost of cover. Compliance with insurance terms and conditions.	A review to be undertaken before the time of the policy renewal of all insurance arrangements in place. The Clerk to liaise with insurance provider and inform Council. The Clerk to obtain predicted insurance cover for following year ready for October meeting and precept planning.	High	Medium	Medium	
Data Protection/website	Compliance with Data Protection Act 2018 and accessibility guidelines	GDPR policy in place and on website. ICO fee paid by direct debit every year. Website WCAG compliant	Medium	Medium	Medium	
<b>Equipment/Buildings &amp; Land Owned By The Parish Council</b>	<b>Risks Identified</b>	<b>Consider:</b> • legal requirements • good practice • Codes of Practice • generic RAs • own judgement	<b>Severity of risk</b>	<b>Likelihood of risk</b>	<b>Risk rating</b>	<b>Identify any additional actions required to make the risk acceptable</b>
Assets	Loss/damage/deterioration to parish assets	An annual review of the Parish Council assets is undertaken, and a register of assets is kept and updated annually.	High	Medium	Medium	Assets checked in autumn

Buildings	Damage/theft	The tennis and football clubs and community shed carry out their own risk assessments and send them to the council. Football pavilion and tennis pavilions covered under council's buildings insurance. The tennis club is required to ensure that the tennis courts are kept in good condition which are insured under the Council's policy. The Football Club is required to keep the football pitches in good condition, there is a grass cutting contract with Grasstex. Coded barrier is in place to allow access to members and PC only Slinfold stores- there is a tenant in place and maintenance is covered by the lease. Building is insured under Council's policy. Copy of risk assessment required				
Land and playgrounds	Risk/damage/injury to third parties	Playground equipment is checked weekly by EOs for safety and damage. Any problems are reported to the Clerk and added as an agenda item at the next meeting. Annual report received by independent Playground Safety Inspector is received and actioned accordingly. All public amenity land is inspected regularly. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All contractors for grounds maintenance must provide Public Liability Insurance cover of £10m. The Clerk to check insurance is in place correctly. The Parish Council has insurance which includes the following: £10m Employers Liability' £10m Public Liability and £793,182 in buildings insurance. A detailed tree survey will be commissioned every three years to ensure trees in the public areas are safe. Last one in 2023	High	Medium	Medium	
Notice Boards	Risk of injury/damage	The Parish Council noticeboards are inspected regularly by the EOs and any repair/maintenance requirements brought to the attention of the Parish Council.	Medium	Medium	Medium	
Streetlights	Damage	The Parish Council has a maintenance agreement with WSCC to maintain the footway lighting. Faults are reported as required to e-Solve.	Low	Low	Low	
Benches	Risk of injury/damage/theft	Bench in the Street Bench at end of West Way - The bench has been securely bolted to the ground to prevent it being moved and causing an obstruction. Bench in Lyons Road opposite the Cricket Field - The bench has been securely bolted to the ground to prevent it being moved and causing an obstruction. Queens 90 <sup>th</sup> Birthday Benches (Park Street, Six Acres, Lowfield Road and Cherry Tree). Six Acres Benches x 2 fixed to prevent theft 2019 - New benches fixed Downs Link and Lowfield Green Checked by EOs	Low	Low	Low	
Post and Fences	Injury/damage	The Street - The Post and Rail Fence under insurance policy. Repairs are carried out by WSCC.	Low	Low	Low	



Bus Shelter	Injury/damage	The bus shelter has had lighting installed, which reduces vandalism. The roof was replaced in 2016. The shelter is in good condition. Checked by the EOs	Medium	Low	Low	
War Memorial	Injury/damage	War memorial and silent soldier insured. Maintained by the British Legion	Low	Low	Low	
Defibrillator	Damage	New case has been purchased which has a code instead of key to reduce threat of theft. Recently serviced with new battery and pads	Low	Low	Low	
Grit bins	Damage	Clerk and EOs carry out salt audit each year. Additional bin in Rowhook opposite chequers	Low	Low	Low	
Dog/litter bins	Damage	Checked by EOs	Low	Low	Low	
Meeting Locations	Adequacy Health & Safety	The Parish Council meetings are held at Slinfold Village Hall and committee meetings at Slinfold Football Club. Both venues are considered adequate for the Clerk, Parish Council and members of the public who attend from comfort and health and safety aspects. There is enough parking available at the location for the meetings.	Medium	Low	Low	None required.
Council Records (paper)	Loss through: Fire Theft Damage	The Parish Council Minutes and Accounts are stored at the football club. Insurance cover is in place	Medium	Low	Low	None required
Council Records (electronic)	Loss through: Fire Theft Corruption of Computer	The Parish Council's electronic records are stored on the Council's laptop computer used by the Clerk. The clerk's emails are cloud-based and backed up on server Backups are taken of the council records and stored at the Chair's house. The Parish Council website also stores backup copies of standard documents. Insurance cover is in place	High	Low	Low	
<b>Activities and services organised by The Parish Council</b>	<b>Risks Identified</b>	<b>Consider:</b> • legal requirements • good practice • Codes of Practice • generic RAs • own judgement	<b>Severity of risk</b>	<b>Likelihood of risk</b>	<b>Risk rating</b>	<b>Identify any additional actions required to make the risk acceptable</b>
Village Day	Health & Safety of volunteers/ risk to public	HDC close The Street from vehicle use. First aid trained volunteer on site who can also use defibrillator. Risk assessment in place before event Public liability of £10m in place Volunteers covered under the council's Employer Liability insurance	Medium	Low	Low	Risk assessment
Christmas and Easter events	Health and safety of volunteers/risk to public	Public liability of £10m Risk assessments in place	Low	Low	Low	Risk assessment

Youth services	Health and safety of volunteers and children	Equipment and service managed by 4 the youth. Agreement signed in April 2023. 4 the youth shall indemnify and keep indemnified the Slinfold Parish Council from and against all loss damage or liability (whether criminal or civil) suffered and legal fees and costs resulting from a breach of agreement	Medium	Low	Low	
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