



Ulley Parish Council

Ulley Parish Council Meeting to be held on Wednesday 27 March 2019 at Ulley Village Hall.

15 March 2019

Dear Councillor,

You are summoned to attend the Parish Council meeting of Ulley Parish Council at 7.00.

Andrew Towlerton

Parish Clerk and Responsible Financial Officer

AGENDA

A public session will commence prior to the formal Council meeting in accordance with paragraph 4.6 of the Council's Standing Orders.

PART I NON- CONFIDENTIAL ITEMS

In accordance with Regulation 4(6) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, audio/visual recording and photography at Council meetings is permitted in accordance with the Council's protocol "Filming of Public Meetings".

1. To receive and approve any apologies for absence.
2. To receive any questions from members of the Public.
3. Declarations of interest and dispensations.
 - i. To receive declarations of interest from councillors on items on the agenda.
 - ii. To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - iii. To grant any requests for dispensation as appropriate.
4. To approve and sign the minutes of the Parish Council Meeting held on 30 January 2019.

Parish Council Meeting

5. To receive information on the following on-going issues and decide further action where necessary –
 - Latest Crime Update (To receive the latest crime figures for the Parish).
 - Drainage Ditch/Telephone Box Issue (to receive an update on progress).
 - New seat for See Saw in Recreation Ground (To receive an update on its purchase and installation)
6. Recreation Ground and next steps - The Recreation Ground has been formally transferred to the Parish Council. The Council needs to discuss next steps including:
 - Transfer of the lease to the Parish Council from Rotherham MBC including budget provision
 - Maintenance of the trees, including the outcomes from two inspections by Rotherham MBC and Andersons of their condition, and budget implications.
 - To confirm the process for the quarterly visual inspections.
 - To consider the findings from the latest quarterly inspection (see Attachment 6.1)
7. To consider the draft Risk Assessment for 2019/2020 - (It is a legal requirement for a council to have one and review it on annual basis, see Attachment 8.1.)

8. To consider and agree the Council's Draft Halifax Fund procedures - (It is good practice for a council to have such procedures, an initial draft has been prepared for consideration, see Attachment 7.1).
9. To consider progress with the actions following the findings from the Internal Audit; Annual Governance and Annual Review and Public Interest reports for this financial year - (The Council needs to consider progress with the recommendations following these inspections, see Attachment 9.1).
10. To consider an invitation to take part in the Great British Spring Clean organised by Keep Britain Tidy between 22 March - 23 April 2019 - (Further information can be found at <https://www.keepbritaintidy.org/user/register>)
11. Planning update – The Council has not been notified of any for comment at the meeting.
12. To consider the proposals of Rotherham MBC's review of Polling Districts, Polling Places and Polling Stations and any response to it by the council - (Further information can be found at <https://www.rotherham.gov.uk/elections>).
13. To consider a request from Friends of Ulley Country Park for financial support for an arts festival - (See attachment 13.1)
14. To receive a verbal and written report (see Attachment 14.1) on financial matters within the Council including bi-monthly budget update and consideration and to approve the following payments:
 - £9.17 to Inkcredible for an ink cartridge.
 - £15.00 to Post Office for stamps.
 - £28.58 to Yorkshire Water for water usage at the Hall.
15. To receive an update on Halifax fund bids including any approved by the Halifax Estate and by the Council through delegated powers.
16. To agree any agenda items for the next meeting of the council.
17. Any other business, including a request for the Council make a donation of an Easter egg or cash to the Rotherham Mayor's Easter Egg Raffle and that Councillor Sarah Allen Rotherham MBC's Cabinet Member for Cleaner, Greener Communities and holds responsibility for Parish and Town Council Liaison would like to attend the council meeting on 15th May 2019.



Ulley Parish Council

Draft Minutes of the Ulley Parish Council Meeting held on 30 January 2019, Village Hall – 7.00 pm

Chairman – Cllr Peter Hubbard – Chairman of Ulley Parish Council.

Other Councillors in attendance – Richard Steel, Ian Stones, Richard Robson and Patricia Smith

Clerk – Andrew Towleron.

Present – 4 members of the public.

64/18 To receive and approve any apologies for absence - There was none.

65/18 To receive any questions from members of the Public

Several issues were raised.

An update on the footpath on Main Street was sought – it was confirmed that a reply had been received from Street Pride. While Rotherham MBC did not consider the general condition of the footpath did not meet the criteria for a ‘reactive repair’, they had put the footway forward to be considered for a scheme for the financial year of 2019/20. An update was also provided on progress with the replacement street lights in the village.

Christmas Lights – A question was raised about the adequacy of the Christmas lights. The Chairman provided an update. It was explained that it might be useful to consider this at an appropriate future meeting of the Council having regard to factors such as the budget.

66/18 Declarations of interest and dispensations - There were none recorded or sought.

67/18 – To approve, sign and date the minutes of the Parish Council meetings held on 26 September 2018 and 28 November 2018.

Resolved: that the minutes of the Parish Council meetings held on 26 September 2018 and 28 November 2018 be approved and duly signed by the Chairman.

68/18 – To receive information on the following on-going issues and decide further action where necessary -

- To receive a report on crime and anti-behaviour issues – the Clerk explained that an update had not been received from the Police.
- Overhanging branches in the Recreation Ground – it was reported that Rotherham MBC's Street Pride had inspected the trees and concluded that while they were generally in good condition, some would require attention. They had also provided an indicative cost for the works required. It was agreed to obtain a second quote for the required works to the trees. The Clerk agreed to do this. These quotes would then be considered at the next meeting of the Parish Council. In the meantime, the Clerk was asked to seek the permission of the Head of Planning Services for the required works as the trees are within Ulley Conservation Area.
- Funding for a new seat for the See Saw in Recreation Ground – it was confirmed that the bid for £150 to Rotherham MBC's Rother Valley Ward Members fund had been successful.

Resolved that the Council agreed the purchase of a new seat for the See Saw in Recreation Ground up to the value of £150.

69/18 - To consider key outcomes from the meeting the HS2 Engagement Team

A discussion took place on the informal meeting the Council had with the HS2 Engagement Team on the 28 November 2018. Cllr P Smith updated members on a further meeting she had attended on this. One of the key messages she considered that emerged from this was that the HS2 had underestimated the adverse impact the proposal would have on local footpaths and bridleways.

70/18 Drainage Ditch/Telephone Box Issue

It was reported that the issue of the severed cable was yet to be resolved - e-mail and verbal discussions had taken place with the concerned landowner. The Clerk was asked to write to the concerned contractor again. It was also agreed that, in principle, the Council should purchase a replacement light for the telephone box.

Resolved: that the Council agree to the purchase of a replacement light for the Telephone Box to the value of £50.

There may be an issue with the condition of the cable to the Telephone Box, which needs to be discussed and any resulting actions agreed.

71/18 - Recreation Ground Lease and next steps

It was confirmed that the lease had been formally transferred over to the Parish. The Clerk confirmed that it had been added (at no extra cost) to the Council's Insurance Policy. The Council's insurers have also made a few suggested health and safety recommendations. These were that there should be a routine visual inspection of the recreation ground, in addition to the monthly inspection of the playground equipment; that the trees should be regularly inspected and there is a need for clear and appropriate signage. It was noted that the trees had just been inspected. The Chairman said that he would speak to the company undertaking the inspection of the playground to see if this covered the whole of the Park. Members agreed to consider the suitability of the existing signage. The Clerk made reference to Play Area Inspection Training being provided by the YLCA. He promised to circulate details of this to members.

72/18 - To consider the findings of the latest Poynton Avenue Plan Area Inspection

The findings of the latest play area inspection report for the Poynton Avenue Area Plan Park were circulated and considered. It did not raise any significant concerns with the condition of the play equipment, though did highlight a few areas of improvement.

73/18 - To consider the latest draft of the Volunteer Policy

This was considered. It was suggested that a separate meeting may be required to discuss its implementation.

Resolved: that the latest draft of the Volunteer Policy be approved

74/18 - To consider and agree the Council's Draft Equality Policy

It was noted it was good practice for a Parish Council to have such a policy. The document was then considered and agreed,

Resolved: that the Equality Policy be agreed.

75/18 - To consider and approve the Council's Asset Register for 2018/2019

This was considered and agreed. Reference was made to that it may be useful for the Council to update its Health and Safety policy. The Clerk agreed to bring a draft to a future meeting.

76/18 - To consider the outcomes and recommendations from Council's Annual Governance and Accountability Return (AGAR) for the year ended March 2018

The Clerk confirmed that this report prepared by PKF Littlejohn LLP had passed the Council's Annual Governance and Accountability Return (AGAR) for the year ended March 2018 though

highlighted that the AGAR was not accurately completed before submission for review. There were some inaccuracies:

- *Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £6,214 and £5,892 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR.*
- *The smaller authority has not restated the 2016/17 assets figure in Section 2, Box 9 to include two assets totaling £1,182. These had not previously been included in error.*
- *The responses given in Section 1, Box 9 and Section 2, Box 11 are not consistent. The smaller authority has confirmed that it does not act as sole managing trustee for trust funds and thus the answer given in Section 1, Box 11 should have been 'N/A'*
- *Section 1, Assertion 5 has been incorrectly completed, as the internal auditor has drawn attention to the fact that there has been no review, update and approval of the risk assessment during the year under review. As a result of this we believe the answer to Assertion 5 should have been "No".*
- *The smaller authority failed to publish the final signed AGAR by 30 September 2018, the date required by the Accounts and Audit Regulations 2015. This is as a result of the AGAR and additional documentation not being submitted for review until 6th November 2018 and the appointed auditor not then being able to complete the review by this date.*

The Clerk said that it was important that amendments are corrected when completing the AGAR for this financial Year.

These were then discussed by the Council and agreed that an action plan should be prepared be produced and circulated that detailed progress in implementing these.

Resolved: That the outcomes and recommendations from Council's Annual Governance and Accountability Return (AGAR) for the year ended March 2018 be noted and actioned.

77/18 Planning update

The Council has not been notified of any for comment at the meeting. A verbal update was provided by the Chairman on planning application (RB2018/1085) which was for the erection of one dwellinghouse at land at Main Street Ulley, which had been recently approved by Rotherham MBC.

78/18 To consider any change in the precept for the 2019/2020 Financial Year

It was explained that the Borough Council needs to be notified of any changes in the precept by the end of January 2019. A verbal and written report was provided on the Council's overall

budget position as now and year on. Detailed budget proposals were also provided for the coming financial year including activities which are being carried out this year and will also be carried out in the next year and therefore, need to be budgeted for again as well new items, which are not budgeted for in the current year but may be added for next year's budget, for example. the recreation ground.

All budgets have been prudently set taking into account spending pressures such as pay awards, inflation and unavoidable budget growth as well as existing and potential income streams and the loss of the Council Tax Support Grant. It was noted that regard also had to be made to the adequacy of the Council's reserves.

After careful consideration, it was agreed to seek an increase of 2.5% in the Band D Parish Council Tax, an increase which is roughly in line with inflation.

78/18 To receive a verbal and written report (see Attachment 16.1) on financial matters within the Council including bi-monthly Budget Update and consideration

Both a verbal and written report was provided where available. It was confirmed that the Council held £9,075.32, which comprised £3,599.61 in the Co-operative Bank Current Account and £5,475.71 in the Co-operative Bank Reserve Account. Members were then asked to sign the various concerned associated bank statements and bank reconciliations, which they did.

In terms of the overall budget situation, there was little of significance to report. The Clerk confirmed that the electricity supply of the Hall had been switched to SSE, which he hoped would result in savings.

He explained that following a request made at the previous meeting, BDO had provided a detailed breakdown of their charges. He has also asked for an independent assessment of these by the YLCA. They confirmed that they were fine.

Resolved: that the following payments be authorised:

- £7.49 to B&M for paper and files.
- £135.05 to Npower for electricity usage in the Hall.
- £1200.00 to Hobson nurseries for summer and winter planning.
- £800.00 to HD Developments for improvements to the Hall.
- £135.05 to Npower for electricity usage in the Hall.

80/18 To consider the Terms of Reference for the Halifax Fund

It was explained that the Parish received a contribution from the wind farm to be distributed as small grants to groups for delivering projects in the parish for the benefit of its residents. This contribution had grown as the wind farm had developed.

Resolved: that the Parish Council agree to manage the Halifax Fund on behalf of the community.

81/18 To receive an update on Halifax fund bids including any approved by the Halifax Estate and by the Council through delegated powers.

Four bids were noted and agreed. These were £380.00 to Ulley Millennium Trust for village parties (Halloween, over 60's and children's Christmas party); £800.00 to HD Developments for improvements to the Hall and two grants totalling £369.22 (£219.22 and £150.00) to Ulley Parochial Church for community events.

82/81 To agree and confirm the time and date of Council meetings for 2019/2020 parish council year.

Resolved that the parish council meetings for the 2019 year will be:

- Wednesday, 27th March.
- Wednesday, 15th May.
- Wednesday, 24th July.
- Wednesday, 25th September.
- Wednesday, 27th November.

All at 7.00 pm in the parish hall.

83/18 Any other business.

It was explained that Councillor Sarah Allen, who is the new Cabinet Member for Cleaner, Greener Communities and holds responsibility for Parish and Town Council Liaison at Rotherham MBC, has indicated that she would like to attend a future meeting. She is intending to attend at least one meeting of all the parish councils in the Borough. It was agreed that this would be useful. The Clerk agreed to liaise with Councillor Sarah Allen to arrange a convenient date.

DRAFT

Site Information

Inspection Ref: 782381

Site Ref: 18430

Customer Order No: None

Operational Inspection - 22 February 2019 at 14:10 Inspector: Terry Hill

Risk Assessment: **12 - Moderate Risk**



Location: The site is partially overlooked by properties in the local community

Disabled Access: Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.



10 - Low Risk

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

Steps on banking rotten - New timbers required



12 - Moderate Risk

Item: Ancillary Items - Palisade Logs
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 2



Finding 1

Timbers rotting - Timbers rotting

Finding 2

Timbers rotten - Repair required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Sign
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



3 - Very Low Risk

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

Concrete slab broken - New slab required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Litter Bin
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



1 - Very Low Risk

Item: Multi Use Games Area - Goal End
Manufacturer: Not Identified
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



10 - Low Risk

Item: Activity Equipment - Climbing Wall
Manufacturer: Not Identified
Surface Type: Grass
Equipment Compliance: No
Surface Area Compliance: No
Ref/Part Number:
Total Findings: 1



Finding 1

Timbers rotting - Monitor



0 - Risk Assessment not Undertaken

Item: Other - Boulders
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



5 - Very Low Risk

Item: Other - Embankment Slide
Manufacturer: Massey & Harris
Surface Type: Bark Mulch
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Safety surface low - Replenish surface



10 - Low Risk

Item: Swings - Single Point Swing - Type 3
Manufacturer: Not Identified
Surface Type: Bark Mulch
Equipment Compliance: No
Surface Area Compliance: No
Ref/Part Number:
Total Findings: 1



Finding 1

Safety surface low - Replenish surface



5 - Very Low Risk

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 2



Finding 1

Seat vandalised - New seat required

Finding 2

Bearings worn - New bearings required



6 - Low Risk

Item: Activity Equipment - Balance Beam
Manufacturer: Sik Holz
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Algae present, surface slippy - Monitor



4 - Very Low Risk

Item: Activity Equipment - Log Walk
Manufacturer: Sik Holz
Surface Type: N/A
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Timbers rotting - Monitor



8 - Low Risk

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Sik Holz
Surface Type: Grass Matrix Tiles
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 3



Finding 1

Algae present - Monitor

Finding 2

Timbers split - Repair required

Finding 3

Tower slightly loose in ground - Monitor



0 - Risk Assessment not Undertaken

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Massey & Harris
Surface Type: Grass Matrix Tiles
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Service required - Service required



3 - Very Low Risk




Item: Activity Equipment - Boat
Manufacturer: Kompan Ltd
Surface Type: Gravel
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1






Finding 1

Inspection required - Bearings not working correctly

Findings Information

 10 - Low Risk (Finding 1)			
Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A
			
Finding:	Steps on banking rotten	Action:	New timbers required

 10 - Low Risk (Finding 1)			
Item:	Ancillary Items - Palisade Logs	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A
			
Finding:	Timbers rotting	Action:	Timbers rotting



12 - Moderate Risk (Finding 2)

Item: Ancillary Items - Palisade Logs
Manufacturer: Owner/Operator

Risk Level: M - Moderate Risk
Surface: N/A



Finding: Timbers rotten

Action: Repair required



3 - Very Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator

Risk Level: V - Very Low Risk
Surface: N/A



Finding: Concrete slab broken

Action: New slab required



10 - Low Risk (Finding 1)

Item: Activity Equipment - Climbing Wall
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: Timbers rotting

Action: Monitor



5 - Very Low Risk (Finding 1)

Item: Other - Embankment Slide
Manufacturer: Massey & Harris

Risk Level: V - Very Low Risk
Surface: Bark Mulch



Finding: Safety surface low

Action: Replenish surface



10 - Low Risk (Finding 1)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: Safety surface low

Action: Replenish surface



5 - Very Low Risk (Finding 1)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Grass



Finding: Seat vandalised

Action: New seat required



3 - Very Low Risk (Finding 2)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Grass



Finding: Bearings worn

Action: New bearings required



6 - Low Risk (Finding 1)

Item: Activity Equipment - Balance Beam
Manufacturer: Sik Holz

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: Algae present, surface slippy

Action: Monitor



4 - Very Low Risk (Finding 1)

Item: Activity Equipment - Log Walk
Manufacturer: Sik Holz

Risk Level: V - Very Low Risk
Surface: N/A



Finding: Timbers rotting

Action: Monitor



8 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Sik Holz

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: Algae present

Action: Monitor



8 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior) **Risk Level:** L - Low Risk
Manufacturer: Sik Holz **Surface:** Grass Matrix Tiles



Finding: Timbers split **Action:** Repair required



0 - Risk Assessment not Undertaken (Finding 3)

Item: Activity Equipment - Multi Play (Junior) **Risk Level:** N - Risk Assessment not Undertaken
Manufacturer: Sik Holz **Surface:** Grass Matrix Tiles



Finding: Tower slightly loose in ground **Action:** Monitor



0 - Risk Assessment not Undertaken (Finding 1)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Massey & Harris

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass Matrix Tiles



Finding: Service required

Action: Service required



3 - Very Low Risk (Finding 1)

Item: Activity Equipment - Boat
Manufacturer: Kompan Ltd

Risk Level: V - Very Low Risk
Surface: Gravel



Finding: Inspection required

Action: Bearings not working correctly

Ulley Parish Council Draft Risk Assessment – March 2019

Approved...

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced 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						
Risk No.	Subject	Risk(s) Identified/Impact	Responsibility	Management/Control of Risk	Risk Rating (High/Medium/Low)	Review/Assess/Revise
1	Precept and budget	Adequacy of precept Requirements not submitted to RMBC An amount not received by RMBC	Councillors Clerk Clerk	The Council reviews the Precept requirement annually at the January meeting and reviews the presented budget update information, including actual position and projected position to year end and estimated figures for the next financial year. With this information	L L L	The existing procedures are considered to be adequate. To be reviewed on an annual basis.

		Loss of Council Tax Parish Grant from Rotherham	Councillors	<p>the Council agrees the precept amount to be requested from Rotherham Borough Council. This figure is submitted by the Clerk in writing to RMBC normally by the end of January.</p> <p>The Clerk informs Council when the monies are received (approx. April time).</p> <p>The Council needs also to have adequate reserves to deal with an emergency, including the loss of the Parish element of the from Council Tax scheme operated by Rotherham.</p>	L	
2	Financial records	Inadequate records Financial irregularities	Clerk Clerk	<p>Budget update, bank balances and breakdown of receipts and payments produced and approved at each full council meeting.</p> <p>The Council has Financial Regulations that set out requirements and expectations.</p> <p>The Council has appointed an independent internal audit to review processes.</p>	L L	<p>The existing procedures are considered to be adequate.</p> <p>Review the Financial Regulations on an annual basis.</p>
3	Bank and banking	Fraud Incorrect payments	Councillors Clerk	Two signatories required on cheques.	L L	The existing procedures are considered to be

		and bank mistakes		<p>Clerk checks bank statements monthly.</p> <p>Bank balances, bank statement, reconciliation, budget monitoring and breakdown of receipts and payments produced and approved at each full council meeting.</p> <p>The Council does not operate a petty cash system and any cash payments are banked straight away.</p> <p>The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts.</p> <p>The Clerk reviews the Council's banking arrangements regularly.</p> <p>Councillors have electronic access to view Council Bank statements etc via shared drive.</p> <p>Ensure that the Clerk is properly trained and all councillors to be made aware of the need to read and understand Standing Orders and Financial Regulations.</p> <p>The Council's insurance policy has a Fidelity Guarantee.</p>		<p>adequate.</p> <p>Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election.</p>
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4	Annual return	<p>Inaccurate or incomplete</p> <p>Submit within time limits</p> <p>Failure to act on Public Interest Report findings</p>	<p>Clerk</p> <p>Councillors</p>	<p>Ensure that the Clerk is suitably trained.</p> <p>Annual Return is completed and submitted to the internal auditor for completion and signing.</p> <p>Meeting held to approve accounts in time for sending to Auditors.</p> <p>Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within the time limit.</p> <p>Regular reports to Council on audit timescales and requirements.</p> <p>Regular reports to Council on progress with Public Interest report recommendations.</p>	<p>L</p> <p>L</p>	<p>The existing procedures are considered to be adequate.</p> <p>To be reviewed on an annual basis.</p>
5	Insurance	<p>Insurance not in place</p> <p>Inadequacy of insurance</p>	<p>Councillors</p> <p>Councillors</p>	<p>Process payment of annual insurance promptly.</p> <p>Report payment to Council.</p> <p>Ensure that all councillors have sight of the insurance certificate, including placing it on the shared drive.</p>	<p>L</p> <p>L</p>	<p>The existing procedures are considered to be adequate</p> <p>Review insurance provision annually.</p>

				<p>An annual review is undertaken (before the time of the policy renewal) of insurance needs and requirements.</p> <p>Ensure compliance measures are in place.</p> <p>Ensure Fidelity checks are in place.</p> <p>Update Asset register on an annual basis.</p>		
6	Election costs	Risk of an election costs	Councillors	<p>Parish elections held every four years; next in 2020. A ('casual') vacancy may occur if a seat becomes vacant due to, for example, a resignation. Costs only if a contested election. Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having an election as this is a legal requirement democratic process.</p> <p>Sufficient reserves in place to cover this.</p>	L	<p>The existing procedures are considered to be adequate.</p> <p>To be reviewed on an annual basis as part of the budget setting process.</p>
7	Best value for works Accountability	Contracts awarded incorrectly Overspend on services	Councillors Councillors	<p>The Council has financial regulations which set out the requirements and values for contracting works.</p> <p>Project budgets to be closely monitored by the Clerk and</p>	L L	<p>The existing procedures are considered to be adequate.</p>

				<p>Councillors.</p> <p>As per Financial Regulations normal would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender and report to the Council.</p> <p>At each Council meeting the list of invoices awaiting approval is approved.</p> <p>Unpaid invoices to the Council are pursued and progress reported to Council.</p>		Review the Financial Regulations on an annual basis.
8	Salaries and assoc. costs	<p>Salary paid incorrectly</p> <p>Wrong deductions of NI or Tax</p> <p>Unpaid Tax & NI contributions to HMRC</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Salary rates are assessed annually by the Council and based on agreed NJC rates.</p> <p>Payments made monthly to HMRC using 'Real Time' system.</p> <p>Clerk required to prove to the Chairman that Tax and NI have been</p>	<p>L</p> <p>L</p> <p>L</p>	<p>The existing procedures are considered to be adequate.</p> <p>To be reviewed on an annual basis as part of the budget setting</p>

				paid. Any expenses authorised and presented with receipts to Council.		process.
Council Management						
Risk No.	Subject	Risk(s) Identified/Impact	Responsibility	Management/Control of Risk	Risk Rating (High/Medium/Low)	Review/Assess/Revise
9	Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	Councillors	All files and recent records are kept at the Clerk's home and saved to a secure shared 'one drive' internet storage that this is available to all members. The Clerk makes regular back-ups of files to an external hard drive. In the event of the Clerk being indisposed the Chair to contact the Yorkshire Associations of Local Councils (YLCA) for advice.	L	The existing procedures are considered to be adequate. To be reviewed on an annual basis.
10	Councillors	Roles performed inadequately Conflict of interest Failure to attract candidates for	Councillors Councillors/Clerk Councillors/Clerk	Councillors provided with adequate training, reference materials and access to assistance. Membership of YLCA. Councillors have a duty to declare any interests at the start of the	L L L	The existing procedures are considered to be adequate Review member support on an annual

		councillor vacancies		<p>meeting</p> <p>Registers of Members Interest to be maintained and reviewed regularly by Councillors.</p> <p>Actively publicise Council activities & vacancies on noticeboard, newspapers; seek suitable candidates amongst friends, neighbours etc.</p> <p>Code of Conduct Scheme in place which members are signatories to.</p>		<p>basis.</p> <p>Members to review their Register of Member Interest on an annual basis.</p>
11	Powers	Illegal activity or payments	Councillors/Clerk	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings, including consideration to the power used.	L	<p>The existing procedures are considered to be adequate.</p> <p>To be reviewed on an annual basis.</p>
12	Meetings and process	<p>Failure to achieve quorum at meetings</p> <p>Business conduct</p>	<p>Councillors/Clerk</p> <p>Councillors/Chairman</p>	<p>Councillors to attend all meetings as far as possible.</p> <p>Apologies provided promptly.</p> <p>Issue meeting agenda promptly and within legal timescales.</p> <p>Business conducted at Council meetings should be managed by the Chairman according to Standing</p>	<p>L</p> <p>L</p>	<p>The existing procedures are considered to be adequate.</p> <p>Guidance/training to Chairman should be given (if required).</p> <p>Members reminded on a regular basis adhere</p>

		<p>Council decisions not implemented</p> <p>Inadequate public participation</p>	<p>Councillors/Clerk</p> <p>Councillors/Clerk</p>	<p>Orders.</p> <p>Chairman to be provided with training and guidance.</p> <p>Members to adhere to Code of Conduct.</p> <p>Clerk and Chairman to periodically review minutes for confirmation of action, and report at full meetings as appropriate.</p> <p>Ensure meetings are publicised on noticeboard and website.</p> <p>Publish agenda and minutes on website.</p> <p>Communicate verbally with residents.</p> <p>Ensure public participation on all agenda and seating available.</p>	<p>L</p> <p>L</p>	<p>to Code of Conduct.</p>
13	Employees (Clerk)	<p>Loss of Clerk</p> <p>Role performed inadequately</p>	<p>Councillors</p> <p>Councillors/Clerk</p>	<p>Support is available from YLCA .</p> <p>The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.</p>	<p>L</p> <p>L</p>	<p>The existing procedures are considered to be adequate.</p> <p>Review support to Clerk on an annual basis.</p>

14	Volunteers/'Workabout Group'	<p>Adequacy</p> <p>Risk/damage to third party(ies)/property</p> <p>Risk/damage to themselves</p>	<p>Councillors</p> <p>Councillors</p> <p>Councillors</p>	<p>Specific provision made in the Council's insurance.</p> <p>Public liability insurance is held at the appropriate level.</p> <p>Written policies and procedures in place which all volunteers must be signatory and adhere to.</p> <p>Training providing on the use of equipment.</p> <p>Quarterly inspection of equipment.</p> <p>Emergency arrangements in place and publicised, including reporting of incidents.</p> <p>Risk assessments undertaken.</p>	<p>L</p> <p>L</p> <p>L</p>	<p>The existing procedures are considered to be adequate.</p> <p>To be reviewed on a six monthly basis.</p>
15	Minutes/Agendas/ Notices/Statutory documents	<p>Accuracy</p> <p>Legality</p>	<p>Clerk</p> <p>Clerk</p>	<p>Minutes and agenda are produced with the prescribed method by the Clerk and adhere to the legal requirements.</p> <p>Minutes are approved and signed at the next Council meeting.</p> <p>Minutes and agenda are displayed according to the legal requirements.</p>	<p>L</p> <p>L</p>	<p>The existing procedures are considered to be adequate.</p> <p>To be reviewed on an annual basis.</p>

16	Legal powers	Illegal activity or payments	Councillors/Clerk	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings. Clerk to ensure that Council has the power to undertake any proposed activity or payment.	L	The existing procedures are considered to be adequate. To be reviewed on an annual basis.
Assets/Equipment						
Risk No.	Subject	Risk(s) Identified/Impact	Responsibility	Management/Control of Risk	Risk Rating (High/Medium/Low)	Review/Assess/Revise
17	Council records - paper	Loss through: theft fire damage	Clerk	Records are stored at the home of the Clerk. Records include historical correspondence, minute books and copies, documents for ownership of property (including recreational ground), records such as personnel, insurance, salaries etc. Records are stored in a filing cabinet (not fire proof).	L	The existing procedures are considered to be generally adequate. However, consideration should be given to a more secure place store deeds/leases etc.
18	Council records - electronic	Loss through: Theft, fire, damage Corruption of	Clerk	The Parish Council's electronic records are stored on his computer at the Clerk's home. Backups of the files are taken at	L	The existing procedures are considered to be adequate.

		computer		regular intervals onto an external hard drive. Records stored on Clerks computer, backed up to 'one drive' internet storage.		To be reviewed on an annual basis.
19	Data protection	Adequacy Failure to comply with the legal requirements.	Clerk Clerk/Councillors	The Council is registered with the Data Protection Agency. Publication Scheme is kept up to date. The Council has approved data protection policies which set out the requirements, expectations and guidance.	L L	The existing procedures are considered to be adequate. To be reviewed on an annual basis.
20	Recreation Ground	Loss or Damage Risk/damage to third party(ies)/property	Councillors Councillors	Asset register is kept up to date. Public liability insurance is held at the appropriate level. Bi-monthly risk assessment of the recreation ground made by suitable qualified body, findings reported to the Full Council. Quarterly regular checks and risk assessment made by councillors. Regular inspection of the trees. Maintenance/ repair/ replacement	L L	The existing procedures are considered to be adequate. Review insurance requirements annually.

				<p>requirements identified and brought to Council.</p> <p>Urgent repairs to be discussed & agreed with Clerk and Chairman in accordance with Financial Regulations.</p> <p>Non-urgent repairs to be agreed at next meeting with updated Asset Register.</p> <p>Emergency arrangements in place and publicised, including reporting of incidents.</p>		
21	Village Hall	That the Village Hall reverts to Parish Council ownership (from the Millennium Trust (MT))	Clerk/Chairman	Monitor situation in consultation with MT and keep Parish Council informed.	L	<p>The existing procedures are considered to be adequate.</p> <p>To be reviewed on an annual basis.</p>
22	Other Assets	Loss or Damage Risk/damage to third party(ies)/property	Councillors Councillors	<p>An asset register is kept up to date</p> <p>Public liability insurance is held at the appropriate level for all items.</p> <p>Annual programme of checks.</p> <p>Quarterly checks and risk assessment made by councillors.</p>	L L	<p>The existing procedures are considered to be adequate.</p> <p>Review insurance requirements annually.</p>

				<p>Maintenance/ repair/ replacement requirements identified and brought to Council.</p> <p>Urgent repairs to be discussed & agreed with Clerk and Chairman in accordance with Financial Regulations.</p> <p>Non-urgent repairs to be agreed at next meeting.</p>		
23	Meeting location	<p>Adequacy</p> <p>Health & Safety risk</p>	Councillors/Clerk	<p>Meetings held in Village Hall.</p> <p>Premises considered to be adequate for Council and public access and comfort.</p>	<p>L</p> <p>L</p>	<p>The existing procedures are considered to be adequate.</p> <p>To be reviewed on an annual basis.</p>

Date to Reviewed - March 2020

ULLEY PARISH COUNCIL

HALIFAX FUND GRANT PARISH SCHEME – DRAFT GUIDELINES FOR APPLICANTS (as approved by the Parish Council in XXXXX)

The village of Ulley receives an annual contribution from the Halifax Estate to be distributed as small grants to groups delivering projects in the parish of Ulley for the benefit of the residents in the parish.

Ulley Parish Council administers the Grant on behalf of Halifax Estates.

There are as agreed criteria to decide what local community projects will receive financial assistance, which has been agreed by all parties. These are described in the guidance below and the application form.

1. Groups within the parish can apply to the fund. Those outside the parish who can demonstrate a direct benefit to the inhabitants will also be eligible to apply.
2. The Scheme will support capital and revenue projects. Projects with a total cost of £..... and below will be eligible to apply for funding.
3. Groups will apply to the fund using the agreed application form.
4. Groups will be expected to supply any accompanying documentation as detailed on the application form.
5. The scheme is a rolling programme with no deadlines. Decisions on applications normally take less than 2 months.
6. All applications will be judged on their own merits. Those schemes that are approved by the Parish Council will be notified to the Halifax Estate Office for their consideration.
7. Groups are encouraged to contribute some of their own funds to the project although a set percentage has not been agreed.
8. Where partnership funding is being sourced outside the parish, the Council may wish to see that such funding has been secured prior to awarding a grant.
9. Retrospective applications (i.e. for projects already completed) may be allowed. The Council will adjudge at the time of application whether the project was urgent and also consider the financial situation of the group at the time.

Date to be reviewed XXXXX 2020.

Item 9.1 Action Plan following recommendation made following the internal audit, Annual Governance and Accountability Review (AGAR) and Public Interest Report (PIR)

Recommendation	By whom	Progress
Section 2, Box 2, the annual precept of the AGAR, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £6,214 and £5,892 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3.	PKF Littlejohn LLP - AGAR	Addressed. Section 2, Box 2, of the annual return only includes financial information relating to the precept.
The smaller authority has not restated the 2016/17 assets figure in Section 2, Box 9 to include two assets totalling £1,182. These had not previously been included in error.	PKF Littlejohn LLP - AGAR	The register has been updated and assets purchased during 2016-17 added.
The Council maintains an Asset Register of all material assets owned or in its care. However, assets purchased during 2017-18 are yet to be added to the register, last reviewed in January 2018.	Internal Auditor	The register has been updated and assets purchased during 2017-18 added.
The responses given in Section 1, Box 9 and Section 2, Box 11 are not consistent. The smaller authority has confirmed that it does not act as sole managing trustee for trust funds and thus the answer given in Section 1, Box 11 should have been 'N/A'	PKF Littlejohn LLP - AGAR	The Council can confirm that the responses to this question in future AGARs will be consistent.
Assertion 5 has been incorrectly completed, as the internal auditor has drawn attention to the fact that there has been no review, update and approval of the risk assessment during the year under review.	PKF Littlejohn LLP - AGAR	The Council can confirm that it has undertaken a risk assessment during 2018-19
A review of the financial controls and systems are carried out annually by the Council in the form of a Risk Assessment, amendments and recommendations are presented at Council meetings for discussion. The Audit and Accounts regulations 2015, 6 (1) require an	Voluntary Action Rotherham – Internal Audit	The Council has undertaken both an annual review of the effectiveness of its internal control as well as its Risk Assessment during 2018-19.

annual review of the effectiveness of internal control. However, I saw no evidence of a review.		
Under the Transparency Code, for smaller authorities (December 2014), Parish Councils are required to publish a range of information on their website. Whilst the Council displays almost all of the required information, up to date information on items of expenditure over £100 and year end accounts is yet to be published.	Voluntary Action Rotherham – Internal Audit	All Expenditure over £100 is specifically identified on the website.
The invoices made available for internal audit were not authorised by Councillors. I would suggest a Councillor(s) initial the invoices.	Voluntary Action Rotherham – Internal Audit	All invoices are presented to councillors and initialled by the Chairman.
I am advised that the Council does not operate a petty cash system, however, the Clerk currently has a cash amount that was collected for a memorial for a deceased parishioner.	Voluntary Action Rotherham – Internal Audit	This was recorded as cash payment in error. It can be confirmed that any cash receipts are banked. The Council's Standing Orders have been revised to make it explicit that the Council does not operate a petty cash system.
VAT was incorrectly re-claimed for one large transaction due to input error. This will need to be adjusted during the next return.	Voluntary Action Rotherham – Internal Audit	There were a few input errors, which it hoped have been addressed.
When appointing a new clerk standard proper practices should be followed. When an individual is selected this decision to be brought before the council to be resolved.	BDO – PIR report	The Council has already introduced employment policies and practices based on best practice guidance provided by the Yorkshire Associations of Local Councils. These have been used to recruit the two most recent clerks.
A contract of employment must be signed by both the new clerk and the council on appointment.	BDO – PIR report	This was identified and addressed in 2016. The existing clerk and the previous two clerks had a contract signed by both the clerk and the Chairman.
Update the website with all policies and procedures which are currently in force.	BDO – PIR report	The website has been updated all now includes all policies and procedures which are in place.
Oversight of the bank reconciliations and financial records to be undertaken by the Council and reported in the minutes.	BDO – PIR report	This oversight is provided in verbal and written form at every meeting of the Council. Members in attendance are required to initial bank reconciliation accompanying banks statements and other

		relevant financial records at the meeting to confirm this. These are reported in full. All members have full access to the council's financial records.
Internal audit should be undertaken in accordance with Proper practices.	BDO – PIR report	In 2016 the council appointed a suitably qualified (FMAAT) and experienced internal auditor.
The budget to be regularly reviewed during the year and all movements investigated. This review to be minuted to evidence that it has taken place.	BDO – PIR report	The budget is a standing item on the Council's agenda. This includes a detailed breakdown of movements as well as production of the bank statements and bank reconciliation. This is clearly minuted.



11a Broom Lane
ROTHERHAM
S60 3EL
Tel 01709 370797

11th March 2019

Dear Peter

The Friends of Ulley Country Park are organising an Arts Festival in the park over the weekend of the 28th/30th of June 2019. The Festival will have some professional artists, including Ian McMillan as a headline act, but also involve 10 local schools who are committed to supporting the Festival with musical performances and art displays. We are planning a programme of events covering all aspects of the arts, particularly focussed on providing entertainment for families in the local community.

Our aim is to heighten awareness of the Park and encourage more visitors to come and enjoy a healthy walk in the special environment. We hope that by involving the local schools there will be an interest for parents and friends to attend the festival and see the performances. The schools are prepared to publicise the Festival through their communications with parents. We are concentrating our efforts to develop the local community involvement with Ulley Country Park that already exists at our monthly Café Days and attempting to promote an increased use of the facilities.

We had hoped to secure grant funding for the Festival from the National Lottery and SYCF but our applications have been unsuccessful and so we are now seeking support from other funding sources. We have reviewed the programme and the total cost of the Festival is now estimated at about £5,000 and, to date, we have secured some income but still have a shortfall of nearly £2,000.

We would be most grateful if the Parish Council would consider giving a financial contribution towards the costs of the Festival, we are hoping that each of the four local Parish Councils could provide at least £150 to support the event.

We thank you for any support you may be able to give us in providing a unique event for the local community.

If you would like any further information about the Arts Festival please don't hesitate to contact me.

Yours sincerely

Paul Nash
Secretary

ULLEY PARISH COUNCIL

REVENUE ESTIMATES 2018-19 and INDICATIVE BUDGET 2019-2020

		2017-18	CURRENT PROJECTED		2018-19	2019-20*
		BUDGET	SPENDING	(FULL YEAR)	BUDGET	BUDGET
£	EXPENDITURE	£	£	£	£	£
	COMMUNITY					
	VillageProjects	250	308	350	250	256.25
	Repairs / Maintenance	300	305	500	500	512.5
	Ulley in Bloom	0	1200	1200	500	1076.25
	Recreational Ground inspections	290	0	290	290	297.25
	Village Hall	0	0	0	0	0
	Recreation Grounds & maintainance	720	0	0	0	0
0		1560	1813	2340	1540	2142.25
	ADMINISTRATION					
	Clerks Salary including NI	1485	1165	1490	1440	1527
	Miscellaneous Administration	100	29	50	50	51.25
	Travel Expenses	10	0	10	10	10.25
	Sundries - Stationery/Post/website	150	7	100	100	102.5
	Insurance	968	734	734	734	734
	Audit Fees	200	405	2500	200	0
	Subscriptions etc	200	55	55	55	68
	Training	100	0	100	100	102.5
	Chairmans/Members Allowance	0	0	0	0	0
	Data Protection Registration	35	35	35	40	41
	Utilities	750	847	950	750	1500
	Election costs	0	0	0	0	0
	Grants/Donations S137	0	0	0	0	0
		3,998	3,277	6,024	3,479	4,137
	TOTAL EXPENDITURE	5,558	5,090	8,364	5,019	6,279
	INCOME					
	Bank Interest	0	1.1	1.1	1.1	1
	Council Tax Grant	257	0	0	0	0
	Precept	6213	6027	6027	6430	6430
	Other (incl VAT return)	0	1351	2351	400	400
	TOTAL INCOME	6,470	7379.1	8379.1	6831.1	6831