

Mere Parish Council

PARISH CLERK - MRS. L. C. WOOD

Minutes of a working group of the Parish Council held on Tuesday, 31st March 2015 at 11.15 a.m. in the Parish Council office.

Present: Councillors Mrs. Lesley Traves (Chairman), Brett Norris (Vice-Chairman), Cllr George Jeans, the Clerk and

To review and assess the effectiveness of internal controls

Internal Controls	Action
Standing Orders	S. Orders adopted May 2013 and agreed no review necessary in April 2014.
Financial Regulations	Last year the Clerk pointed out that these would be under review in the next few months, in line with the repeal of s.150(5) of the Local Government Act 1972. In September 2014 the Parish Council agreed that the new measures necessary to move to electronic payments were very prescriptive and felt that it may be best to leave this matter in abeyance & continue with cheque payments for the time. The present financial regulations which were last adopted in 2006, amended in 2011 should therefore be reviewed to ensure that they are still appropriate for the Parish Council.
Audit Plan & Terms of Reference	No action necessary
Code of Conduct	No action necessary – new Code of Conduct adopted in July 2012
Allotment Tenancy Agreements	Review and, if necessary, rewrite in line with legislation & regulations Introduce biannual inspection schedule to be carried out by Chairman, Clerk & Groundsman
Burial & Cemetery Regulations	Review and, if necessary, rewrite in line with legislation & regulations Annual Memorial Inspection carried out by Clerk's Assistant in September/October 2014
Health & Safety Policy	Review and present for approval in 2015/16
Risk Management Policy	Review and present for approval in 2015/16
Policy for the Provision and Management of Play Equipment	Introduce in 2015/16
Information for dealing with Gypsies & Travellers	Introduced in 2012/13 – no action necessary
Data Protection Policy	No action necessary
Freedom of Information Scheme	No action necessary
Child Protection Policy	No action necessary
Business Continuity Plan	No action necessary
Tree Surveys	Provide basic tree survey training for staff when available. Arrange professional tree survey carried out on major trees/footpaths in 2015
Staff & Employment <ul style="list-style-type: none"> • Contracts of Employment • Grievance Procedure 	<ul style="list-style-type: none"> • No action necessary • No action necessary

<ul style="list-style-type: none"> • Disciplinary Procedure • Dignity at Work/Bullying & Harrassment Policy • Vehicle Policy • Training Needs 	<ul style="list-style-type: none"> • No action necessary • No action necessary • No action necessary • Cllr. Norris and The Clerk had carried out extensive work on training requirements for the grounds staff during this financial year. Training needs would continue to be assessed and budgeted as required.
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Risk Management Strategy:

Risk	Action
Loss of data on computer as a result of fire/theft	Clerk reverted back to taking external hard drive backup home so that backup data is not in same building/room as computer – no further action necessary
Security of data	Add password protection to external hard drive backup
Loss of deeds/leases due to theft/fire damage	Deeds/leases had been copied and copies deposited off site
Risk to visitors, contractors & staff (Clock Tower)	Groundsman to complete inspection sheet for ladders
Risk to visitors, contractors & staff (War Memorial)	Investigate costs for structural engineers report (ask Salisbury Cathedral Works)
Risks to visitors, contractors & staff (Flag pole)	Investigate costs for structural engineers report (Ask Jeff Paul for further details/suggestions)
Risks to visitors, contractors & staff (Play Areas)	Inspection reports on play areas adequate – no action necessary. (Groundsman completes regular inspection sheets and annual inspection carried out by RoSPA)
Risk to visitors, contractors & staff (changing rooms)	Staff been given legionella training in 2015. Professional Risk Assessments for Legionella carried out for Changing Rooms, Pavilion & Public Toilets in 2014. New Written Scheme for the control of exposure of Legionella completed and new action regime in place w.e.f. 2.3.15 PAT test on electrical appliances carried out in 2014
Risk to visitors, contractors & staff (Andy Young Pavilion)	PAT test on electrical appliances carried out 2014
Risk to visitors, contractors & staff (Office)	PAT test on electrical appliances carried out 2014
Risk to visitors, contractors & staff (all premises)	Professional Fire Risk Assessment for Changing Rooms, Andy Young Pavilion carried out in October 2014 and actions implemented.
Risk to visitors, contractors & staff (car parks)	Weekly inspection sheets have been introduced
Risk to visitors, contractors & staff (toilets)	Safe Working Practices introduced for cleaner Weekly inspection sheets to be introduced

Annual Insurance Review

Asset – Asset Register valuation	Insurance Cover	Action
Mandatory Cover		
	Public Liability - £10m	No action
	Employers Liability - £10m	No action
	Money – between £300 & £250,000 depending on circumstances	No action
	Fidelity Guarantee (Employee Dishonesty) £200,000	No action
Other Cover	Personal Accident/Assault (Clerk,	No action

	Councillor or employee) – between £50,000 depending on circumstances	
	Revenue Protection <ul style="list-style-type: none"> • Business Interruption £20,000 • On Gross Revenue £10,000 • Increased Cost of Working (ICOW) £10,000 	
	Officials Indemnity £500,000	No action
	Libel & Slander £250,000	No action
	Hirers' Indemnity - £5m	
	Business Cover away from the premises £5000	
	Money & Assault £1000	
Property Damage		
South Chapel - £215,011	£215,011 (subsidence not covered)	Asset professionally valued in June 2014 at £205,000 Decrease insurance value to £205,000
Clock Tower - £82,210	£82,210 (subsidence not covered)	Asset Professionally valued in June 2014 at £72,000 but PC queried low value. Keep insurance value at £82,210
North Chapel - £212,481	£212,481 (subsidence not covered)	Asset professionally valued in June 2014 at £200,000. Decrease insurance value to £200,000
Andy Young Pavilion - £189,901	£189,901	Asset professionally valued in June 2014 at £170,000. Decrease insurance value to £170,000
Furniture in Parish Council Office - £1483.37	£1483.37	It was agreed that this should be revalued at £2100
Computer, printer & answerphone - £1609.99	£1609.99	No action
Mobile floodlight - £9322	£9322 Replacement value at 22.8.12 - £8510 + VAT	No action
War Memorial - £16,885.90	£16885.90	Professionally valued in June 2014 at £17,500. Increase insurance value to £17,500.
Trimac mower - £4560	5400.64 Replacement value at 22.8.12 - £6290 + VAT	Investigate replacement value of machine and adjust insurance value accordingly
Ifor Williams twin axle trailer - £1490	£2034.42 Replacement value at 22.8.12 - £1725 + VAT	Investigate replacement value of trailer and adjust insurance value accordingly
Kawasaki brushcutters - £534.47	£922.83	Investigate replacement value of brushcutters and adjust insurance value accordingly
Kubota Tractor - £8875.00	£11082 is replacement value at 22.8.12	Investigate replacement value of machine and adjust insurance value accordingly
Isuzu		Investigate book value of vehicle and adjust insurance value accordingly
Chainsaw trousers & boots - £157.21 Husq. Chainsaw - £237.45		Discuss with insurance company whether or not each item needs to be listed individually or should be

Kawasaki hedgecutter - £391.30 Long Reach hedgetrimmer - £408.33 Wheelbarrow - £42.55		combined under a 'general machinery' heading.
Bowls Equipment - £3226.20	Not insured by Parish Council	No action
Cricket Equipment - £5675.71	Not insured by Parish Council	No action
Croquet Equipment - £2665.05	Not insured by Parish Council	No action
Cricket wicket (all weather) - £16240.39	Insured for £16240.39	Ask insurance whether this is 'other ground surfaces' (see row below)
Litter bins - £1322.80	Not insured	No action
Seats & benches - £4151.99	Not insured	No action
Storage containers - £3160	Not insured	No action
Xmas lights - £1174.50	Not insured	No action
MUGA - £55201.00	Not insured	No action
Chairmans Pendant - £370.84	£370.84	No action
Contents of Andy Young Pavilion - £2003.04	£2003.04	No action
Play Equipment	Not insured	No action
Tennis courts	Not insured	No action
Hand Bier - £1500	Not insured	No action
Honour Boards - £557.08	Not insured	No action
Dismantled Mere stone - £750	Not insured	No action
Swimming Pool	Not insured	No action
Toilet block - £190,962.00	Insured for £185,400.00	Asset professionally valued in June 2014 at £75,000. However, Parish Council has queried this. To be on the safe side, decrease sum insured to £100,000
Front wall, pillars & railings in cemetery - £55.00	Not insured	Asset professionally valued in June 2015 at £55,000. Leave uninsured
Skate Park	Not insured (covered for Public Liability)	Value ??????
Band Hut	Insured by Mere & District Railway Modellers	Professionally valued in June 2014 at £65,000. Ask Railway Modellers Club for a copy of insurance certificate and check valuation.
Mere Youth Club Building	Insured w.e.f. 31.3.15 - £210,000	Professionally valued in June 2014 at £210,000. Add to insurance schedule w.e.f. 31.3.15
Telephone Box in The Square		
Public Access Defibrillators	Insurance cover (2211.75 for one defib)	Insured for £4040 (2 defibs) w.e.f. 31.3.15