



**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 28th MAY 2019 AT THE PRINCES CENTRE,
CLIFFORD ROAD, PRINCES RISBOROUGH AT 7.00PM**

PRESENT

Cllr M Walsh – Chairman
Cllrs, P Summerbell, A Ball, J Coombs, A Turner, D Knights, I Pearce, T Murali, L Byrne, G Hall, and N Davis
Susanne Griffiths–Clerk to the Town Council
Jayne Mylchreest – Administration Officer
1 member of the public
Bucks County Councillor B Bendyshe-Brown

THE TOWN COUNCIL PRAYER

1. ELECTION OF CHAIRMAN/TOWN MAYOR

To elect the Chairman/Town Mayor
Cllr A Ball proposed Cllr M Walsh
Seconded by Cllr A Turner
A vote was taken. All present agreed
RESOLVED: That Cllr M Walsh be duly elected Chairman and Town Mayor for the year 2019/2020
Cllr M Walsh in the Chair

2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE

The Town Chairman signed the Declaration of the Acceptance of Office before the Town Clerk and Proper Officer of the Council.

3. TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies had been received from Cllrs J Roberts who was on holiday and I McLauchlan who had work commitments.

RESOLVED: To receive and note the following apologies from Councillors J Roberts and I McLauchlan for non-attendance at the meeting

4. MINUTES OF MEETING OF FULL COUNCIL HELD ON 26th MARCH 2019

RESOLVED: To agree and sign as a correct record the minutes of the Town Council meeting on the 26th March 2019

5. DECLARATIONS OF INTEREST

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

Cllr A Turner declared a non-pecuniary interest in Agenda Items No 24

Cllr M Walsh declared a non-pecuniary interest in Agenda item No 24

6. ELECTION OF VICE CHAIRMAN/DEPUTY TOWN MAYOR

To elect the Vice Chairman/Deputy Town Mayor
Cllr M Walsh proposed Cllr A Ball
Seconded by Cllr A Turner
RESOLVED: Cllr A Ball be duly elected Deputy Chairman and Deputy Town Mayor for the year 2019/2020

7. ELECTION OF CHAIRMAN OF FINANCE

Cllr J Coombs proposed Cllr A Turner
Seconded by Cllr A Ball
RESOLVED: Cllr A Turner be duly elected Chairman of Finance for the year 2019/2020

8. PUBLIC FORUM- No questions were raised by the member of the public.

9. A REPORT FROM THAMES VALLEY POLICE

Sgt Robin Hughes gave an update on the improved 101 telephone service and advised that a new PCSO will be joining the Engagement Team on July the 1st. Overall reported crime figures for Princes Risborough are down with burglaries down 50% as an organised crime gang have been sent to prison, together with increased patrols. A successful Closure Order has been put in place on a local property. The Problem Solving and Safeguarding team have been targeting domestic violence persistent offenders.

10. A REPORT FROM CLLR BENDYSHE-BROWN (BCC) ON MATTERS CONCERNING PRINCES RISBOROUGH

Cllr Bendyshe-Brown gave a report (Appendix 1)

A REPORT FROM WYCOMBE DISTRICT CLLR A TURNER (WDC) ON MATTERS CONCERNING PRINCES RISBOROUGH

Cllr A Turner sent a report (Appendix 2)

11.a) TO RECEIVE AND NOTE MINUTES FROM COMMITTEES HELD

The Annual Town Meeting minutes of the 17th April 2018 and the following Committee minutes were presented to the Council

Planning Committee 2nd April 2019 and 14th May 2019 (draft)

Town Committee 2nd April 2019 and 14th May 2019 (draft)

Finance Committee 18th March 2019 and 15th April 2019 (draft)

Events Committee 16th April 2019 (draft)

Public Relations Committee 16th April 2019 (draft)

Admin/HR Committee 29th April 2019 (draft)

Resolved: The Committee minutes listed above be received and noted

12. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED: The following Councillors are representatives of the Town Council on the Outside Bodies listed

RAP –It was duly agreed that Cllr A Ball be the representative on this body.

Princes Centre Ltd, Social Enterprise –It was duly agreed that Cllrs A Turner and M Walsh be the representatives on this body.

NWCAF –It was duly agreed that Cllr M Walsh be the representative on this body.

Parking Review – It was duly agreed Cllr A Ball and Cllr A Turner be the representatives on this body.

Rural Forum – It was duly agreed that Cllr I Pearce be the representative on this body

Youth Club – It was duly agreed that Cllr T Murali be the representative on this body.

REG – It was duly agreed that L Byrne be the representative on this body.

RCAG – It was duly agreed that Cllr T Murali be the representative on this body.

Monks Risborough Parochial Charities – It was duly agreed that Cllr Cllr A Turner be the representative on this body.

Princes Risborough Parochial Charities- It was duly agreed that Cllr Cllr J Coombs be the representative on this body.

13. TOWN COUNCIL COMMITTEES

a) Economic Regeneration Committee

Cllr M Walsh proposed to establish an Economic Regeneration Committee

Seconded by Cllr I Pearce

RESOLVED: To establish an Economic Regeneration Committee.

b) Public Relations and Events Committee

Cllr D Knights proposed to merge the Events Committee with the Public Relations Committee

Seconded by Cllr L Byrne

RESOLVED: To merge the Events Committee with the Public Relations Committee

c) To agree the membership of each committee.

Planning Committee - Cllrs I McLauchlan, J Coombs, M Walsh, N Davis, I Pearce, J Roberts, A Ball

Administration and Human Resources Committee – Cllrs, A Ball, J Coombs, I McLauchlan, P Summerbell, M Walsh, A Turner

Town Committee – J Coombs, G Hall, A Turner, A Ball, P Summerbell, M Walsh, I McLauchlan, N Davis, I Pearce, D Knights, J Roberts, L Byrne, T Murali

Finance Committee –A Turner, M Walsh and the Chairman of each Committee

Events Committee & – Public Relations Committee J Coombs, A Ball, M Walsh, N Davis, D Knights, J Roberts, L Byrne, I Pearce

Commercial Services – J Coombs, A Ball, N Davis, A Turner, I Pearce, M Walsh

Economic Regeneration – J Coombs, I Pearce, T Murali, A Turner, D Knights, M Walsh

RESOLVED: Council agreed the membership of Committees for 2019/2020.

JM

14. FINANCIAL MATTERS

a) The Town Council **RESOLVED** to note the Financial Report to 31st March 2019

b) The Town Council noted the report from the Internal Auditor. There were no ongoing actions raised.

c) The Town Council considered and **agreed** a review of the Effectiveness of the Internal Audit (attached)

d) The Town Council acknowledged the updated Asset Register for 2019

15. AUDIT and Public Inspection of the 2018/2019 Accounts

a) Annual Governance and Accountability Return

The Town Council **RESOLVED** to agree the Annual Governance Statement 2018/19. (Section 1 of the Annual Governance and Accountability Return).

b) Agreement that The Annual Governance Statement be Signed by The Chairman and The Clerk

The Town Council agreed that the Annual Governance Statement be signed by the Chairman and the Clerk.

c) Accounting Statements 2018/2019 (Section 2 Of The AGAR)

The members considered the Accounting Statements.

The Town Council **RESOLVED** to agree the Accounting Statements 2018/2019. (Section 2 of the Annual Governance and Accountability Return).

d) Agreement that The Accounting Statements 2018/2019 To Be Signed by The Chairman

The Town Council agreed that the Accounting Statements 2018/2019 be signed by the Chairman. They had already been signed by the Responsible Financial Officer (RFO)

e) Public Inspection Period for the 2018/2019 Accounts

The Town Council **RESOLVED** to adopt the public inspection period for the 2018/2019 accounts of 10th June 2019 to 19th July 2019.

SG

16. CORRESPONDENCE RECEIVED

A question from the Annual Town meeting has been received regarding Princes Risborough School and the Army Cadets
A concern has been raised that the Princes Risborough School council and the Army Cadets do not have any support for the local council.

JM

All present agreed to reply that the Chairman has already attended a meeting and looks forward to attending more in the future. It was further agreed to establish a Youth Town Council Working Group to include Cllrs T Murali L Byrne N Davis and M Walsh to investigate setting up a Youth Town Council.

TM, LB, ND, MW

A question from the Annual Town meeting regarding the High St, pavements and The Stratton Memorial Garden

1. The Town Council is requested to advise their 5/10-year plan for sustaining the High St.

All present agreed to reply that the Town Council has taken over the running of the Town Festival and has appointed a Town Centre Co-Ordinator who has organised a quarterly Farmers Market. Recent Town Council acquisitions are the Community Centre and the purchase of 39 High St.

JM

2. Request that the pavement on the Aylesbury Road at Monks Risborough is repaired.

All present agreed to forward the complaint to Bucks County Councillor Bill Bendyshe-Brown as **BCC** is responsible for the maintenance of pavements.

JM

3. Request that rubbish is not burnt at the Stratton Memorial Garden

All present agreed for this issue to be discussed at the next Town Committee meeting.

JM

Great and Little Kimble cum Marsh Parish Council are consulting on their Pre-submission Neighbourhood Plan

The consultation was launched on the 8th May 2019 and the members are requested to review the plan at <https://www.kimbleplan.org/> and send comments to consultation@kimbleplan.org by 20th June 2019.

Noted.

A resident has requested vehicle access to the Earle Mitchell for tree works

The resident has requested access to the park for a contractor's vehicle to enable tree works to be carried on trees in their back garden.

All present agreed to approve the request subject to a covenant being received from the contractor that any damage will be made good at their own expense. **JM**

An email has been received regarding parking charges at Horns Lane

A concern has been raised regarding the new charges for the use of the car park.

All present agreed to reply that Cllr G Hall (Wycombe District Council) advised that the Wycombe District Council will review the parking charges. The Town Council was against the increased charges and will continue to monitor the situation and continue to raise residents' concerns with WDC and keep the residents updated. **JM**

17. THE SIGNATORIES FOR 2019/2020 TO SIGN CHEQUES ON BEHALF OF THE PARISH COUNCIL

The Clerk advised that 2 signatories were required for each transaction.

RESOLVED: 8 existing Councillors to continue as signatories for 2019/2020 **JM**

18. RECOMMENDATION FROM THE FINANCE COMMITTEE ON THE REVIEW OF THE TOWN COUNCIL INSURANCE POLICY FOR 2019/20

The policy had been previously circulated to the members for their consideration. **All present agreed** the amendments.

RESOLVED: To accept the recommendations from the Finance Committee for the insurance policy and approve the amendments. **SG**

19. RECOMMENDATION FROM THE FINANCE COMMITTEE REGARDING A MINOR GRANT APPLICATION

A Minor Grant Application has been received from the Princes Risborough Lawn tennis Club

A grant application has been received from the Princes Risborough Lawn tennis Club for £250 towards providing wheelchair access to the clubhouse.

RESOLVED: To approve the recommendation from the Finance Committee to approve the grant. **JM**

20. FINANCE RISK ASSESSMENT AND MANAGEMENT 2019

All present reviewed the Finance Risk Assessment and Management Schedule circulated to the members prior to the meeting for their consideration.

RESOLVED: To approve the Finance Risk Assessment and Management Schedule (attached)

21. RISK SCHEDULE

All present reviewed The Risk Schedule circulated to the members prior to the meeting for their consideration

RESOLVED: To approve the Risk Schedule (attached)

22. RESERVES

Cllr M Walsh proposed to approve viring funds from General Reserves to install water sprinklers at the Stratton Memorial Garden up to a cost of £200.

Seconded by Cllr D Knights.

RESOLVED: To approve viring funds from General Reserves to install sprinklers at the Stratton Memorial Garden up to a cost of £200.

23. DEFIBRILLATOR

A quotation has been received to purchase a defibrillator for Askett Village at £ 1845 plus VAT.

Cllr M Walsh proposed to approve the quotation at £1845.

Seconded by Cllr A Turner

RESOLVED: to approve the quotation at £1845 to purchase a defibrillator for Askett Village.

Cllrs M Walsh and A Turner declared a non- pecuniary interest in this agenda item and took no further part in the discussion or vote.

24. OFFICE EXTENSION

A copy of the new lease between the Princes Centre and the Princes Risborough Town Council was previously circulated to the members for their consideration

Cllr J Coombs proposed to approve a new 2-year contract with the Princes Centre for £7500 per annum to begin when the additional space to hire becomes available.

Seconded by Cllr A Ball.

RESOLVED: To approve a new 2-year contract with the Princes Centre for £7500 per annum to begin when the additional space to hire becomes available. **SG**

25. RECOMMENDATION FROM THE TREE CHARTER WORKING GROUP

A report from the Tree Charter Working Group had previously been circulated to the members for their consideration. Cllr L Byrne proposed to approve the recommendation from the working group that the Town Council become a Tree Charter Branch and adopt the 10 Tree Charter principles aimed at protecting and enhancing trees and forests in the UK. Seconded by Cllr N Davis

RESOLVED: To approve the recommendation from the working group that the Town Council become a Tree Charter Branch and adopt the 10 Tree Charter principles aimed at protecting and enhancing trees and forests in the UK.

26. ANNUAL TOWN MEETING DATE 2020

Cllr M Walsh proposed the 19th March as the date for the 2020 Annual Town Meeting date. Seconded by Cllr N Davis

A RESOLVED: The Annual Town Meeting for 2020 is held on the 19th March.

Cllr A Turner declared an interest in the following agenda item and did not take part in the discussion or vote.

27. MONKS RISBOROUGH PAROCHIAL TRUSTEES

Cllr M Walsh proposed to confirm the re-election of the following as trustees to the Monks Risborough Parochial Charities; Rev James Tomkins, Alan Turner and Jayne Wellbelove. Seconded by Cllr J Coombs.

Resolved: To confirm the re-election of the following as trustees to the Monks Risborough Parochial Charities; Rev James Tomkins, Alan Turner and Jayne Wellbelove.

28. CHARITY NETWORKING EVENT

Cllr M Walsh proposed that the Town Council organise a Charity Networking Event and invite all the charities based in and around Princes Risborough in the Autumn, without any cost to the Council. Seconded by Cllr A Ball

Resolved: To organise a Charity Networking Event for Charities based in the Princes Risborough Area.

29. VALUER FOR THE ACQUISITION OF LAND

Cllr M Walsh proposed to source quotations to be discussed at the next meeting in July for a valuer to value the Molins Sports Ground PR/17 of the Local Plan.

Seconded by Cllr N Davis

RESOLVED: To source quotations for a valuer to value the Molins Sports Ground PR/17 of the Local Plan. **SG**

30. AGENDA ITEMS FOR NEXT MEETING

To discuss and decide on the possibility of subsidised off street parking (Cllr G Hall)

31. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO DECIDE ON THE PREFERRED CONTRACTOR FOR THE SHOP FRONT AT 39 HIGH STREET AND DISCUSS A LEGAL MATTER

Cllr D Knights proposed to pass a resolution to exclude the public and press in accordance with section (12) of the public bodies (admission to meetings) act 1960. **All present agreed.**

The Preferred Supplier for The Shop Front At 39 High Street

Quotations have been received for the shop front at 39 High Street

- a) £12,995 +vat
- b) £ 9,800 +vat
- c) Unable to quote

Cllr M Walsh proposed to approve quotation b)

Seconded by Cllr I Pearce

RESOLVED: to approve quotation b)

Legal Matter

A resident has requested a site meeting with the Councillors in connection with a boundary dispute that he has with a local charity. Legal advice has been sought concerning the role of the Town Council who the resident considers, should be involved in the dispute. **All present agreed** for the office to respond that as the trustees of the Charity have responsibility for the management of the land, the solution is for him to enter into a boundary agreement with them in

which the parties would agree where the boundary should run and therefore advise him to contact the Charity to resolve any dispute with them. The Councillors will meet with him on site, once legal advice has been received.

31. DATE OF NEXT MEETING.

The next meeting of the Town Council will take place on Tuesday 30th July 2019 at 7.00pm in the Princes Centre, Clifford Road, Princes Risborough.

There being no further business to discuss the Meeting closed at 9.25 pm

Chairman..... Date.....

Appendix 1

- Unitary. The new Chairman is Richard Scott from WDC
- Parking Committee. Consultation complete and anticipated start date for implementation is 11th July 2019.
- A4010. The public Consultation has commenced from 24th May for 3 weeks with letter drops to all affected properties. Implementation of measures identified to meet HS2 funding expected to commence end July to October. The funding has been indexed from £480k to £540k. A4010 is now not likely to be used by HS2 traffic but if it is not a primary route it will remain a resilience route.
- Picts Lane. Because of cost of the project it has been passed to Capital Maintenance Programme team for programming. No dates yet to commencement of works.
- Dunsmore Road. Work to repair footway was undertaken as an emergency repair and full repair work should commence during w/c 3rd June
- Mill Lane. Work on repairing footway is due to commence shortly
- Whiteleaf. I have asked for jet patcher work to be undertaken to repair the many potholes.
- Bledlow Household Recycling Centre. Waiting for new councils to form in Chinnor and Thame before commencing consultation with all the local councils on how we should proceed.
- Armed Forces Day. Planning is almost complete for 29th June at Wycombe Air Park. A large fly-past is planned including a Lancaster.

Appendix 2

- For all those travelling into High Wycombe this week, please note that as from overnight Wednesday Queen Victoria Road and Eastern Street will revert to two-way traffic flows.
- There are a number of economic regeneration projects identified across the District for the final year that the District Council will be in existence, including extra funding being earmarked for Princes Risborough.
- The Shadow Unitary Executive are working intensively on multiple work streams aimed at a smooth transformation into the new Unitary Authority in May next year. There is an enormous amount of work to do in a very short period of time, but staff and members are focused and determined to meet the deadline.
- The long-awaited expansion of Risborough Springs is due to start in June with an anticipated completion of works in the New Year.
- The Inspector's final report on the Local Plan is expected by the end of June and once received will go to Cabinet for approval. If this schedule is maintained we would be the first Planning Authority amongst our neighbours to adopt a current Plan - AVDC are unlikely to adopt their Plan until at least the end of 2019, and Chiltern & South Bucks Councils not until the end of 2020. The WDC Local Plan will remain the benchmark for future development until a new Unitary wide Plan is eventually drawn up.
- The Risborough "Capacity Plan" is now well advanced and will be going out to public consultation from 4th June – 21st July and will include exhibition drop-in sessions and a public meeting, as well as postal information leaflets.



Princes Risborough Town Council Internal Audit Review 2019

Agreed 28th May 2019

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	YES or NO	HOW or WHEN	AREAS FOR DEVELOPEMENT
1. Scope of internal audit	<p>Terms of reference for internal audit were reapproved by the Council. Letter of engagement</p> <p>Internal audit work takes into account both the councils risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Reviewed and approved 26th March 2019, as per Financial Regulations 27th March 2018 Issued 04.02.2019</p> <p>Covered in our Finance Risk Assessment & Management Document 2019</p> <p>Covered in our Finance Risk Assessment & Management Document 2019</p> <p>As per Financial Regulations 27th March 2018</p>	Review Annually
2. Independence	<p>Internal audit has direct access to those charged with governance. Reports are made in own name to management.</p> <p>Internal auditor does not have any other role within the council or involvement in the authority's financial controls and procedures.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Internal auditors report dated 3 r d May 2019</p> <p>Appointed an independent auditor on 29th January 2019</p>	Existing procedure good
3. Competence	<p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity. The Internal Auditor appointed is on the recommended list from BALC.</p>	<p>Yes</p>	<p>Internal auditor report dated 3 r d May 2019, as per Financial Regulations 27th March 2018</p>	Existing procedure good
4. Relationships	<p>The Clerk/RFO is consulted on the internal audit plan. Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job description & engagement letter) The responsibilities of council members are understood; training of members is carried out as necessary.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Audit plan approved by Council 26th March 2019</p> <p>Within council policy documents/standing orders/financial regs, forms part of financial regs. & Finance Risk Assessment and Management document 2019.</p> <p>Within council policy documents/standing orders/financial regs. Induction training carried out by Chairman and Clerk. Training delivered by BALC</p>	As above and offer training
5. Audit planning & reporting	<p>The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council. Internal audit has reported in accordance with the plan.</p>	<p>Yes</p> <p>Yes</p>	<p>Audit plan approved 26/03/19 – forms part of Financial Regs 2018 & Finance Risk Assessment and Management document 2019</p> <p>As per Financial Regulations approved by Council 27th March 2018.</p>	Existing procedure good



CHARACTERISTICS OF EFFECTIVENESS	EVIDENCE OF ACHIEVEMENT	YES or NO	HOW or WHEN	AREAS FOR DEVELOPEMENT
1. Internal Audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes	Financial Regulations approved by council 27th March 2018 Covered in our Finance Risk Assessment & Management Document 2019. Internal auditor reviews annually	Review the Finance Risk Assessment and Management document minimum every two years
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the Council's annual governance statement	yes	Financial Regulations approved by council 27th March 2018 Finance Risk Assessment & Management 2019	Review the Finance Risk Assessment and Management document minimum every two years Existing procedure good
3. Be seen as a catalyst for change	Internal audit supports the Council's work in delivering improved services to the community	Yes	Internal auditors report of annual return dated 03.05.2019 presented to the Council in May annually.	Council to action if required
4. Add value and assist the organisation in achieving its objectives	The Council makes positive responses to internal audits recommendations and follows up with action where this is called for.	Yes	Internal auditors report is reviewed by Council and actioned as appropriate.	Council to action if required
5. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes	Audit plan approved 26/03/19- forms part of Financial Regs. & Finance Risk Assessment and management 2019	Review Audit Plan annually
6. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risk, rather than relying solely on audit recommendations.	Yes	Internal audit involved when facing new challenges or risks identified	Report to council
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the Council and the legal and corporate framework in which it operates.	Yes Yes	Internal auditor visits the Council office to inspect documents relating to internal audit. Internal auditor provides evidence.	Existing procedure good

Princes Risborough Town Council Finance Risk Assessment and Management 2019

Reviewed and agreed 28th May 2019

Area	Risk(s) identified	H / M / L	Management/ control of risk	Review/Assess/Revise
Precept	Adequacy of precept Requirements not submitted to WDC Amount not received by PRTC	L	To determine the precept amount. The Council receives a budget update report, including actual position and projected position to end of year against budget and indicative figures of costs and income for the next year obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings and agrees the total budget. The amount between income and expenditure is the value that needs to be met and the Council makes a Resolution as to the amount of precept to request. This figure is submitted by the Clerk in writing to WDC. The Clerk informs Council when the monies are received (approx April & September time).	Existing procedure adequate.
Banking Arrangements and Procedures Banking Security & Access to Finances	Accounts & Bank Reconciliation Inadequate checks Bank mistakes Loss Charges Payments	L	One current bank account used daily with RFO &Accounts Assistant. Accounts are reconciled using the RBS Omega system within 5 days of receipt of statement. 32day notice account held for reserve funds not required in the month which pays interest. Transfers are made by Clerk as authorised in the Financial Regulations. No one person has access to monies held in the bank accounts. The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement arrives, these are dealt with immediately by informing the bank and awaiting their correction. Finance Committee appoints a Cllr to check bank reconciliation and report to the council. Lloyds Bank is used which offers no charges. Each payment is released or signed by 2 Councillors as detailed on the bank mandates.	Existing procedure adequate. Review the Financial Regulations when necessary. Monitor the bank statements monthly. Review bank signatory list annually
Maintaining Financial records & systems that are correct and comply with accounting practice	Inadequate records Financial irregularities Adverse audit reports, legal action and loss of confidence in Town Council. Loss of income through error or fraud Accounts. The RBS Omega accounts system is used which is an accepted accounts package for local authorities. Loss of key staff trained in financial systems and processes	L	The Council has Financial Regulations. Financial transactions are recorded by the Clerk at least monthly and financial reports presented to council on a monthly basis. An independent auditor checks the records on an annual basis ensuring compliance with VAT, tax and NI conditions and accuracy of accounts as part of the internal audit process. Year-end accounts are drawn up and submitted along with the annual return. Clerk keeps up to date with legislative changes. Fidelity Guarantee Insurance. No petty cash arrangements. A back up is also made to the main server at the end of each day and then backed up to a cloud server off site. Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued. Staffing arrange so that knowledge is distributed between RFO and at least one other member of staff.	Existing procedure adequate. Review the Financial Regulations when necessary. Town Clerk continually reviews controls and current procedures. Review Insurance Policy annually. Existing procedure adequate. Existing procedure adequate. Existing procedure adequate.

Maintaining Financial Control that are correct and comply with accounting practice	Financial Regulations become out of date with change in technology, regulations or business. Lack of budgetary overview/overspend against budget. Lack of finance to meet unbudgeted, urgent commitments (with safety implications)	L	The Clerk to react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provides a strong framework compatible with Council's practices. Monthly review of Income and Expenditure by Finance Committee. Quarterly review of Committee budgets by Committees. Contingency included in budget.	Review Financial Regulations at least every two years. Existing procedures adequate Review reserves annually.
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Loss of stock Unpaid invoices	L	The Council has Financial Regulations which set out the requirements. At monthly Finance meetings the list of invoices awaiting approval is distributed to Councillors. These are considered and the Councillors approve the list of requests for payment. Two Councillors check each invoice against the cheque book/payment method and associated paperwork and initials the invoice and cheque stub. The Council has minimal stocks, these are checked and monitored by the Clerk/Maintenance Team. Unpaid invoices are pursued and where possible, payment is obtained in advance.	Existing procedure adequate. Review the Financial Regulations when necessary
Grants and support -payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly. The Town Council has adopted the General Power of Competence.	Existing procedure adequate.
Grants receivable	Receipts of Grant	L	The Town Council does not presently receive any regular grants. One off grants may come with terms and conditions to be satisfied. All monies received are entered and payments made against the project.	Procedure would need to be formed, if required.
Charges -rentals receivable	Receipt of rental Insurance implication	L / M	Rental of the Community Centre, Recreation ground and the Market House - The Clerk issues terms and conditions of usage and a booking form to all applicants. The Town Council copy is held by the Clerk. Invoices are raised on a monthly basis. The cheque is received and banked. The Council is notified accordingly. A Risk Assessment and copy of Insurance is requested of all users who are required to provide a copy to the Town Council. All Town Council property is covered by Public Liability insurance.	Existing procedure adequate. Review agreement and fees annually. Ensure payment, risk assessment and copy of Review training records annually
All actions taken by the Town Council comply with current legislation	Non-compliance with legislation or practice leading to the Council being "Ultra Vires" Illegal activity or payments	L	Town Clerk to keep up to date with changes in legislation seeking advice when necessary attending relevant training sessions. Councillors to attend training sessions when relevant, Membership of SLCC, BALC and NALC. All activity and payments within the powers of the Town Council to be resolved and minuted at Finance/ Full Town Council Meetings.	Review membership annually Existing procedures adequate.

Best value Accountability	Work awarded incorrectly Overspend on services	L/ M	Town Council practice would be to seek, if possible, three quotations for any work required to be undertaken or goods where the cost is more than £600. For major contract services, where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 which is valued at £25,000 or more, the council will comply with the relevant requirements of the Regulations which require councils to use the Contracts Finder website to advertise contract opportunities. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Included in Financial Regulations.
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue. Annual return	L	The Admin &H/R Committee authorises the appointment of all employees. The Council authorises the creation of new roles. Salary rates are agreed in contract and any amendment agreed by council and recorded in personnel files. Salary analysis and slips are produced by the Clerk monthly together with a schedule of payments to the Inland Revenue (for Tax and NI) & pension to the Council. These are inspected at Finance meetings and signed off. All salary, pension, Tax and NI contributions are worked out by the Clerk. All Tax and NI payments are submitted by the Clerk. Each member of staff has a contract of employment and job description. Employer's Annual Return is completed by the Clerk and submitted online to the Inland Revenue within the prescribed time frame. The LGPS Annual Pension return is completed and returned with the prescribed time frame.	Existing appointment and payment system is adequate. Existing procedures adequate.
Employees	Loss of key personnel Health & Safety Actions undertaken by staff Fraud by staff	L	Long term incapacity of Clerk (more than 3 months) would be covered by appointment of temporary Clerk Short term illness would be covered by the Deputy Clerk. The Clerk should be provided with relevant training, reference books, access to professional and legal advice required to undertake the role. The Maintenance Team should be provided with adequate direction and safety equipment needed to undertake the roles, ie. protective clothing and training. Ellis Whittam appointed as H/R and H&S Consultants The office staff should be provided with adequate direction and relevant training as necessary. Appraisals are carried out annually with one to one interviews conducted on a quarterly basis. The requirements of the Fidelity Guarantee Insurance to be adhered to with regards to Fraud.	Existing procedure adequate. Purchase revised books. Membership of the SLCC. NALC/BALC renewed annually. Monitor working conditions, safety requirements and insurance regularly. Reviewed every 3 years.
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. The annual budget is set with this in mind.	Reviewed annually with Insurance policy Existing procedure adequate.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements. VAT returns are lodged on a quarterly basis in line with accepted procedures The Council use the RBS Omega system which incorporates a VAT schedule which is an accepted package.	Existing procedure adequate.
Annual Governance and Accountability Return (AGAR)	Submit within time limits	L	The AGAR is completed by the RFO and Internal Auditor then presented to the Council for approval and is signed by the Chairman of the Council at that meeting. Once approved and signed by the Council it is sent on to the External Auditor within time limit with the supporting information requested.	Existing procedures adequate.

Insurance	Adequacy Cost Compliance Fidelity Guarantee	L/ M	<p>An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for.</p> <p>Ensure compliance measures and Fidelity checks are in place.</p> <p>Town Council use Zurich who is a recognized provider for Town & Parish Councils.</p>	<p>Existing procedure adequate. Review insurance provision annually.</p> <p>Review of compliance.</p>
Data Protection	Policy Provision	L	<p>Registration with the Data Protection Agency. Appointment of Data Protection Officer.</p>	<p>Review annually</p>
Freedom of Information Act	Policy Provision	L	<p>The Council has a model publication scheme for Local Councils in place.</p>	<p>Monitor and report any impacts of requests made under the FOI Act.</p>

Princes Risborough Town Council Risk Schedule	Frequency	Last Reviewed	Comments/Actions
Town Council Insurance			
Including Public & Employers Liability	Annual	May-19	£15 Million for PIL
Money & Fidelity Guarantee	Annual	May-19	No change
Personal Accident	Annual	May-19	No change
Building Cover for Parish Owned Property/Community assets	Annual	May-19	changes approved at TC meeting May 2018
Safety Check/Fire/Electrical - Market House	Annual	May-19	No change
	Annual	Oct-18	Inspected by Interserve
Safety Check/Fire/Electrical - Office	Annual	May-19	Inspected by PSA Electrical Contractors
Inspection of Playground equipment by qualified Inspector - ARD	Quarterly	Mar-19	All high risk items actioned
by Risk Inspection Officer	Monthly	May-19	All high risk items actioned
by Maintenance Team	Weekly	May-19	
Other Inspections/Maintenance:			
Tree Survey by WDC Arboriculturalist	As required	Apr-19	To be reviewed 2022/23
Goalpost bar - bolts fitted to make secure HHMC	start & finish of Season (stored)		
Tree maintenance	Annually - ongoing		
Financial Matters:			
Finance Risk & Management Review		Mar-19	Satisfactory
Banking Arrangements	Annual	Mar-19	Satisfactory
Insurance Providers	Every three years	Apr-18	Satisfactory
VAT return completed/submitted	Quarterly	Apr-19	Satisfactory
Annual Salary Review	Annual	Nov - estimates	Satisfactory
Bye-Elections	Annual	Nov - estimates	Satisfactory
Other	Annual	Nov - estimates	Satisfactory
Budget agreed, monitored and reported	Monthly	May-19	Satisfactory
Precept requested	Annual	Jan-19	Satisfactory
Payments approval procedure	Monthly	May-19	Satisfactory
Bank reconciliations overseen by Finance committee	Monthly	May-19	Satisfactory
Members' allowance reviewed and agreed	Annual	Nov - estimates	Satisfactory
Internal Audit	Annual	May-19	Satisfactory
External Audit	Annual	May-18	Satisfactory
Internal check of financial records	Monthly	May-19	Satisfactory

Record Keeping:					
Minutes properly numbered etc	on-going				Yes
Asset register available/updated	on-going		Apr-19		Yes
Financial Regulations available/updated	on-going		Mar-18		Yes
Backups taken of computer records	Daily		Daily		
Archived computer records	Periodically		Auto archive		
Employees & Contractors:					
Contracts of employment	on-going				Satisfactory
Contractor Indemnity Insurance	on-going				Satisfactory
Written arrangements with contractors	on-going				Satisfactory
Members' Responsibilities:					
New code of conduct adopted	on-going				Yes
Register of interests completed & updated	on-going				Yes
Register of Gifts/Hospitality	on-going				Yes
Declarations of interests minuted	on-going				Yes
The information given above was agreed at the Town Council Meeting held on the					
as being a correct record.					
			28th May 2019		
Signed:	Date:				
Chairman					
Clerk					