

**GRAFFHAM PARISH COUNCIL**  
**MINUTES OF THE MEETING OF GRAFFHAM PARISH COUNCIL HELD ON FRIDAY  
17<sup>th</sup> SEPTEMBER 2021 AT 7.00 PM AT THE EMPIRE HALL**

**1. Attendance and apologies for absence**

**Apologies-** Councillor John Bracey

**In attendance-** Councillors Mackie (Chairman), Charman, Churchward, Coakes, MacQueen and Barker

**Also in attendance:** Mike Simpson, Clerk

**2. To receive any declarations of interest, notification of changes to Members' Interest and consider any requests for dispensation**

There were none.

**3. Approval of the minutes of the Council meeting held on 16<sup>th</sup> July 2021**

Councillors **RESOLVED** to approve the minutes from the meeting on 16<sup>th</sup> July as a true and accurate record.

**4. Public Session (Members of the public may speak for up to five minutes at the discretion of the Chair)**

There were no members of the public present.

**5. County Councillor reports**

There were no reports.

**6. District Councillor reports**

Councillor Alan Sutton provided a written report and circulated it before the meeting which Councillors noted.

**7. Callows: SDNP/18/00938/FUL Callows, Graffham Street, Graffham GU28 0NJ**

There was no update.

**8. Planning Applications**

**SDNP/21/02649/HOUS** Jasmine Cottage Graffham Street Graffham GU280NS: Removal of conservatory and proposed single storey extension with lantern rooflight. Loft conversion and associated internal alterations.

After discussion, Councillors **RESOLVED** to support this application but raised concerns about the location being near a bend and that contractors' parked vehicles could pose a danger to other motorists. The Council therefore requested that provisions be put in place to monitor the situation to ensure all vehicles would be parked as safely as possible.

**9. Payments and bank reconciliations**

Councillors reviewed the schedule of payments since the last meeting (16<sup>th</sup> July) and the bank reconciliations from July and August and **RESOLVED** to approve them.

**10. Variance report**



**To review the latest budget vs actual report for the current financial year.**

The Clerk presented the variance report showing the latest budget vs actual figures for the current financial year which Councillors **RESOLVED** to approve.

**11.Policies**

**a. To review the Council's Financial Regulations**

Councillors reviewed the financial regulations and **RESOLVED** to make the following amendments:

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the full council for all items over £500.
- the Clerk for any items between £250-£500 with consent from the Chairman
- the Clerk for any items up to £250.

The Clerk/RFO has authority to spend up to £250 on any item, service or contract relating to solely Council business without the express authorisation of the Chairman, and up to £500 on any item, service or contract relating to solely Council business only with the express authorisation of the Chairman which should be given by email. All such expenditure shall be presented to the Council for approval at the next appropriate council meeting.

The Clerk/RFO is authorised to act on behalf of the Council in all council matters when faced with an emergency/exceptional circumstance which may result in serious harm/danger to life of persons. The Chair of the Council/ relevant committee are to be consulted before any action is taken.

6.3 All payments shall be effected by cheque, bank transfer or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4 Cheques, bank transfers or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. In the case of online bank transfers, the payment shall be made by the RFO and authorised by a second bank signatory, in line with online banking security protocols. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.9 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years

10.2 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining 2 quotes for any expenditure between £500 and £4,000 and 3 quotes for any over £4000, subject to any de minimis provisions in Regulation 11.1.

**b. To review the Council's Standing Orders**

Councillors reviewed the Council's Standing Orders and **AGREED** that no changes were necessary.



**c. To consider a financial risk assessment**

The Clerk presented the draft risk assessment which Councillors **RESOLVED** to approve. A discussion ensued about monitoring of the playground it was agreed that the Chair would check for any hazards on a monthly basis and that an annual playground inspection by an external company would continue.

**12.To receive reports on or from:**

**Highways and Footpaths**

Councillor Churchward advised that he had still not received a response from West Sussex Highways regarding a number of issues including the drain by the Withy which will pose a big problem once it rains. Councillor Charman asked whether there had been any communication with West Sussex regarding potholes as some had been filled but to a poor standard. It was agreed that the Council should contact County Councillor Tom Richardson to see if he could help.

**Recreation Ground including playground/pavilion**

This item was discussed earlier in the meeting and Councillors had nothing else to add.

**Empire Hall**

There was no update.

**Selham and Ambersham**

Councillors agreed that more contact should be made with residents in Selham and Ambersham and it was decided that Councillor Charman would reach out.

**13.CIL grant expenditure**

Councillor Coakes informed the Council that he was happy to lead on researching areas in which the Council could spend its CIL money. He said the rules were quite flexible as long as it had a community benefit and suggested it could be spent on new noticeboards. Councillor Charman believed the money should be spent on something more substantial and that residents should be included in decision making. The Chair responded by stating that the members of the public were very welcome to attend Council meetings should they wish to get involved and that no further consultation was necessary. Other suggestions such as clearing ditches or helping to alleviate the school parking problem were raised. Councillor Macqueen was unsure whether car parking or clearing ditches was something the Parish Council could get involved with and proposed getting quotes for some new noticeboards which was **AGREED** unanimously.

**14.Singleton Oil Well**

The Chair advised that a local resident had done a lot of work on this issue Councillor Barker agreed to take the lead for the Council on the issues at Singleton Oil Well going forward.

**15.Role of a Parish Councillor**

The Chair confirmed that Councillor Coakes would be leading on CIL expenditure and Councillor Barker would lead on the environment and asked the Clerk to circulate a list of committees and responsibilities.



**Schedule of payments since last meeting 17<sup>th</sup> July-16<sup>th</sup> September 2021**

| Date                         | Payee            | Code                | Transaction  | Amount (£)      |
|------------------------------|------------------|---------------------|--------------|-----------------|
| 2 <sup>nd</sup> August 2021  | Mike Simpson     | Clerk salary        | 905          | 391.58          |
| 27 <sup>th</sup> August 2021 | Mike Simpson     | Clerk salary        | 906          | 391.78          |
| 16 <sup>th</sup> September   | DM Payroll       | Payroll fee         | 907          | 60.00           |
| 16 <sup>th</sup> September   | Norwood          | Grounds maintenance | 908          | 180.00          |
| 16 <sup>th</sup> September   | Empire Hall      | Hall Hire           | 909          | 15.00           |
| 16 <sup>th</sup> September   | Came and Company | Insurance fee       | OLT          | 847.95          |
|                              |                  |                     | <b>Total</b> | <b>1,886.31</b> |

Balance per bank statement at 31st July

|                        |                  |
|------------------------|------------------|
| <b>Current Account</b> | £27,468.18       |
| <b>Reserve Account</b> | 1,125.02         |
| <b>Total</b>           | <b>28,593.20</b> |

|                           |      |
|---------------------------|------|
| Add: outstanding receipts | 0.00 |
| Total                     |      |

|                            |          |
|----------------------------|----------|
| Less: outstanding payments | 0.00     |
| Total                      | <u>0</u> |

**Net Balances** **28,593.20**

Cash Book

|                             |                  |
|-----------------------------|------------------|
| Opening balance (1st April) | 13,602.34        |
| Add Receipts                | 17,479.80        |
| Less payments               | -2,488.94        |
|                             | <b>28,593.20</b> |

Balance per bank statement at 31st August

|                        |                  |
|------------------------|------------------|
| <b>Current Account</b> | £27,076.60       |
| <b>Reserve Account</b> | 1,125.03         |
| <b>Total</b>           | <b>28,201.63</b> |

|                           |      |
|---------------------------|------|
| Add: outstanding receipts | 0.00 |
| Total                     |      |

|                            |          |
|----------------------------|----------|
| Less: outstanding payments | 391.78   |
| Total                      | <u>0</u> |

**Net Balances** **27,809.85**

Cash Book

|                             |                  |
|-----------------------------|------------------|
| Opening balance (1st April) | 13,602.34        |
| Add Receipts                | 17,479.81        |
| Less payments               | -3,272.30        |
|                             | <b>27,809.85</b> |

# GRAFFHAM PARISH COUNCIL RISK ASSESSMENT 2021

## 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> |
| 17/09/2021                      |                    |   |                    |                                    |                    |
| <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>      |                    |
|                                 |                    | Simon Mackie, 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<br><i>What precautions are being /will be taken?</i>  | Risk Level       |                    |             | Further action required<br><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><br>• 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<br>The email account is a gmx account and therefore administered by a large corporate organisation.<br>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.<br>The Clerk meets/speaks weekly to the Chair and so updating the Chair regularly on operations and projects.<br>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<br>Maintain and adhere to Members Codes of Conduct<br>Clear and accurate minuting of Council meetings<br>Clear communication between Council, outside bodies and Clerk<br>Clear leadership and communication skills from Chair<br>Clerk to develop relationships with WSALC and CDC in order to know who to approach  | Low              | Low                | Low         | None required  |
| Financial Record Keeping          | Mistakes in bank reconciliations<br>Mistakes in data input of invoices and VAT figures<br>Mistakes in receipts and payments  | A payments schedule and bank accounts update is presented within every Council meeting.<br>Payments are made within Council meetings and require two signatories with proof of invoice ( <b>councillors agree invoices via email during covid pandemic</b> )<br>The Clerk reconciles the accounts on a monthly basis.<br>Quarterly bank reconciliations/receipts and payments and period end checked by Chair and signed off<br>Quarterly budget figures submitted to Council<br>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<br>Fraudulent use of bank accounts<br>Bank charges due to late funding transfers between accounts<br>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.<br>The online banking system is password protected and used only by The Clerk and authorised signatories to transfer funds from one account to another.<br>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.<br>VAT exclusion from Grants/Funding causing cash flow problems for Council<br>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   | Three quotations are sought on any works over £4,000<br>Where the value of works is between £500 and £4000 then the Clerk shall endeavour to obtain at least two quotes.<br>The Clerk will confirm the order for the work in writing to the contractor so that it is clear what has been agreed.<br>The Clerk will check that all invoices submitted agree with orders issued.<br>No payment will be made to service providers by the Clerk until the work has been verified as complete and as ordered.  | Medium | Low | Low    | None required. |
| Precept                     | Adequacy of precept<br>Requirements not submitted in time to Chichester District Council<br>Precept not received by Council   | 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.<br>Planning for precept begins three meetings prior to submission to CDC.<br>In December the Council uses the budget update report to map out the required monies for standing costs and projects for the following year.<br>The agreed precept is proposed and seconded during the December meeting.<br>The Clerk submits the precept amount to CDC by the end of January.<br>The Clerk informs the Council when precept monies are received. | High   | Low | Medium | None Required. |
| Salaries & Associated Costs | Salaries paid incorrectly<br>Wrong hours paid<br>Unpaid Tax and NI contributions<br>Data protection and sensitive information not for public consideration<br>Incorrect pension deductions                        | All salaries are paid net of Tax and NI through DM Payroll services<br>Pension administration and deductions undertaken every quarter<br>The Clerks hours of work are detailed in his/her contract of employment.<br>Any variation in salary/over time payment is arranged/agreed in a Council meeting.<br>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.<br>Salaries are assessed and applied in line with SALC/NALC salary scales and reviewed annually in April.   | Medium | Low | Low    |                |
| Employees                   | Fraud by staff<br>Actions undertaken by staff   | Insurance includes Employee Dishonesty of up to £150,000 indemnity.<br>The Council ensures that all staff receive relevant training and reference books and access to advisory services such as WSALC to undertake their jobs correctly.<br>The Chair obtains employer references on previous employers of the Clerk/RFO.   | High   | 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.<br>Council members have signed Electronic Agenda agreements for the use of emailing agendas.<br>Agendas are displayed publicly and uploaded to Council website by the Clerk within the statutory time frames.<br>Minutes are prepared, circulated and displayed and uploaded to the Council website by the Clerk within the statutory time frames.<br>Minutes are approved and signed at the following Council meeting.<br>The Clerk prepares statutory documents, and these are adopted within Council meetings.<br>The Clerk consults with WSALC/NALC regarding statutory documents to ensure compliance with legislation.<br>The Clerk regularly attends training/seminars to keep up to date of legislative requirements.<br>Business at Council meeting managed by Chair or Vice Chair in Chair's absence. | Low                     | Low                       | Low                | None required   |
| Members Interests                                       | Conflict of interest with Parish Council Business.                                      | Register of Members Interests Forms updated at least annually by Council (May ACM).<br>Declaration of interests is an agenda item on all Council meetings to prompt members of their duty.<br>Standing orders detail the correct procedure.   | Medium                  | Low                       | Low                | In place for new Members  |
| Insurance   | Adequacy of cover.<br>Cost of cover.<br>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.<br>The Clerk to obtain predicted insurance cover for following year ready for October meeting and precept planning.   | High                    | Medium                    | Medium             | None required   |
| <b>Equipment &amp; Land Owned By The Parish Council</b> | <b>Risks Identified</b>   | <b>Consider:</b><br>• 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  |
| Maintenance   | Risk/damage/injury to third parties   | Playground equipment is checked monthly by for safety and damage. Any problems are reported to the Clerk and added as an agenda item at the next meeting.<br>The sports and bowls pavilion are also checked every month<br>Annual report received by independent Playground Safety Inspector is received and actioned accordingly. As recommended by insurers.<br>All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.<br>All contractors for grounds maintenance must provide Public Liability Insurance cover of £10m. The Clerk to check insurance is in place correctly.<br>The Parish Council have insurance which includes the following:<br>£10m Public Liability, £5m Hirers Liability, £4,000 office equipment and £260K in buildings insurance.  | High                    | Medium                    | Medium             | None required   |

|                              |  |   |        |        |        |                |
|------------------------------|--|---|--------|--------|--------|----------------|
| Notice Boards                | Risk of injury   | The Parish Council has four notice boards sited around the parish. All are inspected regularly by the Clerk and any repair/maintenance requirements brought to the attention of the Parish Council.   | Medium | Medium | Medium |                |
| Meeting Locations            | Adequacy<br>Health & Safety                              | The Parish Council meetings are held at the Empire Hall. The venue is 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:<br>Fire<br>Theft<br>Damage                 | The Parish Council Minutes and Accounts are stored in a secure place<br>Insurance cover is in place   | Medium | Low    | Low    | None required  |
| Council Records (electronic) | Loss through:<br>Fire<br>Theft<br>Corruption of Computer | The Parish Council's electronic records are stored on the Council's laptop computer used by the Clerk.<br>Email records are stored via the internet on Gmail.<br>Backups are taken of the council records<br>The Parish Council website also stores backup copies of standard documents.<br>Insurance cover is in place | High   | Low    | Low    |                |

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