

Woolhope Parish Council

Minutes of a meeting of Woolhope Parish Council Held on Tuesday 23rd April 2019 at Woolhope Parish Hall

Present: Cllr. M. Slocombe (in the Chair)
Cllr. J. Brandt
Cllr. G. Chapman
Cllr. R. Rolt
Cllr. M. Wyndham

In attendance: Liz Kelso Clerk
1 member of the public

1. **Apologies, declarations of interest and requests for dispensation**

Apologies were noted from Cllr. K. Williams. There were no declarations of interest and no requests for dispensation.

2. **Public Participation**

(a) **Ward Councillor Report**

The written Ward Councillor's report was noted. The Ward Councillor was not in attendance.

(b) **Matters raised by members of the public**

There were no matters were raised by the member of the public in attendance:

3. **Minutes of the meeting held on 26th March 2019**

The Minutes of the meeting held on 26th March were approved and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.

4. **Clerk's Report**

The Clerk's reported that as a results of there being less candidates for election than vacancies, all seven people nominated had been elected uncontested. Existing parish councillors will cease to be councillors on 7th May 2019 and elected councillors will be deemed to have taken office on the same date. Thereafter the Parish Council will be free to co-opt to fill the one remaining vacancy.

5. **Broadmoor Common**

(a) **Update on work since the last meeting**

Members noted that no further work has been carried out since the last meeting but the working party is now established. A meeting of the working party is now required so that a specification can be drawn up for the proposed work on the pond which can then be used to obtain quotes for the work in accordance with financial regulations.

(b) **Broadmoor Common Steering Group**

This group has not yet met so no report was available. It was agreed that this be reviewed at the next meeting.

(c) **Specification for work on the pond**

As noted above, this item was deferred to a later meeting.

6. **Financial Matters**

(a) **Payments**

There were no payments to be considered at this meeting.

(b) **Receipts**

The first instalment of the precept for the year, amounting to £5,750.00 was received on 18th April 2019.

(c) **Balances**

Members noted an account balance of £X.

(d) **Annual Risk Review**

The Clerk presented the Annual Risk Review for the forthcoming year as attached to these Minutes and noted that this should be regularly reviewed in the light of changing circumstances. After due consideration, the Risk Review was adopted as presented.

(e) **Arrangements for internal and external audit**

It was agreed to instruct Herefordshire Association of Local Councils to undertake the internal audit for the year ended 31st March 2019.

The Clerk reported that initial results from the preparation of draft accounts for the year ended 31st March 2019 indicated that the Parish Council would be in a position to claim an exemption from an external audit on the grounds that the turnover falls below £25,000 for the year although a full audit could be requested. This will be

considered further for a decision at the next meeting, once the internal audit report is available.

(f) **Changes to Standing Order Payments**

After due consideration it was agreed to authorise cheque signatories to sign instructions to the bank to amend payments made by standing order in favour of HMRC and the Clerk to reflect changes in salary payments in accordance with the NALC Salary Scales with effect from 1st April 2019.

7. **Planning Matters**

(a) **Current applications**

Ref: 190577
Site: Berryfield
Development: Instalment of manege for private use with floodlights
Comment: Members commented that the application confirms that proposals to restrict floodlight use to protect the bat population. It was agreed to support this application.

(b) **Permitted development**

None since the last meeting.

(c) **Decisions**

None noted.

8. **Play area update**

- **Proposals for further work**

It was agreed to defer discussion on this item until the next meeting but in the meantime further investigation into play surfaces and design could take place.

- **Funding Opportunities**

This item was deferred to the next meeting.

9. **Footpaths**

The footpath officer reported that a path marker has been installed and two more signs would be needed in the near future.

10. **Co-option Police**

It was agreed that the Co-option Policy, as attached to these Minutes, be adopted.

11. **Annual Parish Meeting**

It was formally agreed that the Annual Parish Meeting, which is a meeting of electors, will take place on Tuesday 28th May at the Village Hall, starting at 7.00pm.

12. **Next Meeting**

The next meeting of the Parish Council will take place on Tuesday 14th May 2019 at 7.30pm in the Village Hall.

There being no further business, the Chairman declared the meeting closed at 8.40 pm.

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Risk Management Review 2019

Approved and adopted 23.4.2019

Area	Risk	Level	Control <i>(and recommended improvements)</i>
Assets	Protection of Parish Council Property		
	<ul style="list-style-type: none"> • Salt and grit bins – various locations • External property - notice boards • Documents/records • Broadmoor Common 	<p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">M</p>	<p>Regular monitoring and reporting for repair where necessary.</p> <p>Purchase vandal resistant where possible, ensure properly installed and contractor liability insurance confirmed, insure residual risk.</p> <p>Paper records kept in fire resistant cabinet, and transferred to public records office as soon as practicable. Computer records backed up using removeable media, external hard drive . Electronic records wherever possible</p> <p>Landlords Herefordshire Common but tenancy agreement in place. Ensure all work in accordance with Conservation Management Plan. Proposals to be noted by insurers.</p>
Finance	Income	L	Small amounts of cash relating to use of Berryfield. To be kept in locked box and paid into bank account within 7 days
	Cash	L	Fidelity Guarantee insurance held

	Banking arrangements	M	<p>Cheques drawn by Clerk and signed by two signatories. Invoices available at meeting. Invoices and payments checked by signatories.</p> <p>Accounts operated by two out of three authorised signatories.</p> <p>Online banking to be set up</p> <p>Risk of insufficient signatories being available to operate account.</p>
	Financial controls and records	M	<p>Monthly bank reconciliations prepared by Clerk and reported to Council. Internal and external audit. Two signatories on cheques and instructions to bank.</p>
	PAYE	L	<p>PAYE records kept by Clerk and checked periodically by Members. Calculations and submission using HMRC software</p>
	Budgets and calculation of precept	M	<p>Expenditure against budget prepared by Clerk before being presented to Council monthly. Precept based upon forecast expenditure and agreed annually.</p>
	Expenditure in accordance with legislation	M	<p>After 2019 elections, to operate under General Power of Competence.</p> <p>Proposed training for Councillors and Clerk</p> <p>Appropriate training on processes and procedures in accordance with Finance Regulations for all Councillors and Clerk</p>
Liability	Risk to third party, property or individuals	M	<p>Public Liability insurance in place</p> <p>Risk assessment to take place before any project agreed</p>

	Risk of injury to volunteers working Broadmoor Common or members of the public using the Common and Berryfield	M	<ul style="list-style-type: none"> • Ensure appropriate risk assessments carried out, documented and training, where identified, is provided to volunteers. • Supervision of volunteer working parties by appropriately trained individuals. • Ensure volunteers acknowledge receipt of risk assessments • Ensure volunteers using own equipment are aware of responsibility for own safety • Extend parish council insurance policy to cover volunteers working at request of parish council
Employer Liability	Comply with employment law	L	Follow recommendations of national and local bodies (e.g. HALC)
	Safety of Clerk, Councillors and volunteers	M	<p>Proposal to ensure risk assessments carried out before meetings and work on Broadmoor Common or other areas. All documents to be retained by the Clerk</p> <p>Check risk processes and insurance levels of meeting venue at least annually</p> <p>Volunteers to receive training and copy of risk assessment documentation</p> <p>PAT testing of electrical equipment where required.</p>
Legal Liability	Ensure all actions are within legal powers	H	<ul style="list-style-type: none"> • Training where appropriate for Councillors and the Clerk • All actions/requests passed to Clerk for action • Actions under General Power of Competence
	Proper and timely reporting	M	All actions/activities documented through Minutes of meetings. Minutes of meetings available to the public and on website. Minutes

			sequentially numbered and pages numbered.
	Data Protection	M	Electronic data password protected Personal data reviewed and deleted if not required to be kept Regular training of councillors and clerk undertaken GDPR checklist for councillors and clerk ICO registration
	Compliance with Freedom of Information requirements	M	Requests for information/action to be referred to Clerk
	Risk to Parish Council reputation From social networking	L	Ensure appropriate training of councillors in using social networking. Adopt NALC/SLCC guidance
Equality and Diversity	Risk of allegations of defamation and/or discrimination	H	Appropriate training for Councillors and Clerk. Training for Chairman in relation to dealing with issues arising during a meeting
Councillor Propriety	Register of Interests etc. Code of Conduct	H	Register of Interests etc. held by Monitoring Officer at Herefordshire Council. Copy to be retained by Clerk. Documented check of Registers conducted annually. Ensure register of interests is completed at each meeting in accordance with NALC/HALC guidelines

Woolhope Parish Council

Councillor Co-option Procedure

Approved and adopted 23.4.2019

Introduction

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll has been called or where, following a full term election, vacancies remain on the Parish Council.

To ensure a fair and transparent process is undertaken, the following procedure will be followed by Woolhope Parish Council and is based upon the recommendations of the National Association of Local Councils.

Procedure

1. Upon receipt of confirmation from the Elections Office of Herefordshire Council that a vacancy can be filled through co-option, the Clerk will advertise the vacancy on the Parish Council website, notice boards and through social media, notifying existing Councillors of the vacancy at the same time.
2. The advertisement will be for a minimum of two weeks but may be longer if insufficient candidates come forward.
3. Prospective candidates will be invited to put their request for consideration in writing and indicate:
 - The reason for wishing to become a Parish Councillor, and
 - Skills and experience they can bring to the Parish Council, and
 - Identify any previous experience of Community or Local Authority work
 - Confirm they meet the eligibility criteria to become a Councillor and confirm they are not disqualified from being a Councillor in accordance with the Local Government Act 1972 or such other legislation as may from time to time be applicable.
4. At the next full Council meeting, the Council will vote on whether to accept the candidate as a Councillor. A simple majority of those present and voting will be required for a candidate to be appointed. Voting can be by show of hands if appropriate in accordance with the Parish Council's Standing Orders or may be by paper ballot if Members so wish. It is not necessary for members to accept any candidate for co-option
5. If there are more than one candidate for co option to one or more vacancies, the procedure will be for a vote to be taken for all candidates and the candidate with the least votes to be eliminated. There will then be a repeat of this procedure until the

number of candidates equals the number of vacancies. If there is no overall majority for any candidate, that candidate will be eliminated.

6. Once co-opted, the candidate must sign a Declaration of Acceptance of Office before taking their seat on the Council and must complete a Declaration of Financial Interests within 28 days of co-option.
7. Following a successful co-option, the Parish Clerk will notify the Elections Office of Herefordshire Council accordingly.