



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

Thursday, 13 July 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the **Finance and General Purposes Committee** which will be held on **Tuesday 18 July 2023** commencing at **19.00** in the Radcliffe Room, **The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB**.

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view.

Belina Boyer
Parish Clerk/RFO

Committee Members: Cllr O Bere, Cllr S Clegg, Cllr G Dunn (Vice-Chair), Cllr I Dovey, Cllr T James, Cllr A McLeod, Cllr P Thomas (Chair)

Agenda no	Agenda Item title	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3
	Welcome by the chair of the committee.	
FGP24/036	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.

Agenda no	Agenda Item title	Power/Regulation
FGP24/037	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
FGP24/038	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, s33.
FGP24/039	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FGP24/040	To receive the minutes of the previous Radcliffe-on-Trent Parish Finance and General Purposes Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Finance and General Purposes Committee meeting Tuesday 20 June 2023	Local Government Act 1972, Sch 12, p41 (1).
FGP24/041	To receive a verbal progress report by the clerk on action points from the last meeting.	
FGP24/042	To receive and approve the payments listings for June 2023. Paper B	
FGP24/043	To receive and note the summary and detailed income and expenditure reports for June 2023. Paper C	
FGP24/044	To receive and note the balance sheet for June 2023. Paper D	
FGP24/045	To receive and note the summary and detailed forecast for council income and expenditure. Paper E	
	To receive and note the bank reconciliation to the 30 June 2023 Paper F	
FGP24/046	To receive and note the draft minutes of the Personnel Sub-Committee held 10/07/2023. Paper G – To be tabled	
FGP24/047	To consider and approve the recommendations of the personnel committee held 10/07/2023 a) To recommend to F&GP to allow appraisals to be conducted within paid overtime at a rate of up to two hours per appraisee if it cannot otherwise be accommodated within the working week..	

Agenda no	Agenda Item title	Power/Regulation
	<p>b) To recommend to F&GP to increase weekly hours for the third caretaker post to 16 if required to fill the post and release any additional funds from general reserves if the additional expenditure cannot otherwise be covered within the current budget. .</p> <p>Paper H – To be tabled</p>	
FGP24/048	<p>To consider a proposal by Cllr O Bere waiving the daily pitch fee for a pop-up business in the recreation ground.</p> <p>Paper I</p>	Localism Act 2011, s1-8
FGP24/049	<p>To consider subscribing to Parish Online at a heavily discounted rate to allow for the detailed mapping of assets and creation of various mapping layers.</p> <p>Paper J.</p>	Localism Act 2011, s1-8
FGP24/050	<p>To consider recommendation from Amenities Committee to release expenditure above budget for the following projects:</p> <ul style="list-style-type: none"> a) Temporary toilet facilities at the recreation ground to include servicing 3 times per week b) Purchase and installation of three wooden benches with back rests c) The installation of a stainless steel column tap d) To release funding for a professional survey and condition report from the leisure development designated reserve <p>Paper K – to be tabled</p>	Localism Act 2011, s1-8
FGP24/051	<p>To consider approval of councillor training.</p> <p>Paper M</p>	Localism Act 2011, s1-8
FGP24/052	<p>To consider supporting the Community Speedwatch Scheme to a cost of approximately £450.</p> <p>Paper N</p>	Localism Act 2011, s1-8
FGP24/053	<p>To consider re-adopting the Council's Strategic Risk Register.</p> <p>Paper O</p>	Local Government Act 1972, s. 112
FGP24/054	To receive any items for notification to be included on a future agenda – for information only	
FGP24/055	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 26 September 2023 at 19.00.	Local Government Act 1972, Sch 12, p10 (2)(a)

PAPER A



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

116/23

DRAFT Minutes of the Finance and General Purposes Committee meeting held on 20th June 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Phil Thomas (Chair)	Cllr Gillian Dunn (Vice Chair)	Cllr Anne McLeod
Cllr Irene Dovey	Cllr Oli Bere	Cllr Tracy James

Members Absent:

Cllr Sue Clegg		

In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	1 member of public
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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total.	1 member of the public, wished to view a council meeting as considering to apply for Parish Council through co-option.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Please see the Standing Orders 3 d-n for details.			
	Welcome by the chair of the committee.	Welcome to members of the public and committee members.		
FGP24/014	To note apologies for absence.	Cllr Sue Clegg – accepted.		Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/015	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Cllr Anne McLeod – item FGP24/024		Localism Act 2011, s31.
FGP24/016	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None		Localism Act 2011, s33.
FGP24/017	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	The committee resolved to exclude public and press for item FGP24/31.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FGP24/018	To receive the minutes of the previous Radcliffe-on-Trent Parish Finance and General Purposes Committee meeting(s) and resolve	The committee unanimously resolved to sign the minutes of Finance and General Purposes Committee meeting Tuesday 30		Local Government Act 1972, Sch 12, p41 (1).

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	to sign these as a true record of the meeting(s). Paper A – Finance and General Purposes Committee meeting Tuesday 30 May 2023.	May 2023 as a true record of that meeting..		
FGP24/019	To receive a verbal progress report by the clerk on action points from the last meeting.	AGAR has been submitted to the External Auditor, posted to the website and on noticeboards in the Grange Hall and in the village.		
FGP24/020	To receive and approve the payments listings for April and May 2023. Paper B	Discussed at length – it was suggested that the clerk check if any of the call out fees for security is recuperable from those who fitting the new meter. It was also noted that 2 monitors were purchased when there was fault but IT were able to fix older ones. Proposed to approve payment listings by Cllr McLeod Seconded by Cllr O Bere Unanimously approved.	Clerk to check if security call out fees are recuperable.	
FGP24/021	To receive and note the summary and detailed income and expenditure reports for April and May 2023. Paper C	Election fund budget discussed at length. The Clerk recommended to wait until the council had been billed for this year's election process before considering what to do with this budget heading.	Clerk/RFO to propose suitable virements at an appropriate time.	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		The committee noted the summary and detailed income and expenditure reports for April and May 2023..		
FGP24/022	To receive and note the balance sheets for April and May 2023. Paper D	The committee noted the balance sheets for April and May 2023.		
FGP24/023	To receive and note the summary and detailed forecast for council income and expenditure. Paper E	The committee noted the summary and detailed forecast for council income and expenditure.		
FGP24/024	To consider and application for the free room hire from the Jefferey Limmer Trust. Paper F	Proposed by Cllr Dunn Seconded by Cllr Bere the committee unanimously resolved to approve free room hire for the Jefferey Limmer Trust for its quarterly meetings.	Clerk/RFO to look into effective way of accounting for cost of free room hire.	
FGP24/025	To consider a grant application by The Radcliffe on Trent Charity Carnival for £250. Paper G	Proposed by Cllr Dunn Seconded by Cllr Bere the committee unanimously resolved to approve the grant application for £250 subject to sponsorship recognition.	Clerk to respond and request recognition for use of facilities and grant.	
FGP24/026	To consider a proposal by Cllr O Bere a) To register The Manvers Arms as an Asset of Community Value (ACV) under the	Cllr Bere withdrew proposal a). Following a detailed discussion, Cllr Bere amended his proposal, seconded by Cllr Thomas. The Committee resolved to express an interest in purchasing the	Clerk to write to Star Brewery to express an interest in purchasing the Manvers Pub. Clerk to investigate how to meet the pre-requisites	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	<p>appropriate legislation as soon as possible.</p> <p>b) To apply for funding for The Parish Council to acquire The Manvers Arms to run as a Community Pub prior to the deadline of 12th July 2023.</p> <p>Paper H</p>	building to the owner and further investigate the options under the Community Ownership Fund in time to meet one of the later quarterly deadlines.	of "expression of Interest" under the Community Ownership fund.	
FGP24/027	To receive and note the bank reconciliation to the 31 May 2023 – to follow.	Noted.	Clarification from clerk, for more understandable format.	
FGP24/028	<p>To receive and consider recommendation from Amenities Committee to release "further funds for tree work from reserves or to leave to emergency funds".</p> <p>Paper I</p>	<p>This committee to release further funds to amenities for necessary tree work. Proposed by Cllr Bere</p> <p>Seconded by Cllr Dunn unanimous</p> <p>Approved.</p>		
FGP24/029	<p>To consider the current bank signatories and any changes.</p> <p>a) Remove any previous members and staff</p> <p>b) Add the current Clerk/RFO</p> <p>c) Add a total of five members</p> <p>Paper J</p>	<p>The committee resolved to:</p> <p>a) Remove all former employees and members as signatories from all bank mandates, namely NatWest Bank and CCLA: .</p> <p>b) Proposed by Cllr Thomas</p> <p>Seconded by Cllr Dunn the committee unanimously resolved to add the clerk Belina Boyer as signatory to all bank and finance accounts.</p>	Accounts Clerk to prepare relevant paperwork to remove and add signatories.	

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		c) The committee unanimously resolved to add Cllrs McLeod and Dovey to the existing list of member signatories which are Cllrs Clegg, Dunn and Thomas.		
FGP24/030	To receive and note the draft minutes of the Personnel Sub-Committee held 14/06/2023. Paper K	The committee noted the minutes of the . Personnel Sub-Committee held 14/06/2023.		
FGP24/031	To consider and approve the recommendations of the personnel committee held 14/06/2023 Exclusion of public and press recommended due to the personal items under consideration. Paper L	<p>The committee resolved to offer the administrator an increase in working hours to 25 hours per week for four months effective from July 2023 and to review this temporary arrangement after three months. (P&W24/006)</p> <p>The Committee resolved to pay a one -off honorarium payment to members of staff who took on additional duties up and beyond the duties described in the job description of their accepted post. The Committee resolved to pay an honorarium to make up the difference in pay from October 2022-the end of April 2023</p>	Clerk/RFO to write to members of staff and instruct accounts clerk for payroll purposes..	Local Government Act 1972, s. 112

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
		a) For the administrator between SCP 6 and 7 respectively and SCP 13 b) The Accounts Clerk between the current SCP and SPC 25.		
FGP24/032	To timetable a Terms of Reference workshop for all members and committees in July.	Deferred to Full Council.	Clerk to add to agenda..	
FGP24/033	To consider and approve training and personal development for staff and councillors.	The report had not been available at the meeting. The clerk was asked to bring a training schedule to the next meeting.	Clerk to send out online course information to councillors.	
FGP24/034	To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • Trial new format of financial information for next meeting. • Cllr Dunn sends apologies for next meeting. 		
FGP24/035	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 18 July 2023 at 19.00.	Noted.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at

Signed as a true record of the Meeting: _____ Dated_____

Presiding chair of approving meeting

DRAFT

PAPER B

Radcliffe on Trent Parish Council
Payment listing
June 2023

Date	Num	Name	Memo	Amount
12/06/2023	BACS	Private hirer	Private hirer bond refund	* 250.00
22/06/2023	BACS	Autopay	Staff pay for month	10,621.67
02/06/2023	BACS	Barnacle Alan	Gravedigging grave and bank holiday ashes	* 590.00
30/06/2023	BACS	Dae Mechanical Services Ltd	Servicing boilers, cookers and necessary repairs	2,706.91
19/06/2023	BACS	Private hirer	Private hirer bond refund	* 250.00
08/06/2023	BACS	es Solutions Ltd	Repair to lectern on Hunt Close - after car accident	* 1,302.00
23/06/2023	BACS	HM Revenue & Customs	NI and PAYE for month	2,376.21
12/06/2023	BACS	Private hirer	Private hirer bond refund	* 250.00
12/06/2023	BACS	Private hirer	Refund bond to private hirer	* 250.00
23/06/2023	BACS	J W Stones	Summer bedding	2,722.54
02/06/2023	BACS	Private hirer	Refund of bond	* 85.00
02/06/2023	BACS	Lantec Services Ltd	Line rental and calls for month	96.55
02/06/2023	BACS	NALC	Councillor Training	70.00
08/06/2023	BACS	NALC	Councillor Training	45.00
16/06/2023	BACS	Private hirer	Bond refund	* 215.00
23/06/2023	BACS	NCC Pension Fund	Staff and Employer pension contributions for month	2,329.30
08/06/2023	BACS	P M Winter	Contract mowing for month	3,060.68
08/06/2023	BACS	Pro-Build	Second 50% of Grange roof work	10,860.00
30/06/2023	BACS	Radcliffe on Trent Charity Carnival	Support of village carnival	250.00
16/06/2023	BACS	Private hirer	Bond refund	* 57.00
02/06/2023	BACS	Roffesoft	Meeting, web and email support	216.00
12/06/2023	BACS	Thoresby Joinery & Building Co Ltd	Repair benches damaged when had fire	213.60
02/06/2023	DC	Amazon	Toilet door signs	41.58
02/06/2023	DC	Amazon	Curtain tie backs	4.99
08/06/2023	DC	Amazon	Toshiba microwave oven for hall - replacement	* 84.99
08/06/2023	DC	Amazon	200 sanding pads	27.98
08/06/2023	DC	Amazon	Stationery	159.41
08/06/2023	DC	Amazon	Wall protective film for hall kitchen	13.24
08/06/2023	DC	Amazon	Tube holders for event flags	15.49
08/06/2023	DC	Amazon	Anti slip tape for man hole covers - Ridge lane	16.95
08/06/2023	DC	Amazon	Laptop charger - Belina	23.50
08/06/2023	DC	Amazon	Chair for Belina	69.99
16/06/2023	DC	Amazon	A man called Otto DVD	* 9.99
21/06/2023	DC	Amazon	Dogs on lead sign for Grange	5.15
16/06/2023	DC	Bassingfield Woodyard	Wood for skatepark steps, 3 fence panels, posts and nails	217.36
16/06/2023	DC	PHS Group plc	Toilet supplies	648.98
08/06/2023	DC	Royal Mail	Extra postage for letter	1.50
08/06/2023	DD	British Gas	Electricity for Mess Room for a month	36.85
18/06/2023	DD	British Gas	Public toilet electricity - 1 month	13.53
24/06/2023	DD	British Gas	Hall electricity for Hall - 1 month	422.78
29/06/2023	DD	British Gas	Electricity for Grange 1 month	94.55
30/06/2023	DD	British Gas - Grange Gas	Gas for the Grange - office and public area	35.22
16/06/2023	DD	Cotgrave Service Station	Van mot and service	268.84
15/06/2023	DD	EE Phones	Phones for Hall manager, caretakers and groundsman	87.69
20/06/2023	DD	Iris Business Software	Pension licence for month	14.14
30/06/2023	DD	Jetcard	Fuel for grounds machinery and van	2.40
15/06/2023	DD	Natwest	On line banking monthly fee and charges	14.80
01/06/2023	DD	NCC - Trade Waste - Cemetery	Quarterly charge for emptying 1 bulk container	227.92
01/06/2023	DD	NCC - Trade Waste Grange Hall and Grange	Quarterly charge for emptying 2 bulk containers	580.94
01/06/2023	DD	RBC - Grange Hall	Grange Hall non domestic rates monthly instalment	947.00
07/06/2023	DD	RBC - non domestic Grange	Non domestic rates for The Grange - monthly instalment	173.00
12/06/2023	DD	Ricoh	Photocopier rental 3 months and usage	225.99
28/06/2023	DD	TotalEnergies Gas & Power Ltd	Hall gas for 1 month	337.91
09/06/2023	DD	Waterplus	Cemetery water - 1 month	7.81
21/06/2023	DD	Waterplus	Grange Hall water- 1 month	66.98
30/06/2023	DD	Waterplus - Public Toilets	Public toilet water - 1 month	32.49
01/06/2023	DD	Worcester Bosch Ltd	Monthly instalment for Bungalow boiler contract	41.87
TOTAL				£43,791.27

Approved by:.....

Date..... * Fully or partially recovered

PAPER C

Radcliffe on Trent Parish Council Results for June 2023

Net results for 2023- 2024 as at June 2023							
		Actual year to date			Net		
		Income	Exp	Net	budget	Under spend	% Actual
		£	£	£	£	£	over budget
ADMINISTRATION							
	Office Administration	4,614	4,010	(603)	15,481	16,084	-4%
	Democracy		675	675	3,400	2,725	20%
	Net Grants	0	250	250	6,000	5,750	4%
	Health & Safety and GDPR		160	160	2,000	1,840	8%
	Neighbourhood plan		0	-	-	-	
	Staff		43,532	43,532	208,497	164,965	21%
	Contingency	0	0	-	9,382	9,382	0%
		4,614	48,628	44,014	244,760	200,746	18%
	Upper Saxondale				(2,000)	(2,000)	
	The Bungalow	2,850	603	-2,247	(7,832)	(5,585)	29%
	Planning - Carbon Clever		0	0	1,000	1,000	0%
AMENITIES							
	Cemetery	6,668	2,312	(4,355)	(2,324)	2,031	187%
	Christmas Decorations		392	392	9,625	9,233	4%
	Donated plants/benches	1,879	2,380	501	(1,626)	(2,127)	-31%
	Grounds maintenance	9	12,446	12,437	55,213	42,776	23%
	Play areas		666	666	9,350	8,684	7%
	Public Toilets	15,420	311	(15,109)	(14,220)	889	106%
	Vehicles and Machinery	0	564	564	2,100	1,536	27%
		23,975	19,071	(4,905)	58,118	63,023	-8%
GRANGE AND GRANGE HALL							
	Grange	2,311	1,456	(854)	4,129	4,983	-21%
	Grange Hall	20,916	16,621	(4,295)	13,177	17,472	-33%
		23,226	18,077	(5,149)	17,306	22,455	-30%
	Events	518	906	388	1,500	1,112	26%
Total		55,183	87,285	32,102	312,852	280,750	10%
Precept		156,426		(156,426)	(312,852)	(156,426)	50%
		211,609	87,285	-124,324	0	124,324	
			Jun-23	March 2023			
			£	£			
Free Reserves			199,802	75,478		(124,324)	
	Designated Reserve - Building Maintenance		11,550	12,500			
	Designated Reserve - Bungalow Maintenance		6,000	6,000			
	Designated Reserve - Carbon Clever		1,000	1,000			
	Designated Reserve - Cemetery		20,500	20,500			
	Designated Reserve - Election Fund		12,237	11,562			
	Designated Reserve - Grange and Hall Refurbishment		30,000	30,000			
	Designated Reserve - NCC Matched Funding		5,000	5,000			
	Designated Reserve - Playareas		10,000	10,000			
	Designated Reserve - Van/machinery		5,000	5,000			
			101,287	101,562		275	
	Restricted Reserve - Leisure Development		8,000	8,000			
	Restricted Reserve - Skatepark RBC		20,000	20,000			
	Restricted Reserve - Upper Saxondale		20,000	20,000			
	Restricted Reserve - CIL		174	174			
	Restricted Reserve - Conservation Group		1,040	1,040			
			49,214	49,214		0	
Total Reserves			£350,303	£226,254			
Plus CCLA Property Fund at cost			£150,000	£150,000			
Bank and CCLA Deposit			£364,074	£220,387			
Fixed assets - Valuation			£4,458,493	£3,713,263			
Loans			£105,394	£134,683			

Radcliffe on Trent Parish Council Results for June 2023

Income for 2023- 2024 as at June 2023					
			2023/24	2023/24	YTD
	June	YTD	Annual	% of	
	£	£	Budget	Budget	
ADMINISTRATION					
	Office administration	1,216.11	4,614	8,000	58%
	Donations/Funding		0	0	#DIV/0!
		1,216.11	4,614	8,000	58%
The Bungalow					
	Rent	950.00	2,850	11,400	25%
Upper Saxondale					
		0	2,000	0%	
OPERATIONS					
AMENITIES					
	Burials	2,270.00	3,390	8,690	39%
	Sale of plots	1,500.00	2,500	2,750	91%
	Headstones/plaques/Memorial kerbs	300.00	778	1,790	43%
	Cemetery	4,070.00	6,668	13,230	50%
	Donations	1,878.95	1,879	1,626	116%
	Hire of Grounds facilities	8.50	9	717	1%
	Public toilets		15,420	15,420	100%
	Vehicles and Machinery		0	0	
	Total Amenities	5,957.45	23,975	30,993	77%
GRANGE AND GRANGE HALL					
	The Grange	498.50	2,311	9,300	25%
	Grange Hall	2,443.23	20,916	60,000	35%
	Total Grange and Grange Hall	2,941.73	23,226	69,300	34%
	Events	135.83	518	6,100	8%
	Total generated funds	11,201.12	55,183	127,793	43%
	Precept		156,426	312,852	50%
		11,201.12	211,609	440,645	48%

Radcliffe on Trent Parish Council Results for June 2023

Expenditure for 2023- 2024							
				2023/24	2023/24	YTD	
			June	YTD	Annual	% of	
			£	£	Budget	Budget	
ADMINISTRATION							
		Auditing		560	1,750	32%	
		Insurance - ex Grange Hall	205.99	618	2,662	23%	
		Professional fees		12	4,000	0%	
		Licences		192	2,608	7%	
		Office	372.75	1,955	6,325	31%	
		Subscriptions		95	2,196	4%	
		Telephones	126.05	339	1,440	24%	
		Training	105.00	240	2,500	10%	
		Administration	809.79	4,010	23,481	17%	
		Annual Parishioners Meeting		-	100	0%	
		Chairman's Allowance		-	600	0%	
		Election fund	225.00	675	2,700	25%	
		Democracy	225.00	675	3,400	20%	
		Grants	250.00	250	6,000	4%	
		Health & Safety and GDPR	63.20	160	2,000	8%	
		Neighbourhood plan		-	-		
		Staff	15,327.18	43,532	208,497	21%	
		Contingency		-	9,382	0%	
			16,675.17	48,628	252,760	19%	
		THE BUNGALOW					
		Estate agent fee	145.00	335	1,268	26%	
		Maintenance/rates	41.87	268	2,300	12%	
			186.87	603	3,568	17%	
		PLANNING AND ENVIRONMENT					
		Carbon Clever		-	1,000	0%	

Radcliffe on Trent Parish Council Results for June 2023

Expenditure for 2023- 2024					
		June	2023/24 YTD	2023/24 Annual	YTD % of
		£	£	Budget	Budget
AMENITIES					
	Cemetery maintenance	17.88	258	1,650	16%
	Cemetery audit follow up	-	-	2,000	0%
	Gravedigging	780.00	1,370	4,230	32%
	Plaques/Memorial Kerbs		-	1,070	0%
	Publicity		-	200	
	Rates - cemetery		368	736	50%
	Trade Waste	189.93	190	770	25%
	Water - Cemetery	7.81	126	250	51%
	Total cemetery	995.62	2,312	10,906	21%
	Christmas Decorations		392	9,625	4%
	Donated plants/benches		2,380	-	
	In house grounds work	2,629.85	4,253	10,000	43%
	Litter and dog bins and litter picking		-	8,780	0%
	Mowing contractor	2,400.00	6,637	19,000	35%
	Nature reserves		-	2,000	0%
	Sub contractors	96.00	96	8,000	1%
	Tree Maintenance		1,330	4,850	27%
	Utilities at Park/Mess Room	35.10	130	1,800	7%
	Street Furniture		-	1,500	0%
	Grounds Maintenance	5,160.95	12,446	55,930	22%
	Play Areas		50	5,850	1%
	Skatepark RBC		-	-	
	Skatepark	205.18	616	3,500	18%
	Play Areas	205.18	666	9,350	7%
	Maintenance and supplies- PT		102	500	20%
	Utilities - PT	45.38	210	700	30%
	Total Public Toilets	45.38	311	1,200	26%
	Vehicles and Machinery	2.00	564	2,100	27%
	Total Amenities	6,409.13	19,071	89,111	1.07
GRANGE AND GRANGE HALL					
	Maintenance and supplies- Grange	338.00	569	4,200	14%
	Flat maintenance	84.60	85	500	17%
	Rates - Grange	173.00	518	1,729	30%
	Utilities - Grange	(243.10)	285	7,000	4%
	Total Grange	352.50	1,456	13,429	11%
	Enhancements and maintenance	1,945.38	3,753	16,500	23%
	Insurance - gh	282.30	847	3,664	23%
	Licences		-	1,525	0%
	Publicity		-	800	0%
	PWL - capital and interest	2,116.03	6,348	22,260	29%
	Rates - gh	947.00	2,840	9,468	30%
	Trade waste	484.12	484	1,960	25%
	Utilities - gh	741.12	2,350	17,000	14%
	Total Grange Hall	6,515.95	16,621	73,177	23%
	Total Grange and Grange Hall	6,868.45	18,077	86,606	21%
	Events	16.64	906	7,600	12%
	Total	30,156.26	87,285	440,645	20%

PAPER D

Radcliffe on Trent Parish Council Results for June 2023

BALANCE SHEET AT END OF		June-23	
		June-23	March 2022
		£	£
Fixed Assets			
Grange Hall - Net	96,394	105,157	
Skatepark investment - Net	9,000	10,000	
Total Fixed Assets	105,394	115,157	
PWL			
Less than a year	14,000	14,000	
over a year	91,394	101,157	
	105,394	115,157	
Net borrowings	0	0	
Investments	150,000	150,000	
Current Assets			
Accounts receivable	9,353	14,451	
Other debtors and prepayments	14,483	7,892	
CCLA	312,000	262,000	
Bank and Cash	52,074	30,362	
Total assets	387,911	314,705	
Current Liabilities			
Creditors	5,944	16,540	
Provisions for future costs	26,756	52,631	
Bonds	4,400	5,250	
Income in advance	2,177	10,175	
PWL interest accrual	-2,586	2,938	
Other creditors	917	917	
	37,608	88,451	
Net current assets	350,303	226,254	
Net Assets	350,303	226,254	
Represented by			
Free Reserves	199,801	75,478	
Designated Reserve - Building Maintenance	11,550	12,500	
Designated Reserve - Bungalow Maintenance	6,000	6,000	
Designated Reserve - Carbon Clever	1,000	1,000	
Designated Reserve - Cemetery	20,500	20,500	
Designated Reserve - Election Fund	12,237	11,562	
Designated Reserve - Grange and Hall Refurbishment	30,000	30,000	
Designated Reserve - NCC Matched Funding	5,000	5,000	
Designated Reserve - Playareas	10,000	10,000	
Designated Reserve - Van/machinery	5,000	5,000	
	101,287	101,562	
Restricted Reserve - Leisure Development	8,000	8,000	
Restricted Reserve - Skatepark RBC	20,000	20,000	
Restricted Reserve - Upper Saxondale	20,000	20,000	
Restricted Reserve - CIL	174	174	
Restricted Reserve - Conservation Group	1,040	1,040	
	49,214	49,214	
	350,302	226,254	

PAPER E

Radcliffe on Trent Parish Council Forecast for 2023/2024

			Forecast 2023/24			2023/24	Difference
			Income	Exp	Net	Budget	
			£	£	£	£	£
ADMINISTRATION							
FINANCE AND GENERAL							
	Administration		16,014	23,527	7,513	15,481	(7,968)
	Democracy			3,400	3,400	3,400	-
	Grants/Donations			6,200	6,200	6,000	200
	Health and Safety			2,060	2,060	2,000	60
	Staff			208,907	208,907	208,497	410
	Contingency			9,382	9,382	9,382	-
			16,014	253,476	237,462	244,760	(7,298)
					237,462		
	The Bungalow		11,400	2,705	(8,695)	(7,832)	(863)
	Upper Saxondale		-		-	(2,000)	2,000
	Planning and Environment			1,000	1,000	1,000	-
GRANGE AND GRANGE HALL							
	Grange		8,111	12,321	4,211	4,129	82
	Grange Hall		51,416	71,737	20,321	13,177	7,144
			59,527	84,059	24,532	17,306	7,226
	Events		6,243	8,157	1,914	1,500	414
AMENITIES							
	Cemetery		15,508	10,454	(5,054)	(2,324)	(2,730)
	Christmas Decorations		3,504	9,616	6,112	9,625	(3,513)
	Donated plants/benches		0	2,380	2,380	(1,626)	4,006
	Grounds maintenance		317	56,170	55,853	55,213	640
	Play areas/Skatepark			9,190	9,190	9,350	(160)
	Public Toilets		15,420	1,176	(14,244)	(14,220)	(24)
	Vehicles and Machinery			2,028	2,028	2,100	(72)
			34,749	91,014	56,266	58,118	(1,852)
	Total		127,932	440,411	312,480	312,852	-372
	Precept (5% increase)		312,852		(312,852)	(312,852)	(0)
			440,784	440,411	(373)	-	(373)
						-	
				Mar-24	Mar-23		
				£	£		
	Free Reserves			65,111	64,738		
	Designated Reserve - Building Maintenance			0	30,000		
	Designated Reserve - Bungalow Maintenance			6,000	6,000		
	Designated Reserve - Carbon Clever			2,000	1,000		
	Designated Reserve - Cemetery			10,000	20,500		
	Designated Reserve - Election Fund			2,250	11,562		
	Designated Reserve - Grange/Grange Hall refurbishment			5,000	30,000		
	Designated Reserve - NCC matched funding			0	5,000		
	Designated Reserve - Playareas			5,000	10,000		
	Designated Reserve - Van/machinery			5,000	5,000		
				35,250	119,062		
	Restricted Reserve - Leisure Development			8,000	8,000		
	Restrcted Reserve - CIL			174	174		
	Restricted Reserve - Upper Saxondale			10,000	20,000		
	Restricted Reserve - Skatepark RBC			20,000	20,000		
	Restricted Reserve -Conservation Group			200	1,040		
				38,374	49,214		
				138,735	233,014		
	CCLA Property Fund			150,000	150,000		
	Bank + CCLA deposit			200,000	200,000		
	Fixed assets (inc £150k CCLA property fund) Valuation			3,600,000	3,708,000		
	Loans			95,700	115,160		

Radcliffe on Trent Parish Council Forecast for 2023/24

[illegible]

Radcliffe on Trent Parish Council Forecast for 2023/24

INCOME FORECAST FOR 2023 -2024																					
		07/07/2023 11:42	To end of June																		
																			2023/24	2023/24	
			apr	may	jun	Quarter 1	jul	aug	sep	Quarter 2	oct	nov	dec	Quarter 3	jan	feb	mar	Quarter 4	Forecast	budget	
			£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
ADMINISTRATION																					
		Administration - interest	2,166	1,231	1,216	4,614	1,800	1,000	1,000	3,800	1,800	1,000	1,000	3,800	1,800	1,000	1,000	3,800	16,014	8,000	
		Donations		-	-	-			-	-				-			-	-	-		
		TOTAL ADMINISTRATION	2,166	1,231	1,216	4,614	1,800	1,000	1,000	3,800	1,800	1,000	1,000	3,800	1,800	1,000	1,000	3,800	16,014	8,000	
																			16,014		
		The Bungalow																			
		Annual rent	950	950	950	2,850	950	950	950	2,850	950	950	950	2,850	950	950	950	2,850	11,400	11,400	
																			11,400		
		Upper Saxondale	-			-													-	2,000	
		Amenities																			
		Burials	450	670	2,270	3,390	590	690	365	1,645	980	980	640	2,600	980	640	335	1,955	9,590	8,690	
		Sale of plots	250	750	1,500	2,500	500	-	-	500	-	250	250	500	250	500	-	750	4,250	2,750	
		Headstones/plaques/kerbs	-	478	300	778	225	75	70	370	130	130	-	260	130	-	130	260	1,668	1,790	
		Cemetery	700	1,898	4,070	6,668	1,315	765	435	2,515	1,110	1,360	890	3,360	1,360	1,140	465	2,965	15,508	13,230	
		Donations	-	-	1,879	1,879	-	-	-	-	-	-	1,625	1,625	-	-		-	3,504	1,626	
		Grounds - hire (Pav, pitch,Lily)	-	-	9	9	-	-	-	-	-	-	300	300	8			8	317	717	
		Public Toilets	15,420			15,420	-			-				-				-	15,420	15,420	
		Total Amenities	16,120	1,898	5,958	23,976	1,315	765	435	2,515	1,110	1,360	2,815	5,285	1,368	1,140	465	2,973	34,749	30,993	
																			34,749		
		The Grange	1,391	421	499	2,311	500	400	600	1,500	600	600	700	1,900	800	800	800	2,400	8,111	9,300	
		Grange Hall	12,205	6,268	2,443	20,916	3,000	3,000	3,000	9,000	3,000	6,000	3,000	12,000	2,500	2,500	4,500	9,500	51,416	60,000	
		TOTAL GRANGE AND GRANGE HALL	13,596	6,689	2,942	23,227	3,500	3,400	3,600	10,500	3,600	6,600	3,700	13,900	3,300	3,300	5,300	11,900	59,527	69,300	
		Events	90	292	136	518	125	200	3,200	3,525	125	125	1,550	1,800	150	125	125	400	6,243	6,100	
COUNCIL GENERATED FUNDS			32,923	11,059	11,202	55,184	7,690	6,315	9,185	23,190	7,585	10,035	10,015	27,635	7,568	6,515	7,840	21,923	127,932	127,793	
PRECPT			156,426			156,426			156,426	156,426				-				-	312,852	312,852	
			189,349	11,059	11,202	211,610	7,690	6,315	165,611	179,616	7,585	10,035	10,015	27,635	7,568	6,515	7,840	21,923	440,784	440,645	
																			440,784		

Radcliffe on Trent Parish Council Forecast for 2023/24

[illegible]

EXPENDITURE FORECAST FOR 2023 - 2024

TOTAL EXPENDITURE

PAPER F

Radcliffe on Trent Parish Council
Reconciliation Summary
 Current Account, Period Ending 23/06/2023

	23 Jun 23
Beginning Balance	50,293.62
Cleared Transactions	
Cheques and Payments - 7 items	-25,010.71
Deposits and Credits - 5 items	11,002.00
Total Cleared Transactions	-14,008.71
Cleared Balance	36,284.91
Uncleared Transactions	
Cheques and Payments - 10 items	-8,127.11
Deposits and Credits - 3 items	569.80
Total Uncleared Transactions	-7,557.31
Register Balance as of 23/06/2023	28,727.60
New Transactions	
Cheques and Payments - 21 items	-6,612.60
Deposits and Credits - 21 items	6,341.63
Total New Transactions	-270.97
Ending Balance	28,456.63

PAPER I

Pop-Up Vendor Proposal

Key Concept

The Parish Council has to date failed to secure any provision of community 'pop-up' vendor for the Rec at Wharf Lane. The Council should seek every opportunity to support the community in the provision of light refreshments in Recreational areas.

Rational and Background

The following has been at the bottom of the PC website for in excess of a year:

Due to the increase in footfall at Wharf Lane Recreation Ground since the opening of our new fantastic Skatepark facility, the Parish Council is trialling the offer of pop up traders in the car park area to offer refreshments and other goods.

If this is something you would be interested in finding out more about, please contact the Parish Clerk.

To date, there has been zero uptake for this opportunity.

Despite a number of provisional enquiries by Councillors, vendors (including ice cream vans and other local small businesses) do not feel it is financially viable for them to attend the Rec. It is believed that the main concern is the inconsistent 'footfall' and financial charge for doing so – leading to a potential 'loss' for the organisation. Unlike a specific event, such as festival or party, where the audience is arguably 'captive' and provides a degree of reassurance to vendors, we must address these challenges and support vendors to provide this service for the benefit of the community.

As a Parish Council it is important we encourage the responsible use of all our assets and facilities, there is an opportunity to have a pop-up provision of refreshments on a semi regular basis at the Rec however, to incentivise the vendor, it is recommended that the 'pitch fee' is waived.

All other requirements – business insurance, food hygiene etc will be required as standard.

Proposals

1. To waive the pitch fee of £25 per attendance for 'Boxed Drinks' to attend the Rec on agreed dates/times throughout the Summer Holiday (approx. twice weekly for c.6 weeks)
2. To publicise on social media 'Boxed Drinks' (with their marketing images) attendance at the Rec and repeat this regularly to gain traction.
3. To publicly acknowledge the work of the Parish Council for 'arranging' the pop-up provision free of charge for the benefit of the community.

Suggested Budget

N/A

Appendix A

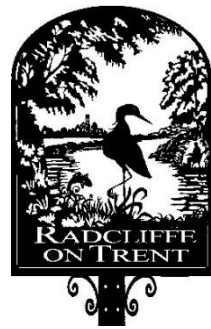
Boxed Drinks

Instagram - https://www.instagram.com/boxed_drinks/?hl=en-gb

Facebook - https://www.facebook.com/boxeddrinks/?locale=en_GB

Website - <https://www.boxeddrinks.co.uk/>

PAPER J



Parish Online

Background

Assertion H of the 2023 JPAG Practitioner's Guide states:

H. Asset and investment registers were complete and accurate and properly maintained.

The guide explains how this should be done:

- Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the Authority

The authority's asset register should be a working document that records all new purchases or gifts above a certain known or estimated value. It should also list items acquired in the past at their purchase value – or if gifted at a nominal £1. For insurance purposes, it may be necessary to value gifted items more accurately.

Amenities

It has come to light that there are assets in Radcliffe on Trent that were gifted to the community and which are not kept on council premises. Some of these items do not appear to have been listed on the asset register and have therefore been missed of regular maintenance schedules. The council will need to know about all its assets so they can be maintained to a high standard in the public interest.

Asset register and Parish Online

Parish Online is an essential tool for simply viewing and printing maps, all the way to storing asset registers, producing neighbourhood plans and engaging with the

public. Details on how it can be used can be found here: [Parish Online - Digital Mapping Software \(parish-online.co.uk\)](http://Parish Online - Digital Mapping Software (parish-online.co.uk))

Being able to map assets accurately in an insurance approved format that also satisfies the requirements of the Annual Return will ensure they can be maintained in an efficient manner.

The council currently subscribes to Pear mapping, however, the system is cumbersome and requires the use of two sets of software to produce a map.

The Clerk has had the opportunity to use both Pear Mapping (parts of it will continue to be needed for the cemetery mapping) and Parish Online and has found Parish Online to be more user friendly. Because Parish Online is web based, it can be used “in the field”, allowing people other than office staff to map assets in the village, for instance on their phones or a GPS enabled LTE tablet.

Maps produced in either Parish Online or Pear Mapping will be covered under the public sector geospatial agreement (PSGA) which allows local authorities the use of Ordnance Survey Mapping under licence and can legally be shared for council purposes.

Cost

An enquiry on the website of parish Online produced the following quote:

Use the form below to start a **no obligation free trial** or **subscribe** straight away.

Please note: we will never hold you or your Local Council to an invoice generated accidentally.

The screenshot shows a web form titled "Your Subscription Quote". Below the title is a note: "This is your Annual Subscription price including a 10% discount. It is calculated by the population of your Council." The form contains three input fields for prices: "Subtotal" with the value "£ 315.00", "VAT" with the value "£ 63.00", and "Total" with the value "£ 378.00". Below these fields is a section for a discount code, labeled "Got a discount code?", with an input field containing the placeholder text "Enter a discount code" and a yellow "APPLY" button.

Subtotal	VAT	Total
£ 315.00	£ 63.00	£ 378.00

Got a discount code?

Enter a discount code

APPLY

Having worked with Parish Online in the past, the Clerk was aware of discounts being available.

*What I can do is give you a long term trial to align to your Pear Technology renewal, and then apply a **50% discount** to your Parish Online subscription. So that would make it **£175 ex vat per year. (my bold)***

So sign up for a 30 day trial through our website then just let me know when the Pear renewal is and I can jig your subscription around.

Recommendation

To sign up to the Parish Online free trial and commit to subscribe for at least one year at the discounted rate of £175.00.

PAPER M

Training

Course title	Trainer	Date	Cost	no	Total
Engaging with local communities through digital engagement	NALC	27/09/2023	30	1	30
Empowering young voices in your community	NALC	25/10/2023	30	1	30
The Good, the Bad, and the Ugly of social media in the local council sector	NALC	28/02/2024	30	1	30
Planning Section 106 and CiL Training	Notts ALC	28/09/2023	40	3	120
Managing Burial Rights & Memorial Safety	Notts ALC	26/09/2023	40	1	40
					250

PAPER N



Community Speed Watch

Guidance Notes

October 2022

Aims of the scheme

Community Speed Watch is a scheme to allow trained volunteers to address speeding concerns in their communities. This is achieved by:

- 1. Undertaking high-visibility roadside speed monitoring operations, with a view to raising awareness and altering driver behaviour.*
- 2. Reporting to the Police the details of speeding vehicles identified in specific areas where speed is of concern. These speed monitoring reports will enable the police to;*
 - Consider sending advisory letters to the registered keepers of vehicles reported over the threshold speed limit.*
 - Use the data gathered to help the Police and partners agencies to target the allocation of road safety resources and highlight general road safety issues.*
- 3. Delivering locally based problem-solving schemes where speeding is of specific concern to the Community, operated by trained volunteers and supported by the Police.*
- 4. Raising awareness of speeding within communities and the affects it has on the people who live there by providing education to drivers. Community Speed Watch will not be considered as enforcement.*

Roles and Responsibilities

- Locally based Neighbourhood Policing teams will appoint a Police Coordinator for Speed Watch in their area.*
- The Police coordinator will oversee the registration of new Speed Watch groups in the local community. They will deliver training to all new volunteers and may assist by supporting Speed Watch activity. This will be at the discretion of the local Neighbourhood Policing Inspector.*
- Neighbourhood Policing teams will ensure that all volunteers receive appropriate training to ensure the safe operation of the scheme at all times. This will ensure that proposed sites are subject to the appropriate risk assessment and that the minimum equipment list is always adhered to.*
- The Police Coordinator will manage and distribute Speed Watch equipment already held by Nottinghamshire Police. A minimum equipment list has been identified to allow new schemes externally funded (by Parish Councils, Local authorities, or other sources) to purchase their own equipment. Where equipment is externally funded any maintenance or insurance costs will not be met by Nottinghamshire Police.*
- The Police coordinator will review activity from Speed Watch operations in the Community. At the discretion of the local Neighbourhood Policing Inspector, appropriate warning letters may be sent.*

Volunteers

- Each Speed Watch scheme will identify a lead volunteer. They will ensure contact with the appropriate Police coordinator to ensure the safe and effective operation of Speed Watch.
- The lead volunteer will be responsible for arranging training for new volunteers jointly with the police coordinator to ensure that Speed Watch is operated in a safe and effective manner. This will ensure that risk assessments and the conditions of liability insurance are met. Volunteers will be required to sign to confirm that they have received the Speed Watch training.
- Volunteers will have no policing powers bestowed upon them and Speed Watch will not be considered as an enforcement tool.
- Private motor vehicles used by volunteers will not be covered by any Nottinghamshire Police insurance policies. Volunteers will be responsible for ensuring their own insurers provide appropriate cover.
- Speed Watch sites identified by volunteers must be agreed with the police coordinator prior to any deployments taking place. This will ensure that the risk assessment can be satisfied at all times.
- Volunteers will be responsible for keeping accurate records of their deployments for monitoring purposes. A pro-forma form has been attached to this procedure and must be returned to the police coordinator by email within 7 days of each deployment.
- Nottinghamshire Police will not be responsible for any expenses occurred by volunteers through their involvement in a Community Speed Watch.

Communication

The lead volunteers for each Speed Watch will be provided with contact details for the identified police coordinator. Monitoring reports should be returned by email unless an alternative approach is agreed.

Nottinghamshire Police will use social media to promote the positive use of Speed Watch in our communities. The Police Coordinator will be responsible for any communications, jointly with the Neighbourhood Policing Inspector for the area. Speed Watch groups may also use local Parish Council/local authority social media or websites to promote their activity in the Community. Local Community Group websites or social media may also be used.

Liability Insurance

Speed Watch volunteers will be covered by Employers Liability and Public Liability Insurance provided by Nottinghamshire Police. All volunteers will be required to sign a record to confirm that they understand the risk assessment process and that they have received the appropriate training input. Training records will be retained by the Police Coordinator should they be required for any future insurance claim.

Volunteer Recruitment & Training

To ensure consistency of operations, all volunteers must be 18 or above.

All new volunteers will be required to attend a training input with the Police and scheme coordinators. Training inputs will be given at a Nottinghamshire Police station or at another location in the Community. This is to be agreed by the coordinators. Nottinghamshire Police will not fund the hire of community halls etc.

All new volunteers will sign an indemnity confirming they have received an initial training input and health and safety briefing before they are allowed to participate in Speed Watch activity. No other forms or administrative procedures are required from individual volunteers, nor should be introduced by Speed Watch groups.

There is no plan to submit volunteers to any form of Police checks or to exclude anyone who has been convicted or penalised for motoring offences. However, volunteers can be rejected or removed from Community Speed Watch without explanation by the Police. Volunteers will be asked to declare any issue or circumstance that could bring the scheme into disrepute - and be given direction during training to ensure they do not act in an unacceptable manner whilst a member of Community Speed Watch.

Minimum Equipment Required

1 x Document folder with scheme paperwork and risk assessment.

1 x Hand Held Radar Gun in case.

2 x Portable folding signs in cases

1 x Hand held counting device.

1 x tuning fork

3 x Hi-Viz Jackets with CSW logo to the rear.

The devices have been calibrated /set by the manufacturer to a specific level. As it is not being used for enforcement purposes, there is no requirement for further calibration unless there is reason to suppose that the equipment is faulty.

It is recommended the tuning fork provided is used to check the accuracy of the speed gun before and after the speed monitoring operation to provide volunteers with confidence in the equipment.

No video recording or stills photography of vehicles is to take place. No changes or additions to equipment or risk assessments are to be made without the prior agreement of the Nottinghamshire Police lead officer.

Health & Safety

The personal safety of the trained volunteers is a primary consideration.

The operation of Community Speed Watch has been designed to encourage teams to function as passive observer/recorders of vehicles as they pass.

Deployment locations should be:

- 1. Safe for volunteers to operate in and in accordance with the risk assessment principals*
- 2. Able to accommodate the equipment which must always remain off the road*
- 3. Highly visible to motorists to maximise the education impact and to reduce the risk of sudden reactions*
- 4. Have been approved by the Police Coordinator as a safe location for Speed Watch activity to take place.*
- 5. Have a speed limit of 30 or 40mph*
- 6. Enable volunteers to stand at least three feet away from the road to ensure their health and safety.*
- 7. Locations should be highly visible for at least 100 metres in both directions by oncoming traffic.*

If these principles cannot all be adhered to then a location is not suitable for deployment.

Where a new Speed Watch location is proposed the lead volunteer and police coordinator must visit the site in advance of any deployments to conduct an initial site risk assessment. This will ensure the safety of the volunteers and road users. The lead volunteer should provide the police coordinator with proposed date/time and location of Speed Watch activity in advance. This will allow for the police coordinator to consider if their attendance is necessary and will enable the local Neighbourhood Policing team to be briefed. Volunteers must wear high-visibility clothing at all times which is specified in the minimum equipment list.

Confrontation:

Volunteers are instructed that in the event of any confrontation, they should simply explain that they are engaged in a community initiative with the full support of the Local Authority or Parish Council and the Police. A letter of explanation about the scheme is attached in the appendix notes which can be handed to motorists.

Personal safety is paramount and in the event of any risk to personal safety, volunteers are instructed to secure themselves, leave the equipment and to contact the Police. Report any threats to the Force Control Room by ringing 101 once the person has left the area or 999 if you are feeling an immediate threat or danger. Whilst it is still fresh in your mind, write down the registration of any vehicles, a description of the person(s), the names of any witnesses and details of the incident.

Volunteers will be provided with an incident number upon reporting any incidents to the force control room.

Deployment

Community Speed Watch will only operate where a 30mph or 40mph speed limit is in place.

Speed Watch activity can take place during hours of darkness subject to an appropriate risk assessment. When operating in hours of darkness volunteers will conduct a assessment of street lighting conditions as part of their risk assessment. Speed Watch activity will not take place unless street lighting is in place and illuminated.

The Speed Watch team will be expected to bring one or more personal mobile telephones so that in an emergency, relevant assistance can be obtained by ringing 101 or 999.

The lead volunteer will be responsible for ensuring that the minimum equipment list is adhered to prior to commencing any Speed Watch deployments. All equipment should be checked to ensure that it is in full working order. Deployments must not take place if any equipment is damaged or suspected to be faulty.

The lead volunteer will be responsible for returning monitoring forms to the police coordinator within 7 days of a deployment. Trained volunteers should not normally know the identity of drivers of speeding vehicles they report. However, it is accepted that most volunteers operate where they live so some recognition is inevitable. In this event a professional attitude would be expected such that driver details should not be disclosed, and any personal information gathered should remain confidential.

Prior to a Speed Watch deployment, the lead volunteer should ensure that the risk assessment remains up to date and in line with conditions at the site. For example, temporary road works or other obstructions should be subject to a revised risk assessment to ensure they remain a safe location. Any updated risk assessments are to be shared with the police coordinator. It is vital that the site is assessed as safe and suitable for a Speed Watch deployment to take place. This will ensure the safety of all including the local community and motorists.

Speed Watch locations should be overt and safe for volunteers and motorists. Teams should not deploy to locations where speeding is a concern if these principles cannot be adhered to. It is vital that, to prevent a negative dangerous impulsive or startled reaction from motorists, there should be no sudden appearance of a volunteer in hi-vis jacket, nor any rapid movement towards the vehicles being monitored. Locations should be highly visible for at least 100 metres in both directions by oncoming traffic.

Team Composition:

Speed Watch deployments will take place with a minimum of three volunteers present. All must have received the appropriate training and health and safety guidance with a lead volunteer and police coordinator. They must have signed a training record to confirm that they have received the relevant inputs.

All trained volunteers will wear a yellow CSW high-visibility jacket to allow the team to be recognised.

If a volunteer is unable to attend, and this reduces the number in attendance to less than three, the deployment should be cancelled.

Signage

Signage needs to be placed ahead of the detection area so that it is clearly visible to alert drivers being checked. In addition, this provides the public with a means to identify Speed Watch activity, the more visible the activity, the greater the impact is likely to be.

In order for the educational impact of Speed Watch to be maximised any Speed Watch activity must be highly visible to the drivers we are seeking to educate.

Relevant signage is part of the minimum equipment list and Speed Watch deployments should not take place without signs being deployed.

Monitoring

A feedback form has been produced by Nottinghamshire Police and is attached to this procedure. This will be the only feedback form accepted by the police coordinator at the end of a deployment. As outlined returns should be completed within 7 days of a deployment taking place.

Nil returns should also be submitted to enable the police and its partner agencies to assess the effectiveness of Community Speed Watch. This will help shape the schemes future development and enable Nottinghamshire Police to assess the deployment of Safety Camera Vans.

Once monitoring forms have been submitted to the Police coordinator (by email or agreed alternative) paper forms should be shredded to maintain confidentiality.

Warning Letters

The distribution of warning letters to motorists will be at the discretion of the Neighbourhood Policing Inspector responsible for policing in the area where the Speed Watch deployment has taken place.

If letters are sent, then Nottinghamshire Police will work to the following agreed thresholds;

30mph limit – Letter sent at or above 35mph

40mph limit – Letter sent at or above 46 mph

If a vehicle with the same local keeper continues to be reported or drives at an excessive speed a personal visit will be considered. However this is at the discretion of the local Neighbourhood Policing Inspector. Visits will not be guaranteed by Nottinghamshire Police however it is accepted that they may form part of a problem-solving approach.

Use of data

Information about speeding gathered through this process will be collated to facilitate appropriate conventional Police speed enforcement activity and shared with Nottinghamshire Police to assist in further initiatives. The data should not be used for any other purpose.

Personal data of volunteers will be used by their local scheme Coordinator and Nottinghamshire Police solely for Speed Watch purposes, and will be held securely by both parties. By signing the training record form they agree that this data can be held for these purposes. Volunteers can request that their personal contact details be deleted at any time by e-mailing their local police coordinator.

Human Rights considerations in sending letters to registered keepers may be considered by some to be an infringement of an individuals' privacy. In the case of Community Speed Watch, the following factors would mitigate a challenge on privacy grounds:

- *There is a social need*
- *It pursues a legitimate aim*
- *It is a strategy in the reduction of crime and disorder*
- *It promotes and protects public safety*
- *It protects the rights and freedoms of others for a safer environment*
- *It is the least intrusive method*
- *It is proportionate to the problem*

This activity is solely performed by a police coordinator trained within the Speed Watch scheme and it is processed for a Law Enforcement Function under the Law Enforcement Directive of the General Data Protection Regulation Act (GDPR).

Procedure

Changes to this procedure must not be made without approval of the Nottinghamshire Police lead currently Chief Inspector 3606 Chris Pearson.

Appendix

Volunteer Checklist

- *Before a deployment check all equipment to ensure that it is in full working order. A deployment should not take place if any equipment has been damaged, lost or is suspected to be faulty.*
- *Speed Watch volunteers need to wear high-visibility jackets at all times. The specification of clothing is outlined in the minimum equipment list. Other forms of hi-vis are not approved and should not be worn. Hi-vis is especially important when setting up the equipment at the roadside or crossing the road.*

- *On arrival at the chosen location the speed limit signs from both directions should be checked to ensure they are clean and clearly visible to approaching traffic. If the location is well within a built-up area away from the start of the speed limit, then checking the limit signs is not a requirement. The lead volunteer should review the risk assessment to ensure that any changes in condition at the site are considered i.e obstructed pavements or roadworks. If any doubts exist around health and safety, then the deployment should not take place.*
- *Volunteers should make a note of their location (street name, postcode etc) and have ready access to a mobile phone in the event that they need to call 101 or 999 for immediate assistance.*
- *The mobile 'Speed Watch' sign should be placed in a safe location within the speed limit on the verge and not blocking pavements, on the same side of the road as the approaching traffic. If it is unsafe to place the signs on the same side of the road as the traffic being detected, it is normally unsafe to carry out a Community Speed Watch activity (Check the Risk Assessment).*
- *Volunteers should always be aware of traffic flow when deploying and removing equipment and is it recommended that pairs work together with one watching traffic at all times to warn of approaching traffic risks.*
- *Volunteers are not permitted to conduct Speed Watch operations from inside vehicles or operate from cover that obscures them from sight of approaching drivers. When operating there should be no movement towards the traffic that may be construed as confrontational*
- *The use of other speed measuring, video recording, photographic equipment or improvised signage is not authorised by Nottinghamshire Police.*
- *Volunteers should not obstruct the footpath and should stand a minimum of three feet away from the road. Volunteers should be clearly visible with their presence not concealed at any time.*
- *Drivers who stop to enquire your purpose should be treated politely and courteously, and if not satisfied with an explanation of the scheme should be given a copy of the Speed Watch Letter and, if necessary, the contact details of your police coordinator. If a confrontation occurs, abandon the monitoring and if necessary, call the police by dialling 999.*
- *Monitoring forms should be completed at the time of a vehicle being detected in excess of the speed limit. Forms should be returned to the Police coordinator within 7 days of the deployment taking place.*

- ***Training Record/ Indemnity Form – To be completed by each new volunteer at the time of their training input and retained by Police Coordinator***

NOTTINGHAMSHIRE CSW VOLUNTEER INDEMNITY & TRAINING FORM

This indemnity and training record is to be signed by Community Speed Watch volunteers prior to their participation in any operations. Community Speed Watch members are volunteers and there is no remuneration of costs or expenses incurred in carrying out Community Speed Watch activity.

There must be a minimum of three trained volunteers to conduct an operation and yellow approved high-visibility jackets must be worn at all times. Lead volunteers must ensure that the minimum equipment list is adhered to, with all equipment in full working order. If equipment is damaged or suspected to be faulty then a Speed Watch operation should not take place. Risk assessments must be in place and any changes in site conditions i.e roadworks subject to a renewed assessment. If the risk assessment cannot be satisfied, then an operation must not take place.

Nottinghamshire Police will provide Public Liability Insurance for volunteers engaged in Community Speed Watch. This is providing that all volunteers have attended a formal training input. The established guidelines must be adhered to at all times.

The use of volunteers' private motor vehicles or other equipment in connection with Speed Watch is not covered under any Police insurance policy. It is the responsibility of volunteers to ensure that they have the correct motor insurance in place. Personal safety is paramount. Community Speed Watch has been risk-assessed by Nottinghamshire Police and is considered to be an acceptable activity. However, volunteers must always act in a manner as to maintain their safety, along with that of motorists and members of the local community.

By signing below the volunteer confirms that he/she has attended a formal training input with a Police Coordinator or lead volunteer. This will have included a Health & Safety briefing and an outline of the Speed Watch guidelines. The volunteer agrees that their personal contact details will be retained by the Police Coordinator and the lead volunteer for their Speed Watch. Contact details will be held securely, and the volunteer can ask for them to be deleted at any time.

Please note

There is no plan to submit volunteers to any form of Police checks or to exclude anyone who has been convicted or penalised for motoring offences. However, volunteers can be rejected or removed from Community Speed Watch by the Police. By signing this document volunteers confirm that they have been asked to declare any issue or circumstance that could bring the scheme into disrepute. All volunteers will be given direction during training to ensure they do not act in an unacceptable manner while acting as a member of Community Speed Watch.

To be completed by Community Speed Watch volunteer:

NAME	
SIGNATURE	
TELEPHONE/EMAIL	
ADDRESS	
DATE	

To be completed by Police Coordinator delivering Speed Watch training:

NAME	
COLLAR NUMBER	
STATION/TEAM	
SIGNATURE	

- **Equipment loan form – to be completed by Police coordinator loaning any existing equipment to Community Speed Watch groups**

Equipment Loan Form

On behalf ofCommunity Speed Watch.

I hereby accept the following items of equipment and agree to the terms as listed below.

1 x Document folder with scheme paperwork and risk assessment.

1 x Hand Held Radar Gun in case. Serial number

2 x Portable folding signs in cases, each marked

1 x Handheld counting device.

1 x tuning fork

3 x Hi-Viz Jackets with CSW logo.

Terms of equipment loan:

All items remain the property of Nottinghamshire Police and must be surrendered on request. The equipment will be kept secure when not in use.

I will not undertake any alterations to the equipment without prior permission from Nottinghamshire Police.

I understand any loss or damage to the equipment may be chargeable at the discretion of Nottinghamshire Police.

I agree to contact the Police Coordinator if any item becomes faulty or damaged whilst in my custody. Community Speed Watch deployments will not take place with defective or faulty equipment.

Signed Print

Date

- **Letter to motorists and/or residents living in a Community Speed Watch area**

COMMUNITY SPEED WATCH

Community Speed Watch is an initiative between local volunteers and Nottinghamshire Police. The aim of the scheme is to improve road safety and driver behaviour to reduce death and serious injury on the roads within Nottinghamshire.

These checks are conducted with the full support of Parish Councils, Local Authorities and Nottinghamshire Police.

Volunteers use approved speed detection devices to monitor the speed of vehicles in a location approved by Nottinghamshire Police. This will be a location where speeding has been raised as a concern by the local community.

Community Speed Watch activity will not result in speed enforcement, but vehicle details will be passed to Nottinghamshire Police who will consider writing to registered keepers to raise awareness of Speeding.

Volunteers work to deployment guidelines to ensure this is a safe activity for all including motorists and members of the local Community.

If you have any queries about the scheme the volunteers will be able to outline the scheme in more detail.

If you would like further information or have an interest in starting a Community Speed Watch in your community, please email CSW@notts.police.uk or contact your local neighbourhood policing team by calling 101. Alternatively you can find contact details on our website at www.nottinghamshire.police.uk

Thank you for your interest in this scheme.

- **Monitoring Form for return to Police Coordinator within 7 days of Speed Watch deployment**

Nottinghamshire Police COMMUNITY SPEED WATCH ACTIVITY LOG SHEET

Device Used

Location

Speed Limit: Mph

Date

Total number of monitored vehicles
through check point:

Start Tuning Fork Check at hrs

Finish Tuning Fork Check at hrs

.....

Volunteers Carrying Out Check

.....

<i>Time</i>	<i>Operators Initials</i>	<i>Speed</i>	<i>Direction of Travel</i>	<i>VRM</i>	<i>Make / Model / Colour</i>



- **First Police Warning Letter**

«Title» «Forename» «Surname»

«Address_Line1»

«Address_Line_2»

«Address_Line_3»

«PostCode»

POLICE WARNING

Dear «Forename» «Surname»

«Vehicle_Registration»

«Vehicle_Make», «Vehicle_Model»

Community Speed Watch is an initiative allowing local volunteers to join with Nottinghamshire Police to monitor vehicle speeds using approved speed detection devices.

The aims of Community Speed Watch are to:

- *Reduce death and injury on our roads*
- *Improve the quality of life for local communities*
- *Reduce traffic noise and pollution*
- *Increase public awareness of inappropriate speed*

A Community Speed Watch operation has monitored your vehicle exceeding the speed limit of <<Speed Limit>> Mph.

Your vehicle was observed to be travelling at <<Recorded Speed>> Mph on «Site_Address» at «Time_of_Offence» on «Date_Of_Offence».

You are shown as the registered keeper of the vehicle detailed above. The driver has exceeded the speed limit on this road. If you are the owner but not the driver on this date, please bring this warning to the attention of the driver.

Nottinghamshire Police is committed to reducing the number of casualties and road collisions each year. We are working with the local community and our partners to achieve this aim. Reducing your speed will directly contribute to saving lives and will improve the quality of life of people within the area. The local community ask that drivers who pass through their area comply with the speed limit. Further Speed Watch deployments will take place in the area in an effort to reduce speeding and improve road safety.

No further action will be taken on this occasion but please reduce your speed.

On this occasion no further action will be taken against you, however details of your vehicle have been recorded on Nottinghamshire Police systems and will be retained for action should your vehicle be observed exceeding the speed limit in the future.

Yours sincerely

Neighbourhood Policing Inspector

IF YOU ARE NO LONGER THE REGISTERED KEEPER OF THIS VEHICLE, PLEASE INFORM DVLA.

- **Second Police Warning Letter**

«Title» «Forename» «Surname»

«Address_Line1»

«Address_Line_2»

«Address_Line_3»

«PostCode»

SECOND POLICE WARNING

Dear «Forename» «Surname»

«Vehicle_Registration»

«Vehicle_Make», «Vehicle_Model»

Community Speed Watch is an initiative allowing local volunteers to join with Nottinghamshire Police to monitor vehicle speeds using approved speed detection devices.

The aims of Community Speed Watch are to:

- Reduce death and injury on our roads
- Improve the quality of life for local communities
- Reduce traffic noise and pollution
- Increase public awareness of inappropriate speed

A Community Speed Watch operation has monitored your vehicle exceeding the speed limit of <<Speed Limit>> Mph.

Your vehicle was observed to be travelling at <<Recorded Speed>> Mph on «Site_Address» at «Time_of_Offence» on «Date_Of_Offence».

You are shown as the registered keeper of the vehicle detailed above. The driver has exceeded the speed limit on this road. If you are the owner but not the driver on this date, please bring this warning to the attention of the driver.

This is the Second occasion that the above vehicle has been observed exceeding the speed limit by Community Speed Watch volunteers.

Nottinghamshire Police is committed to reducing the number of casualties and road collisions each year. We are working with the local community and our partners to achieve this aim. Reducing your speed will directly contribute to saving lives and will improve the quality of life of people within the area.

The local community ask that drivers who pass through their area comply with the speed limit. Further Speed Watch deployments will take place in the area in an effort to reduce speeding and improve road safety.

On this occasion no further action will be taken against you, however details of your vehicle have been recorded on Nottinghamshire Police systems. Locations where repeat speeding offences are identified may be targeted for Speed Enforcement by Nottinghamshire Police. This could include the use of Safety Camera Vans or the Roads Policing Unit. Offences identified during Speed enforcement operations could lead to more formal action being taken. Details of your vehicle will be shared with officers taking part in any Speed Enforcement in this location.

Yours sincerely

Neighbourhood Policing Inspector

IF YOU ARE NO LONGER THE REGISTERED KEEPER OF THIS VEHICLE, PLEASE INFORM DVLA.

Community Speed Watch - Information from local Neighbourhood Police Team

We are looking to re-introduce Community Speed Watch (CSW) schemes across Nottinghamshire which you may already be aware of. Taking part in the scheme would involve volunteers from the community coming forward to form a scheme.

Community Speed Watch is a partnership scheme involving local councils, the Police and local communities with the aim of raising awareness of issues caused by speeding vehicles and the effects it has on the people who live there by providing education to drivers.

Supporting a scheme requires providing funding to purchase the required speed watch equipment. The current cost of a complete set of speed Watch equipment is approximately £450. Once purchased, this equipment would remain the property of your council for use as agreed by your Police coordinator to incorporate the Nottinghamshire police CSW guidelines.

Nottinghamshire police will provide Employers Liability and Public Liability Insurance for the volunteers taking part. Any additional cover, for example, personal accident, is for individuals or your local speed Watch group to consider and provide.

Each scheme requires a minimum of 3 volunteers who must be aged 18 years or over.

Training will be given to volunteers by police and all sites where the speed checks take place will be risk assessed for suitability. After the initial training the scheme will be run by a lead volunteer. The registrations of the speeding vehicles will be passed to police who will send out warning letters. The data collected will also identify locations that can be followed up by police speed checks where enforcement can take place.

The attached document (Community Speedwatch Procedure Guidelines) provides more details about the scheme.

A list of the required equipment is as follows and the Neighbourhood Police will provide suppliers if your wish to take part.

Minimum Equipment required consists of:

- 1 x Bushnell Velocity Speed Gun - Approx. £195
- 1 x Calibration tuning fork - Approx. £35
- 2 x Portable warning signs - Approx. £150
- 1 x handheld traffic counter (e.g. traffic counter x 4 from Amazon) - Approx. £12
- 3 x Cat 2 long sleeved high-viz jackets with CSW logos - Approx. £50
- 1 x Document folder with scheme paperwork and risk assessment

Total – Approx. £442

Note Ends

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STRATEGIC RISK REGISTER

No	Risk description	Risk Owner	Mitigation	Key Controls	Risk L/M/H	Risk Indicators
FINANCIAL/RESOURCE RISKS						
FR 1	Major fraud or corruption	PC	Officer Monitoring Cttee monitoring Financial Regs Controls Payments, financial forecasts and updates reviewed by F&GP Cttee Appropriate Insurance in place Robust Financial checks by staff	Financial Regulations Internal/External audit controls Insurance Provisions Regular financial and governance checks by Audit Group	L	Financial errors identified Police/legal action implemented
FR 2	Financial errors leading to unexpected losses or inability to achieve planned schemes / improvements	PC/ F&GP/ Audit Cttee	F&GP monitoring Individual member checks Regular reconciliations	Financial Regs Member checks Internal/External audit controls	L	Financial errors identified Unable to meet bills presented
FR 3	Bank Failure - £85k compensation limit	PC	Multiple bank accounts	Financial Regs Internal/External audit controls Security controls Transfer of funds	L	Loss of comp
FR 4	Lack of clarity of financial information to members / auditors leading to spending / assumption errors	PC/ F&GP/ Audit Cttee	Budget and monthly accounts are issued to Cllrs at F&GP meetings (monthly) Terms of reference state that minimum 50% Full Council is a member of F&GP	F&GP Cttee analysis Cllr training, Audit checks	M	Queries from Cllrs, auditors
FR 5	Fuel expense, card abuse	PC	Fuel use monitored,	Verification of spend process in place Regular monitoring Card kept at Garage, cross reference with vehicle, livery on van	L	Restricted availability Media
FR 6	Replacement/Repair/Obsolescence of capital/fixed assets	PC/ Amen Cttee	Regular monitoring of buildings Condition Surveys Health and Safety Checks on play and other equipment Various scheduled maintenance works undertaken to The Grange over past few years Grassed areas regularly and professionally maintained	Monitoring of assets by Amenities Cttee, (Annual inspections) Health and Safety checks due to legal and other requirements Annual review of Asset Register Complaints	M	Noticeable decay in building fabric Health and safety reports Lack of public use of buildings and play equipment
FR 7	Insurance Claims	PC	Full Insurance plan implemented	Insurance Policies	L	Claims arising

STRATEGIC RISK REGISTER

No	Risk description	Risk Owner	Mitigation	Key Controls	Risk L/M/H	Risk Indicators
			Aware of where possible claims may arise and works being undertaken	Health and Safety Policies Audit processes		
FR 8	Budget Stability	Chair F&GP /PC	Regular Budget Control meetings Recast budget Application for hardship grant Upfront payment (invoicing) correspondence to Customers	Financial Regs Member checks Internal/External audit controls Regular Budget Monitoring Age Analysis Report	L	Increased expenditure Reductions in Expenditure Budget Monitoring
FR8A	Debtors					
FR 9	Reserves Capacity and Use	Chair F&GP/P C	Regular Budget Control Implementation of Reserves Policy (Recommended)	Financial Regs Member checks Internal/External audit controls Regular Budget Monitoring Reserves reviewed	L	Warnings from CCLA Overspends Financial capacity reduction
FR 10	Pandemic or similar national event	PC/ Chair Chair F&GP	Regular Budgetary control Statutory authority partnership approach	Financial Regs Reserves Policy (awaited) Business Continuity Plan Awareness of external sources of funding Risk Assessments due to constraints/restrictions	H	National alert
STAFFING RISKS						
S1	Staff holidays / illness	PC	Agreed holiday rota system in place PC can call in agency staff with agreement of Personnel Cttee Sub-contractors/temp staff/home working options	Agreed Management processes in place	L	Office closures
S2	Strike or other actions by council staff	PC/ Pers Cttee	Regular Staff meetings HR Advice NALC/SLCC membership	Personnel Meeting, Open door policy (communication)	L	National or local notifications
S3	Failure to retain / recruit key staff	PC/ Pers Cttee	NJC Terms Appropriate notice periods in place for key staff Some members experienced in professional recruitment	Appraisal Process Appropriate guidance including NJC paycales HR Advice sought NALC/SLCC subs	M	Staffing issues Capacity issues
S4	Failure to communicate effectively to support staff	PC/ Chair	Regular consultation between PC/Chair/Clerk/Staff Prof HR guidance Digital communication during pandemic	CPD Process Complaints procedure WhatsApp group	L	CPD Process, Staff/Cllrs Feedback Appraisals

STRATEGIC RISK REGISTER

No	Risk description	Risk Owner	Mitigation	Key Controls	Risk L/M/H	Risk Indicators
			Cllr/Staff Protocol Cllr encouragement/support to staff	Email / Phone Staff meetings when allowed Cllrs made aware of staff structure		
S5	Failure to provide training / career development (Staff & Cllrs)	PC	RoTPC subscribes to several bodies who supply training Initial training in place for councillors and staff Councillors and staff can request training in a particular area and are encouraged to attend any training offered. Induction for new staff	CPD Training and Development plans Constitution Code of Conduct Training annual budget for staff and cllrs e-learning training	M	PDP Process PC Feedback
S6 S6 cont	Excessive levels of stress or other work related illnesses (and effect on others)	PC/ Chair	Regular consultation with Chair and Vice Chair (Head of Personnel) Full use of leave allocation Flexibility in working practices as far as practicable	CPD Processes Adequate staffing levels, Cllr support	H	Staff absence Staff capacity
S7	Staffing Capacity	PC/ Pers Cttee	Pers Cttee reviews capacity issues Decisions consider capacity aspects Extra staff /sub contractors taken on for special projects Regular events have defined planning processes	Projects/additional work considered on its merits Event planning Zero hours bank of staff Overtime for existing staff	M	Stress levels Staffing absence Incomplete or time delayed work
S8	Sharing/Holding of staff knowledge	PC/Pers Cttee	Staff meetings and updates Office manuals, regular reviews, information sharing, x2 qualified clerks, subscriptions/affiliations to various bodies, regular training	Standing Orders, Financial Regs and standing policies and strategies	M	Staff departure Staff sickness
S9	Health and Safety and training risks	PC/ Chair	Staff training record up to date Cllr training record requires updating Risk Assessment reviews Staff Appraisals Subscribe to AW Safety	Member training Program (?)	M	Failures in respect of decision making External Audit
S9	Lone Working	Pers Chair/ PC	E-Learning Training Risk assessments	Training Record communication options, (digital)	M	Increase in staff stress levels and sickness leave
I.T RISKS						
IT 1	Failure of back-up systems	PC	Server back up – Third party and off-site Prof IT advice	IT Strategy	L	No back up data
IT 2	Server failure	PC	Server back up – Third party and off-site Prof IT advice	IT Strategy	L	System failure

STRATEGIC RISK REGISTER

No	Risk description	Risk Owner	Mitigation	Key Controls	Risk L/M/H	Risk Indicators
IT 3	Data corruption	PC	Virus controls in place Back up in place	IT Strategy	L	System failure or corrupted material
IT 4	Virus or other corruptive elements	PC	Virus controls in force Prof IT advice	IT Strategy	L	System failure or corrupted material
IT 5	Infiltration	PC	Virus controls in place Prof IT advice available Staff awareness	IT Strategy	L	System failure or corrupted material
IT 6	Failure to comply with GDPR and Data Protection Acts, Zoom Video Meetings WHATSAPP	PC	Staff training and advice Auditor Advice IC Advice Advisory note of confidentiality Parish Council designated email accounts	NALC guidance Zoom operator/controller has control of meeting attendance Officers send confidential items via P.C email only Reminders to Cllrs of WHATSAPP emergency use only	M	Failure notifications received or third party makes council aware of issue, complaints
IT 7	Failure of IT systems, networks or suppliers	PC	Equipment agreements in place Technical assistance readily available, external back up off site daily	Financial Regulations	L	System errors or failure
IT 8	Failure to comply with software licence agreements	PC	Key consideration in any discussions on IT matters	Compliance with agreements controlled by PC	L	Failure notifications received or third party makes council aware of issues
REPUTATIONAL RISK						
R1	Problems caused by lack of a clear communications structure or protocol, resulting in mixed messages and lack of comprehension of Council role	PC	Regular communication Fora: Village Publications / Forums Website Social Media Newsletters/Briefing Notes Councillor contact Open Council meetings Village Meetings /Annual Parish Meeting	Communication Strategy Standing Orders	M	Complaints Negative feedback Negative media
R2	Failure to effectively manage media relations	PC	Social Media and website sites only accessible by Office Staff Website messaging agreed with Chair Authorised staff deals with Social Media messaging used for events or by request of Cttee for marketing	Communication Strategy (on-going) IT Policy NALC and other appropriate Guidance	M	Negative media Negative feedback

STRATEGIC RISK REGISTER

No	Risk description	Risk Owner	Mitigation	Key Controls	Risk L/M/H	Risk Indicators
LEGAL RISKS						
L1	Legal challenges Failure to comply with key legislative requirements	PC	Access to advisory bodies	NALC, SLCC, ICCM Standing Orders, Training Access to professional advice/specialists	L	Notification of failure
CORPORATE RISKS						
C1	Disaster management – loss of building, facility or infrastructure Dealing with local and national events e.g.: flooding, pandemic, major accident on Trunk Road, Gas explosion etc.		See Key Controls Key role of RoTPC is liaison and advisory and signposting and working with key agencies (emergency services, statutory boards, Health hubs etc.) Grange Hall availability as emergency accommodation Cllr What App group for quick communication (but not decisions)	Insurance Remote IT WHATSAPP NCC Emergency Plan /Local E. Plan RoTPC Business Continuity Plan Alarm Systems Health and Safety Compliance Fire Controls Personnel protocols	M	Fire. Flood or other natural disaster Notification of entry failure
C2 C2 cont	Failure to meet changing stakeholder requirements	PC	Regular feedback from users/ forums within comms media Councillor engagement Business connections	Comms Strategy Communication protocols	M	Feedback Failure to follow requirements Issues with governance and negative feedback
C3	Changes in organisation membership lead to uncertainty of direction	PC/ Chair	Members work in partnership to seek consensus (or majority view) on direction	Constitution Training Communication Leadership Engagement	M	Conflict in council meetings
C4	Raising expectations and then not delivering	PC	Regular feedback forums within comms media Councillor engagement Business connections Regular policy reviews	Feedback Comms Strategy (on-going) Realistic wisely worded communication protocols / clear definition of roles and responsibilities	L	Negative media Negative stakeholder feedback

STRATEGIC RISK REGISTER

No	Risk description	Risk Owner	Mitigation	Key Controls	Risk L/M/H	Risk Indicators
C5	Elected member / staffing relationships deteriorate	PC/ Chair	Supportive structure Remedial action in place Role of Personnel Committee	Constitution Code of Conduct CDP Grievance Policy Appeals Policy Other appropriate procedures NALC/SLCC HR	M	Conflicts of interest Staffing or member criticism
C6	Failure to provide and consult upon inclusive Community/Neighbourhood Plan, Economic Master Plan	PC	Public exhibitions Social media Leaflet drops Public opportunities at Council meetings	Liaison and feedback Council publicity and awareness campaigns Facilitate information to public	L	Negative media Increasing complaints
C7	Unauthorised Encampments	PC	Legal Advice sought Local engagement Information sharing with relevant organisations (warnings!!!)	Legal provision Communication between Stakeholders	M	Encampments take place or are indicated
OPERATIONAL AND FORWARD PLANNING						
OP 1	Parks and Open Spaces Management	PC/ Amen Cttee	Trained staff Weekly inspections	Risk assessments Quarterly operational inspections	L	Complaints from Public
OP 2	Cemetery – maintenance and public consultation issues	PC/ Amen Cttee	Revised rules recently agreed Maintenance regularly reviewed Members of ICCM	Cemetery Rules Cttee monitoring	L	Complaints Unkempt plots H&S Issues
OP3	Cemetery (Headstones)	PC/ Amen Cttee	<i>Headstone/memorial testing and audits, LACO procedures, trained staff</i>	<i>Operational and Health and safety controls, ICCM affiliated</i>	M	Visitor/service user complaints/ legal disputes
OP4	Churchyard Area	PC/Am Cttee	<i>Annual check on wall? Visual checks when hedge cutting and grass cutting</i>	<i>Operational and Health and safety controls</i>	L	PCC feedback
OP5	Forward Planning – Future Radcliffe on Trent (4 Year Plan)		CLRs input into annual Plan Partnership consultation	Regular Agenda review	M	Lack of interest in Council affairs Lack of strategic plan in place
OP 6	Regular Event Management	PC/ Amen Cttee	Health and Safety Policies Cttee consideration Member input	Legal orders Event plan (prepared by PC)	L	Health and Safety incidents Lack of attendance

STRATEGIC RISK REGISTER

No	Risk description	Risk Owner	Mitigation	Key Controls	Risk L/M/H	Risk Indicators
			Partnership approach with local schools, County Council, RBC and others			Complaints
OP 7	The Grange and Grange Hall	PC/A Amen Cttee	2 Caretaking staff, plus casual and contractors, buildings maintenance/facilities management schedules and check lists	<i>Operational and Health and safety controls Licences in place Each booking risk assessed</i>	L	Feedback from users Drop in bookings
OP 8	Rockley Park	PC/A Amen Cttee	<i>Liaison with police Event safety Bungalow occupation Groundstaff daily checks</i>	<i>Operational and Health and safety controls</i>	M	User feedback
OP 9	Play Areas	PC/A Amen Cttee	<i>Weekly visual recorded inspections, (trained staff) quarterly operational recorded inspections Signage in place New equipment in place, regularly reviewed</i>	<i>Operational and Health and safety controls Appropriate budgeting</i>	L	User feedback
OP 10	Lily Ponds and River Trent	PC/A Amen Cttee	<i>Safe working Conservation group, regular checks and reporting, life buoys in situ, pathway maintenance</i>	<i>Operational and Health and safety controls Regular reporting by RCG</i>	M	Environmental Group feedback
OP 11	Sports Pitches	PC/A Amen Cttee	<i>Maintenance Reports from Grass cutters and football club</i>	<i>Operational and Health and safety controls</i>	L	Feedback from users
OP 12	Event Management	PC/A Amen Cttee	<i>Event Groups roles managed by committee, led by P.C, individual risk assessed</i>	<i>Operational and Health and safety controls</i>	L	Feedback from attendees and organisers
COMMERCIAL ACTIVITY						
Com 1	Grange Hall and/or The Grange unable to operate due to Fire, Bomb threat, Gas leak, flooding or such other emergency, either local or national that would	PC	Caretaker on site for urgent matters Communication protocols In the light of recent events, all commercial risks will be reassessed during 2020/2021	Grange Hall Emergency Plan Budget Group Review	M	Notification of disaster or Government intervention

STRATEGIC RISK REGISTER

No	Risk description	Risk Owner	Mitigation	Key Controls	Risk L/M/H	Risk Indicators
Com 1 cont	cause closure or part closure of the premises					
Com 2	Loss of income in respect of Com 1	PC/ GH Mngr Amen Cttee/ F&GP Cttee	Business Insurance covering most areas Regular financial management In the light of recent events, all commercial risks will be reassessed during 2020/2021 Grant request from RBC/NCC Insurance	Constitution	M	Failure to deliver commercial activity
Com 3	Maintenance and renting of Rockley Bungalow	PC/ Amen Cttee/ F&GP Cttee	Regular Cttee review Close financial scrutiny by Amenities and F&GP Cttees Communications Protocols External advice from prof letting agents	Financial Regs Standing Orders Bi annual inspections Earmarked reserves	L	No lettings
Com 4	Public Toilets Loss of income due to Pandemic or other event	PC/ Amen Cttee/ F&GP Cttee	Recovery expected later in the year Regular servicing	Budget review Financial Regs	L	Budget indicators Closure
Com 5	Pavilion and Football pitch at Wharf Lane. Loss of income due to flooding and Pandemic or other event	PC/ Amen Cttee/ F&GP Cttee	Monitor culvert Liaison with service users	Budget Review	M	Budget indicators Closure
Com 6	CCLA Investments – Cash and Property Loss of income due to downturn in markets and Pandemic or other event	PC/ Amen Cttee/ F&GP Cttee	Situation expected to stabilise	Financial Regs Reserves Strategy (awaited)	M	Budget indicators notification from CCLA
Com 7	Cemetery Income Loss of income due to Pandemic or other event	PC/ Amen Cttee/ F&GP Cttee	Recovery expected later in year	Advice from ICCM	L	Budget indicators Reduction in grave digging

STRATEGIC RISK REGISTER

No	Risk description	Risk Owner	Mitigation	Key Controls	Risk L/M/H	Risk Indicators
		F&GP Cttee				

GLOSSARY OF RISK OWNERS

PC	Parish Clerk
Chair	Chairman of the Parish Council
GH Mngr	Grange Hall Manager
Amen Cttee	Amenities Committee
F&GP Cttee	Finance and General Purposes Committee
Cttee Chairs	Chairman and Vice Chairman of Council and Chairs of Finance and General Purposes, Environment and Amenities Committees