

**WOODHOUSE PARISH COUNCIL**  
&  
**King George's Field – Woodhouse Eaves Charity – Charity Number 1087237**

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**Finance Committee**  
**Tuesday 24<sup>th</sup> September 2024 at 6:15pm**

**Mr Searancke, Mr Ince, Mr Thomas, Mr Shiels & Mr McDonald**  
**To be held in the Parish Council Office**

**AGENDA**

**1. APOLOGIES FOR ABSENCE**

To receive and approve

**2. DECLARATIONS OF INTEREST**

To receive

**3. MINUTES OF THE MEETING ON 23 APRIL 2024**

Confirmed at the full Council meeting on 13<sup>th</sup> May 2024

**4. PARISH COUNCIL**

**Appendix 1**

- a) Review of budget for 2024/25 and budget forecast
- b) To consider future expenditure requirements

**5. KING GEORGE'S FIELD CHARITY**

**Appendix 1**

- a) Review of budget for 2024/25 and budget forecast
- b) To consider future expenditure requirements

**6. KING GEORGE'S FIELD CHARITY – LETTINGS REVIEW**

- a) To discuss hall hire rates for 2025/26
- b) To discuss sports club's fees for 2025/26

**7. AUDITORS**

- a) To note that the 2023-24 external audit report has been completed
- b) To note we are on the waiting list for LRALC Internal audit service 2024-25

**8. INSURANCE**

To consider and approve the annual insurance quote from Clear Council for a 3 year rate of £8,016.61 for renewal on 1<sup>st</sup> October 2024

**9. POLICIES**

- a) To consider and approve adopting a revised Financial Risk Assessment
- b) To discuss revising our current Financial Regulations

**Appendix 2**

**To be distributed**

**10. OTHER BUSINESS**

- a) To consider changing over from .org to .gov. domain for the website and email addresses. Also to consider if every Councillor should have a separate email.
- b) To note the Clerk to be added to the bank mandate to cover for RFO if not available to carry out works
- c) To consider and approve new pads and battery for the defibrillator outside Woodhouse Community Hall at a cost of £313.20
- d) To consider and approve a request from Cllr Snartt to reimburse travel expenses for 2 parishioners to attend the RCC award ceremony in Leicester

**Appendix 3**

**11. TO NOTE ANY OTHER BUSINESS FOR FUTURE AGENDAS**

Date of next meeting: Tuesday 19<sup>th</sup> November at 6:15pm

Meeting Closed

**WISH LIST SEPTEMBER 2024**

<b>ITEM</b>	<b>Estimated £</b>	<b>Reason and Plan</b>
<b>COUNCIL ITEMS</b>		
Renovate telephone box in Woodhouse	£500	
Review and Update the Neighbourhood Plan		
Noticeboard outside of play area at Village Hall		
Broombriggs Windmill renovation	£1000	
<b>KGV ITEMS</b>		
Direction sign finger post (Oak)		
Village green	£50,000	
Play equipment relocation (Village Green)	£15,000	
Pavilion refurbishment	£5,000	
Play area fencing	£10,000	Iron railings and gates or wooden
New Sign for Village Hall	£600	

# WOODHOUSE PARISH COUNCIL & KING GEORGE CHARITY RISK ASSESSMENT

The purpose of this document is to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- ✓ Identify the areas to be reviewed.
- ✓ Identify what the risk may be.
- ✓ Evaluate the management and control of the risk and record all findings.
- ✓ Review, assess and revise if required.

Financial and Management				
Subject	Risk/s identified	H/M/L	Management/Control of risk	Review/Assess/Revise
Precept	Adequacy of precept.	L	Sound budgeting to underlie the annual precept. The precept is an agenda item at the December council meeting. At the precept meeting the council receives a budget update report, including actual position and projected position to the end of the year. 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. The precept is then set on the basis of the budget. This figure is submitted by the Clerk in writing to Charnwood Borough Council. The Clerk informs the council when the monies are received (April and October).	Existing procedure adequate.
	Requirements not submitted to Charnwood Borough Council.	L		
	Amount not received.	L		
Financial records	Inadequate records.	L	The council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Financial irregularities	L	Internal and external audit.	
Bank and banking	Inadequate checks	L	The council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Cheques require two signatories and monthly accounts are presented at council meetings. Bank reconciliation is completed monthly.	Review the Financial Regulations when necessary and bank signatory list when necessary, at least annually and after an election.
	Bank mistakes	L	The bank does make occasional errors in processing cheques which are discovered	
	Loss	L	when the Clerk reconciles the bank accounts, these are dealt with immediately by	
	Charges	L	informing the bank and awaiting their correction. Bank statements are monitored monthly.	

To be approved at full council on 7<sup>th</sup> October 2024 and will be reviewed & signed annually at the Annual Meeting of the Parish Council.

	Direct bank payments made by the RFO.	L	Bank balances (and reserves) are reported and minuted on a monthly basis; Bank statements are available for inspection at any time; The schedule of payments is approved and minuted in full on a monthly basis at full council; All invoices/receipts are available for inspection at any time;	Existing checks & procedure is adequate.
Cash/Loss	Loss through theft or dishonesty	L	The council has Financial Regulations which set out the requirements. Cash/cheques received are banked within 14 days. A small petty cash amount is held. This is audited by the Internal Auditor annually.	Existing procedure adequate.
Reporting and auditing	Information communication	L	An internal audit and external audit are conducted annually on the financial records. Results are presented to the Council. Analysis of receipts and payments against the budget is produced monthly. Accounts summary produced monthly with bank reconciliation	Existing procedure adequate.
Direct costs	Goods not supplied but billed. Incorrect invoicing. Cheque incorrect.	L L L	The council has Financial Regulations which set out the requirements. At each council meeting the council approves the list of requests for payment. Two signatories are required for cheques and the counterfoils are initialled.	Existing procedure adequate. Review the financial regulations when necessary.
Grants and support payable	Power to pay. Authorisation of council to pay.	L L	All such expenditure goes through the required council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedure adequate.
Grants receivable	Receipt of grants	L	The Parish Council does not presently receive any regular grants. Any terms and conditions that come with one-off grants would need to be satisfied.	Procedure would need to be formed if and when required.
Charges – receipt of rent/fees	Loss of rent/fees from allotments, cricket club	M	Contingency fund in place would cover any non-payment or fall in income.	Existing procedure adequate.
Best value accountability	Worked awarded incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if practicable, three quotations for any substantial work required to be undertaken or goods. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research and report to the Parish Council.	Existing procedure adequate. Include when reviewing Financial Regulations.
Clerk	Fraud	L	The requirements of the Fidelity Guarantee insurance to be adhered to.	Existing procedure adequate.. Membership of LRALC.

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Election costs	Risk of an election cost.	L/M	Risk is higher in election year. When an election is due the Clerk will obtain an estimate of costs from the Borough 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. The estimated cost of an election shall be spread across the four years.	Existing procedure adequate. Included in financial statement when setting precept.
Data protection	Non-compliance	L	The Parish Council appointed the Clerk as Data Protection Officer in October 2019. The Parish Council is registered with the Information Commissioner.	Ensure that Data Protection Training is up to date.
VAT	Maintaining records and VAT receipts. Reclaim within time limits.	L L	RFO analyses the VAT charged on purchases, records them in the cash book and files receipts. VAT to be claimed annually. RFO to monitor VAT on an ongoing basis and claim when required.	
Employers annual return	Paying and accounting for NI and tax of employees salaries.	L	Employer's annual return is completed and submitted online to the Inland Revenue within the prescribed time frame by DCK Payroll.	Existing procedure adequate.
Audit – internal audit	Completion within time limits.	L	Internal auditor is appointed by the Parish Council. Internal auditor is supplied with relevant documents to audit and the Annual Return form to sign for the External Auditor.	Existing procedure adequate.
Annual return	Submit within time limits	L	Annual Return is completed and signed by the council submitted to the internal auditor for completion and then signing then checked and sent to the external auditor within time limits.	Existing procedure adequate.
Insurance	Adequacy Cost Compliance Fidelity guarantee	L L L M	An annual review is undertaken [before the time of the policy review] of all insurance arrangements in place. Employer's liability, Public liability and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate. Review provision and compliance annually.
Freedom of information act.	Policy Provision	M M	The council has adopted the model publication scheme for Local Councils. The council is able to request a fee if the work will take more than 15 hours however the request can be resubmitted, broken down into sections thus negating the payment of a fee.	Monitor and report any impacts of requests made under the Freedom of Information Act.
<b>PHYSICAL EQUIPMENT OR AREAS</b>				
Subject	Risk/s identified	H/M/L	Management/Control of risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third parties/property	L L	An annual review is undertaken for insurance provision and maintenance provision.	Existing procedure adequate.

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Playground equipment	Damage to play equipment. Risk to third parties.	L L	Weekly records are completed and kept. Reported to the council at the monthly meeting. Annual safety check completed and action taken to rectify problems identified. Adequate insurance in place.	Existing procedure adequate.
Maintenance	Poor performance of assets. Risk to third parties.	L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually. All public amenity land is inspected regularly.	Existing procedure adequate. Ensure inspections carried out. Carry out annual inspection of assets.
Council records/ paper	Loss through; Theft Fire Damage	L M L	The Parish Council records are stored in the Parish Office. Records include historical correspondence, minute books and records such as insurance.	Damage [apart from fire] and theft is unlikely and so provision adequate.
Council records/ electronic	Loss through; Theft, Fire, Damage of the laptop.	L/M	The Parish Councils electronic records are stored on the Clerk & RFO's laptops. Back-ups of the files are taken at regular intervals.	Back up of electronic files produced regularly.
Website	Out of date content.	L	Clerk to maintain the website. Content reviewed by the Clerk to ensure that information is up to date.	Existing procedure adequate.

## LIABILITY

Subject	Risk/s identified	H/M/L	Management/Control of risk	Review/Assess/Revise
Legal powers	Illegal activity or payments.	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council meetings.	Existing procedure adequate.
Minutes, agendas, notices and statutory documents	Accuracy and legality. Non-compliance with statutory requirements. Business conduct.	L L L L	Minutes and agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at council meetings should be managed by the Chairman.	Existing procedure adequate. Undertake adequate training. Members to adhere to the Code of Conduct.
Members interests	Conflict of interest. Register of members interests.	M M	Councillors have a duty to declare any interest at the start of the meeting. Register of member's interest forms to be reviewed on at least an annual basis.	Existing procedure adequate. Members to take responsibility to update the register.

Reviewed and signed as being a correct record.

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

Clerk ..... Date .....

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## Cuttlefish Advice on a .gov.uk Domain

We've been approved to provide .gov.uk <<http://gov.uk/>> domains via the Cabinet Office where they will fund the set up cost for you (£100 + VAT) which includes the first 2 years of hosting (whilst funding lasts). You'd then be responsible for future renewal costs (currently £150 every 2 years).

There is a requirement to have a role specific email address too - such as clerk@ - which we can provide you with. Full details can be found here: <https://cuttlefish.com/local-councils/domains>

### Email Options:

If you need any new email addresses we can provide these via Rackspace with an empty mailbox of 25GB for just £35 + VAT per year.

However we also provide Microsoft 365 options with increasing cost depending on additional software packages required (Word, Excel, PowerPoint etc).

We supply these emails in 'slots' so that they can be reallocated to other users' mid-year i.e. if you have anyone retire or resign from the council.

Please find the different options available here: <https://cuttlefish.com/local-councils/emails>

If you'd like historical emails migrated please note the following costs: Migrate the clerks mailbox: Free

Up to 5 additional mailboxes to be migrated = £50

6 - 10 mailboxes to be migrated = £100

11 - 15 mailboxes to be migrated = £150

### Steps to Complete:

We've built all the steps to get a .gov.uk <[http://gov.uk](http://gov.uk/)> domain and email into a single link for you to complete, which you can access [HERE](#)

<https://support.cuttlefish.com/onboarding/invite?type=gov-domain&client=26645753&signature=fb053f7b76055fef730813200a83eafb7a8989d0344fd84f05ddf59ad111c06e> .

The first step will take you away from our form to complete the CDDO funding form, you must then come back to our form to complete steps 2 - 5. These steps let us know what domain you want, any emails you require and if you wish to migrate any historical emails over.

Once our form is complete, we will do the rest. We will keep you updated throughout the process on your funding result, domain application onto your website, and email creation (as appropriate).

Training for Councillors (Free of Charge) Tuesday 29<sup>th</sup> October 5pm

Training for Clerks (Free of Charge) Wednesday 30<sup>th</sup> October at 1:30pm