

# Yeovil Town Council



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## Policy, Resources and Finance Committee

**Members of Yeovil Town Council are summoned to attend:**

The Meeting... **Policy, Resources and Finance Committee**

The Time... **7.00pm**

The Date... **Tuesday 31 January 2017**

The Place... **Town House, 19 Union Street, Yeovil**

**Meetings are open to the Press and Public  
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or another language, please ring 01935 382424**

Amanda Card  
Town Clerk

25 January 2017

To: All Members of the Policy, Resources and Finance Committee:

Kris Castle

Graham Oakes

Peter Gubbins

Wes Read (Vice-Chairman)

Terry Ledlie

David Recardo

Mike Lock (Ex-Officio)

Manny Roper

Pauline Lock

Darren Shutler (Ex-Officio)

Tony Lock (Chairman)

Rob Stickland

### **Equality Act 2010**

The *general* public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

### **Recording of Council Meetings**

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at [www.yeovil.gov.uk](http://www.yeovil.gov.uk) This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

**PUBLIC COMMENT (at the Chairman's discretion up to 15 minutes)**

## **A G E N D A**

### **9/161. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Council to receive apologies for absence and to consider the reasons given.

*LGA 1972 s85(1)*

### **9/162. DECLARATIONS OF INTEREST**

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

### **9/163. MINUTES**

To approve as a correct record the Minutes of the meeting held on 29 November 2016.

### **9/164. EXCLUSION OF PRESS AND PUBLIC**

Due to the confidential nature of the business of item 9/171 to 9/173, under the Public Bodies (Admission to Meetings) Act 1960 s3, it is likely a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

### **9/165. ESTIMATES (BUDGETS) 2017/18**

To consider the budget for the financial year 2017/18 and to recommend to full Town Council the precept for 2017/18. See attached report by the Town Clerk at pages 3 to 12. *Account & Audit Regulations 2015*

### **9/166. YEOVIL CREMATORIUM AND CEMETERY COMMITTEE**

To consider the verbal report from the Town Clerk about Yeovil Cemetery.

### **9/167. RISK ASSESSMENT**

To carry out a risk assessment and ensure that appropriate arrangements are in place to mitigate the risks as far as possible. See attached report by the Town Clerk at pages 13 to 17. *Account & Audit Regulations 2015 s3*

### **9/168. GOAR KNAP WORKSHOP ROOF**

To consider the verbal report from the Town Clerk about the repair of the roof at Goar Knap Workshop.

**9/169. CAPITAL AND REVENUE RESERVES**

Members review statement of Capital & Revenue reserves as at 30<sup>st</sup> November 2016 at page 18.

**9/170. FINANCIAL STATEMENT – OCTOBER/NOVEMBER 2016**

Members to review Financial Statement for the months of October/November 2016 attached at pages 19 to 46.

**Public Comment (at the Chairman's discretion up to 15 minutes)**

*The Committee will consider a resolution (see item 9/171) to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

**9/171. YEOVIL SKI LODGE UPDATE (COMMERCIAL IN CONFIDENCE)**

See attached report by the Town Clerk at page 47.

**9/172. YEOVIL TOWN LADIES FC (COMMERCIAL IN CONFIDENCE)**

To consider the report of the Deputy Town Clerk at page 48.

**9/173. STAFF ISSUES (CONFIDENTIAL)**

To consider the verbal report from the Town Clerk.

## **9/165. ESTIMATES (BUDGETS) 2017/18**

### **Introduction**

Members accepted the spending estimates for the Council and its Committees for the financial year 2016/17 and agreed the base budget on these (subject to receiving notifications of Council Tax Support Grant and the tax base) at the meeting held on 6 December 2016. Since this date, there have been a few amendments to the budget which are now reflected within the revised budget.

<b>Committee</b>	<b>Estimated Budget 2017/18 (at December 2016)</b>	<b>Revised Budget 2017/18 (at January 2017)</b>
Grounds and General Maintenance	£219,670	£222,520
Planning and Licensing	£0	£0
Building and Civic Matters	£93,457	£96,780
Policy, Resource and Finance	£427,760	£426,890
Promotions and Activities	£96,400	£95,330
Contingency	£41,870	£42,082
<b>Yeovil Town Council</b>	<b>£879,287</b>	<b>£883,602</b>
Joint Burial Committee	£57,192	£58,284
<b>Total Budget Requirement</b>	<b>£936,349</b>	<b>£941,886</b>

Following on from the meeting Town Council meeting held on 6 December 2016, written confirmation has been received from South Somerset District Council (SSDC) for both the council tax base and the Council Tax Support Grant.

### **Council Tax Support Grant**

The Council Tax Support Grant will reduce significantly and predictions show that it will cease completely in 2019/20. Therefore, the Council need to start planning for this. SSDC have been able to provide some estimated figures for the impact to the Council based on the current Council Tax Reduction Scheme caseload for Yeovil Town.

<b>Financial Year</b>	<b>Estimated Council Tax Support Grant</b>	<b>Reduction of Council Tax Support Grant on previous year (£)</b>	<b>Impact on Council Tax (Band D) to compensate for reduction</b>
2017/18	*£26,370	£55,550	+£6.13
2018/19	£9,140	£17,230	+£1.90
2019/20	£0	£9,140	+£1.01

*\*Denotes Council Tax Support Grant confirmed*

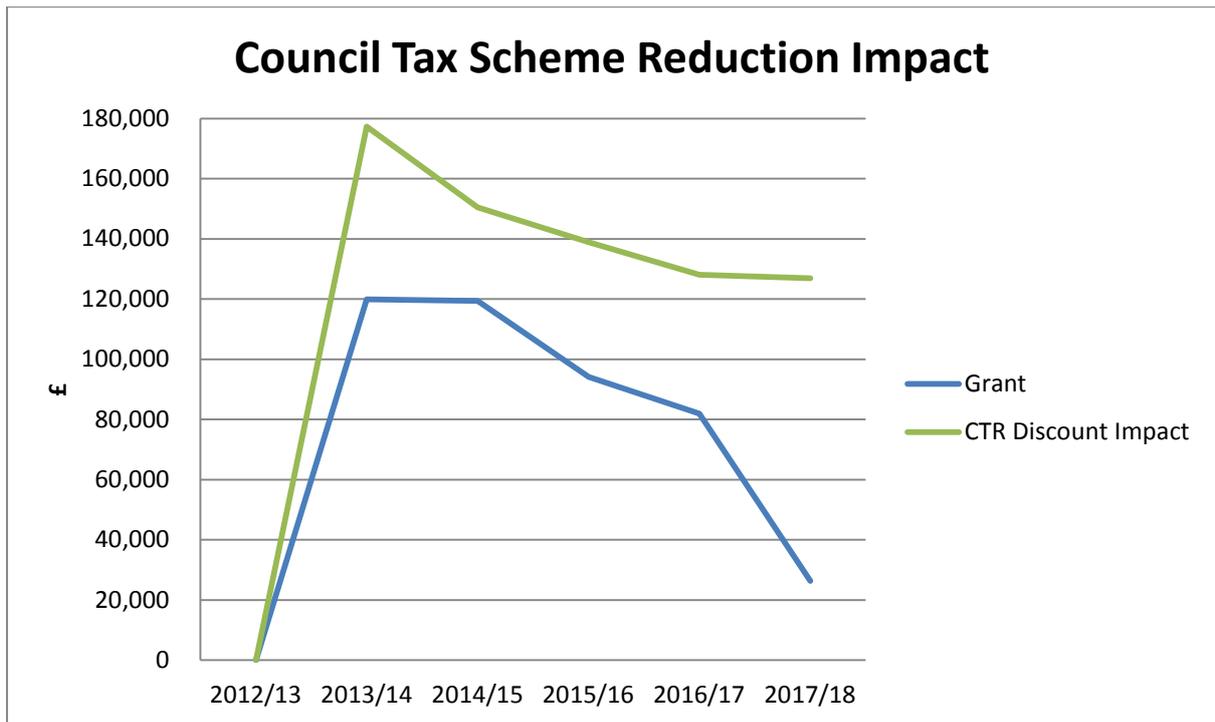
Yeovil Town Council has been allocated £26,370 for 2017/18 (a reduction of £55,550 or 68% from 2016/17).

<b>Total Budget Requirement</b>	<b>£948,886</b>
Council Tax Support Grant	(£26,370)
<b>Net Council Tax Requirement (Precept)</b>	<b>£915,516</b>

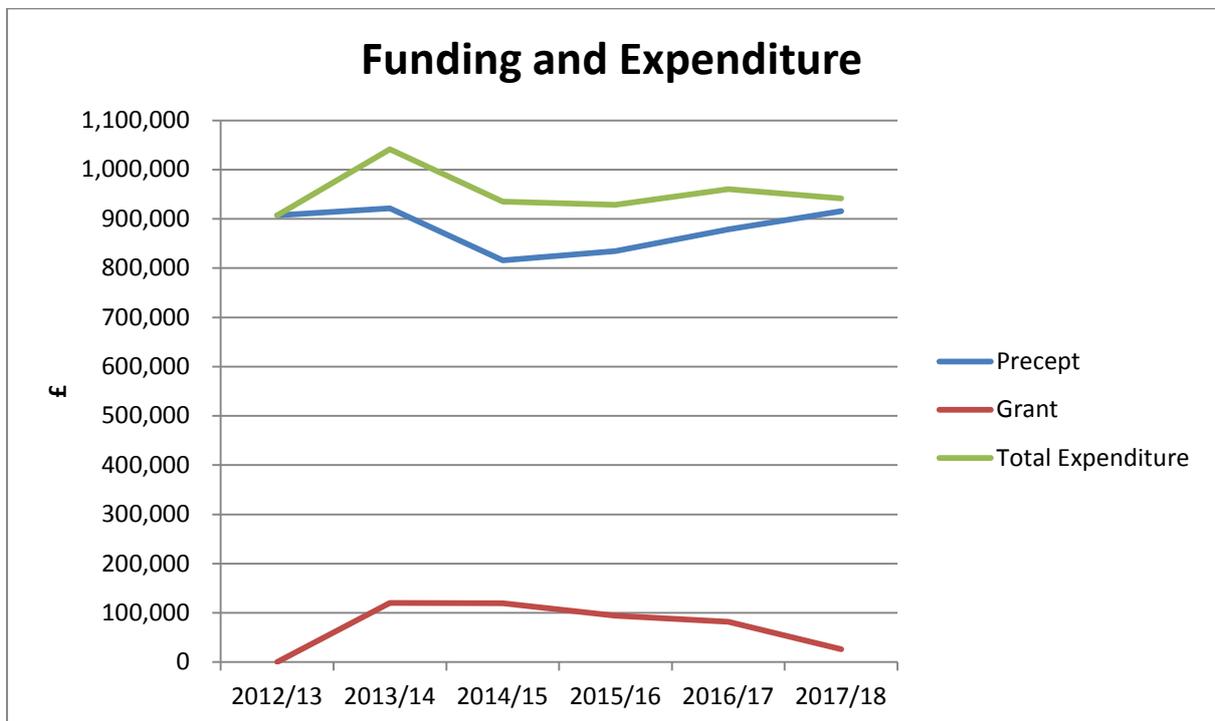
### **Impact of Council Tax Scheme Reduction**

The Council Tax Support Grant goes some way to compensate the impact of the Council Tax Reduction Scheme which was introduced in 2013/14 replacing the Council Tax Benefit scheme. SSDC are not obliged to passport the Council Tax Support Grant. SSDC have stated that the transparency of funding from Central Government has been lost and as such have agreed that the grant allocated to towns and parish councils will reduce proportionately to the Revenue Support Grant they receive.

The graph beneath shows the impact of the Council Tax Scheme Reduction with the top line showing what the reduction in precept because of the Council Tax Scheme Reduction; and the bottom line being the grant received to offset this reduction. This has meant that increases in Council Tax have been used to offset the impact of the Council Tax Scheme Reduction and that savings and efficiencies have been necessary.



The graph beneath shows that expenditure (top line) levels have been relatively stagnant (with the exception of 2013/14) and that precept levels (middle line) for 2017/18 are on a par with that of 2012/13.



#### Setting of Precept

The tax base for 2017/18 is calculated as 9,055.91 (an increase of 42.37 or 0.5% from 2016/17).

Members should note that the Department for Communities and Local Government announced on 15<sup>th</sup> December 2016 that 'referendum principles' which can trigger a referendum if there is an 'excessive' rise in council tax or precept will not apply to local (town and parish) councils setting their precept for 2017/18. Following consultation the Secretary of State for Communities and Local Government has decided to defer the proposal of the referendum principles for 2017/18. It is likely that the referendum principles will come into force for 2018/19.

The table beneath gives an indication on the increase on a Band D charge at incremental percentage increases. Members will need to recommend to the forthcoming Town Council a proposed increase.

<b>£ increase per week</b>	<b>£0.07</b>	<b>£0.08</b>	<b>£0.09</b>	<b>£0.10</b>	<b>£0.13*</b>
Band D Charge	£101.10	£101.38	£102.35	£102.48	£104.01
£ increase per year	£3.62	£3.90	£4.87	£5.00	£6.53
<b>Precept</b>	<b>£915,516</b>	<b>£918,088</b>	<b>£926,872</b>	<b>£928,050</b>	<b>£941,886</b>

\* Members may wish to use an increase in 2017/18 to partly bridge the gap that any reduction in Council Tax Support Grant will create in future years. It is clear that the grant will reduce to £0 (a reduction of £26,370) by 2019/20. This equates to an additional £2.91 per year or 6 pence per week per band D charge and is included within the £0.13 increase per week column of the above table.

### **Recommendation**

The committee is **RECOMMENDED** to note the above and to make recommendations to the forthcoming Town Council meeting on the setting of the 2017/18 budget and the precept.

*(Amanda Card, Town Clerk – 01935 382424)*

# Yeovil Town Council - 2017/18 Budget Setting

## REVENUE

Committee	Estimate	Total
Grounds and General Maintenance	£222,520	£222,520
Planning and Licensing	£0	£0
Buildings and Civic Matters	£96,780	£96,780
Policy, Resources and Finance	£426,890	£426,890
Promotions and Activities	£95,330	£95,330
<b>Total</b>	<b>£841,520</b>	<b>£841,520</b>
Contingency	£42,082	£42,082
<b>Total</b>	<b>£883,602</b>	<b>£883,602</b>

## PRECEPT (BAND D PROPERTY)

	2014/15	2015/16	2016/17	2017/18	% increase
<b>Committees' Budgets</b>	£835,672	£848,447	£880,162	£883,602	<b>0.39%</b>
<b>Less transfers from reserves</b>	£0	£0	£0	£0	
<b>Yeovil Town Council</b>	<b>£835,672</b>	<b>£848,447</b>	<b>£880,162</b>	<b>£883,602</b>	<b>0.39%</b>
Joint Burial Committee	£99,624	£80,420	£80,398	£58,284	-27.51%
<b>Grand total</b>	<b>£935,296</b>	<b>£928,867</b>	<b>£960,560</b>	<b>£941,886</b>	<b>-1.94%</b>
<b>Less grant from Billing Authority</b>	<b>-£119,415</b>	<b>-£94,180</b>	<b>-£81,920</b>	<b>-£26,370</b>	<b>-67.81%</b>
<b>Shortfall</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	
<b>Net Precept</b>	<b>£815,881</b>	<b>£834,687</b>	<b>£878,640</b>	<b>£915,516</b>	<b>4.20%</b>
Divided by Tax Base	8,537.43	8,733.72	9,013.54	9,055.91	0.47%
<b>Band D Charge</b>	<b>95.57</b>	<b>95.57</b>	<b>97.48</b>	<b>101.10</b>	<b>3.71%</b>

Ground and General Maintenance Committee		YEAR 2015/16		YEAR 2016/17		YEAR 2017/18					
		Allocated	Spent	Allocated	1/2 year spent 30.09.16	Full year estimated spend to 31.03.17	Estimated over spent	Estimated under spent	Estimated required	To be allocated	
<b>EXPENDITURE</b>											
Materials and equipment	760	637	780	1,271	1,800	1,020	0	0	1,600		
Water Mains Refurbishment/Repairs	2,040	2,040	2,080	0	2,080	0	0	0	2,120		
Water charges	0	3,474	1,000	103	2,000	1,000	0	0	1,000		
Allotment Maintenance (SSDC)	7,970	10,121	8,130	4,113	9,000	870	0	0	8,130		
Allotment Maintenance (Tenants)	3,420	3,203	3,490	729	3,000	0	490	0	3,560		
Allotments - Fence Repairs	2,000	100	2,000	0	1,000	0	1,000	0	1,000		
Leases	400	335	400	0	335	0	65	0	350		
Goar Knap - Building	1,360	1,196	1,390	794	4,390	3,000	0	0	1,500		
Newsletter	150	0	150	0	0	0	150	0	0		
Best Kept Allotments Competition	220	207	230	41	230	0	0	0	240		
Labour	15,610	12,090	15,920	4,861	14,000	0	1,920	0	18,000		
Vehicle	1,010	419	1,030	552	1,000	0	30	0	1,050		
Protective clothing	160	20	160	130	220	60	0	0	170		
Dog Bins	230	0	240	0	0	0	240	0	0		
<b>Open spaces:</b>											
Open Spaces	147,900	147,900	150,860	37,715	150,860	0	0	0	130,860		
Play Area Repairs/Enhancements	11,720	9,142	11,950	0	11,950	0	0	0	11,950		
Country Park	31,450	31,450	32,080	8,020	32,080	0	0	0	32,080		
Play Area Upgrade	2,500	-560	2,550	0	2,550	0	0	0	2,550		
Play and Landscape Officers	11,950	11,950	12,190	0	12,190	0	0	0	12,190		
Holiday Playscheme contribution	8,550	8,550	8,720	0	8,720	0	0	0	8,720		
Door Step Green	780	512	795	260	795	0	0	0	800		
Yew Tree Park - Gate Opening	1,530	-1,002	1,560	937	1,900	340	0	0	1,800		
<b>Total expenditure</b>	<b>251,710</b>	<b>241,784</b>	<b>257,705</b>	<b>59,526</b>	<b>260,100</b>	<b>6,290</b>	<b>3,895</b>		<b>239,670</b>		
<b>INCOME</b>											
Taps & keys	-100	-24	-50	-122	-150	0	100	0	-80		
Rent	-14,806	-13,403	-15,250	-682	-15,000	250	0	0	-17,230		
Lease	-2,088	-2,088	-2,088	-102	-2,088	0	0	0	-2,090		
Water Charge	0	-1,488	-1,700	0	-2,000	0	300	0	0		
<b>Total income</b>	<b>-16,994</b>	<b>-17,003</b>	<b>-19,088</b>	<b>-906</b>	<b>-19,238</b>	<b>250</b>	<b>400</b>		<b>-19,400</b>		
<b>Net Expenditure</b>	<b>234,716</b>	<b>224,781</b>	<b>238,617</b>	<b>58,620</b>	<b>240,862</b>	<b>6,540</b>	<b>4,295</b>		<b>220,270</b>		
<b>Notes:</b>											
1 Water mains refurbishment/repairs budget allocated to meet planned programme of phased improvements											
2 Income of £2,090 pa receivable from lease of land at Higher Ryalls											
3 Enhancements budget used to increase Holiday Playscheme contribution - to help meet cost of new scheme in Yeovil South Ward											
4 Provision for water leakage of £1,000 in 17/18 Budget											
5 Rent increased by 13% which equates to 4p a Sq Mtr increase											
										Budget	220,270
										Estimated underspend (-)	2,250
											222,520
											<b>222,520</b>







Item	YEAR 2015/16		YEAR 2016/17			YEAR 2017/18			
	Allocated	Spent	Allocated	1/2 year spent 30.09.16	Full year estimated spend to 31.03.17	Estimated over spent	Estimated under spent	Estimated required	To be allocated
<b>EXPENDITURE</b>									
Town Team	3,000	3,000	3,000	0	3,000	0	0	1,000	
Christmas Lights	21,620	38,832	22,050	0	10,000	0	12,050	20,000	
Christmas Lights Installation/Safety Checks	0	0	0	0	23,110	23,110	0	20,000	
Yeovil in Bloom Working Budget	15,790	15,868	16,110	4,028	16,110	0	0	16,110	
Yeovil in Bloom Officers	23,820	23,820	24,300	6,075	24,300	0	0	24,300	
Town Crier	990	990	1,010	186	1,010	0	0	1,010	
Yeovil Open Town Crier Competition	1,880	1,352	1,920	1,467	1,667	0	253	1,500	
Customised souvenirs	560	0	570	378	570	0	0	580	
Town Guide/promotional publications	240	0	240	0	0	0	240	0	
Christmas Lights Competition	30	49	30	0	40	10	0	30	
Yeovil Flower and Gardeners' Market	2,660	3,456	2,710	1,217	4,005	1,295	0	2,760	
<b>Total expenditure</b>	<b>70,590</b>	<b>87,367</b>	<b>71,940</b>	<b>13,351</b>	<b>83,812</b>	<b>24,415</b>	<b>12,543</b>	<b>87,290</b>	
<b>INCOME</b>									
Festive Lights (SSDC)	-2,000	-2,000	-2,000	0	-2,000	0	0	-2,000	
Souvenirs	-100	-75	-100	-8	-25	75	0	-100	
Sponsorship	-500	-1,216	-560	0	-1,770	0	1,210	-600	
<b>Total Income</b>	<b>-2,600</b>	<b>-3,291</b>	<b>-2,660</b>	<b>-8</b>	<b>-3,795</b>	<b>75</b>	<b>1,210</b>	<b>-2,700</b>	
<b>Net Expenditure</b>	<b>67,990</b>	<b>84,076</b>	<b>69,280</b>	<b>13,343</b>	<b>80,017</b>	<b>24,490</b>	<b>13,753</b>	<b>84,590</b>	
<b>Notes:</b>								<b>Budget</b>	<b>84,590</b>
1 Yeovil Town Centre Flower and Gardeners' Market - maximum guarantee against loss (offset by income from stalls and sponsorship)							Estimated overspend		10,740
									95,330
									<b>95,330</b>

## **9/167. RISK STRATEGY/ ASSESSMENT**

### **Introduction**

The Council delegates the carrying out of its risks assessments to the Policy, Resources and Finance Committee under Local Government Act 1972 (S101). The risk assessment is normally carried out in March each year. The current form of the risk assessment is a policy document identifying how the Council will deal with each type of risk, but risks are not scored for likelihood and impact, making it more difficult for the Council to ensure that it is focussing its attention on managing the most important risk.

It is recommended that the Council consider amending its risk assessment format to include the scoring of risks. Members are also reminded that they carry out the risk assessment (rather than noting a report prepared by an officer). Members are also reminded that, where a committee considers the risk assessment under delegated powers, when full Council review the minutes of the committee, that they specifically review, and minute the review, of the risk assessment (rather than simply adopting the minutes of that Committee including all recommendations).

### **Risk Management Strategy**

Yeovil Town Council is committed to identifying and managing risks, using the following procedures, and to ensuring that risks are maintained at an acceptable level. The Town Council will take any action that is deemed necessary.

The Town Clerk reviews risks on a regular basis, including any newly identified risks, and will report on such matters to the Policy, Resources and Finance Committee. The review will include identification of any unacceptable levels of risk.

The Guidance on Governance and Accountability for Local Councils in England (published by the Joint Practitioners' Advisory Group) makes the following observations regarding risk management:

1. Risk management is not just about financial management: it is about ensuring the achievement of objectives set by the council to deliver high quality public services
2. The local council audit approach seeks to encourage local councils to address these issues by placing emphasis on the need to keep under review and, if need be, to strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to taxpayers

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. Therefore each year Members should:

- take steps to identify and update their record of key risks facing the Council
- evaluate the potential consequences to the Council if an event identified as a risk takes place (in terms of likelihood and impact)

- decide upon appropriate measures to avoid, reduce or control the risk or its consequences
- record any conclusions or decisions reached

## Assessment of Risk

Each risk will be assessed in terms of its likelihood and impact on the Council.

### Likelihood

		Probability	Possible Indicators
4	Almost Certain	> 90%	Frequent occurrence
3	Likely	> 60%	Regular occurrence
2	Possible	> 10%	Occasional occurrence
1	Unlikely	< 10%	Has never occurred

### Impact

		Risk Threat
4	Major	Financial Impact > £500,000 Fatality/disabling injuries to public or staff / adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
3	Serious	Financial Impact > £250,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
2	Significant	Financial Impact > £50,000 Adverse service users complaints / service disruption / minor injuries and near misses to staff and public
1	Minor	Financial impact less than £5,000 / isolated complaints / minor service disruption

## Risk Matrix

Likelihood	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
		Impact			

	High
	Medium
	Low

The Town Clerk has identified the key risks for the Council (see attached schedule) and has scored them into what she considers to be the impact and the likelihood (using the criteria listed above); this has enabled an assessment of whether the risks are low, medium or high. Controls have been identified in order to mitigate the risk. It is

anticipated that the risk will be reviewed annually unless there is a change in intelligence. The table also assigns responsibility to the Town Clerk and the appropriate committee.

The Committee is **RECOMMENDED**:

- 1) To consider and approve the risk strategy;
- 2) To review the assessment of the risks for completeness and agree the level of risk assigned to each risk;
- 3) To request that full Council specifically review the minutes of the risk assessment.

***(Amanda Card, Town Clerk – 01935 382424)***

Ref	Risk	Notes	Impact	Likelihood	Level	Controls	Review	Responsibility
<b>ASSETS</b>								
1	Protection of physical assets	Buildings, furniture, equipment and regalia	3	2	Medium	Asset Register updated annually, with any changes through additions and disposals updated on an adhoc basis. This is presented to Council annually with Annual Accounts. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained independently by South Somerset District Council on a weekly basis. Yeovil Cemetery is checked and maintained by Cemetery workforce. Insurance cover reviewed annually, with any changes through additions and disposals updated on an adhoc basis. Currently insured with Zurich Municipal. Recommendations as necessary to Policy, Resources and Finance Committee to update cover.	January 2018	Town Clerk/Relevant Committees
2	Fire and Security for buildings, amenities or equipment		3	2	Medium	Appropriate security devices are fitted to all of the Council's buildings and linked as necessary, to a central control station. Designated staff are responsible for the security of these buildings. Fire alarm testing carried out frequently. Code required to enter the back offices of Town House. In the event of any breaches of security, appropriate measures are taken as soon as practicable to re-secure the property. Crime reports are obtained for all breaches of security by contacting Avon and Somerset Constabulary. Regular security patrols have been contracted for Peter Street Toilets. Cleaning contractors report back any issues. Member of Yeovil Crime Reduction Team, part of a radio link system which includes immediate service to access to CCTV cameras as well as facilities for raising alarms for immediate danger.	January 2018	Town Clerk/Relevant Committees
3	Maintenance for buildings, amenities or equipment		3	2	Medium	All premises are maintained within the approved budget. Maintenance is undertaken in-house where possible and external contractors used as required.	January 2018	Town Clerk/Relevant Committees
4	Provision of amenities/facilities for local community groups		3	2	Medium	The council has approved the hire of Monmouth and Milford Community Halls, and the Town House on a charge basis. Conditions relating to the use of these premises have been adopted by the Council.	January 2018	Town Clerk/Relevant Committees
<b>FINANCE</b>								
5	Banking arrangements		3	1	Low	Reviewed periodically by Policy, Resources and Finance Committee. All cheques require two Members' signatures. The Policy, Resources and Finance Committee review all payments and income following their consideration by the service committees.	January 2018	Town Clerk / PR&F
6	Protection of Investments		3	1	Low	An investment register is reviewed on a monthly basis.	January 2018	Town Clerk / PR&F
7	Consequential loss of income		3	1	Low	Insurance cover. Sum insured £X (to cover loss of income and relocating office). Computers backed up daily and weekly backups sent off site.	January 2018	Town Clerk / PR&F
8	Loss of cash through theft or dishonesty		1	1	Low	Fidelity Guarantee cover up to £1 million for employees and members	January 2018	Town Clerk / PR&F
9	Financial controls and records		3	1	Medium	Financial Regulations in place. Two signatories on cheques. Internal and external audit.	January 2018	Town Clerk / PR&F
10	Comply with HMRC Regulations		2	1	Low	VAT payments and claims calculated by Finance Officer and checked by RFO. Internal and external auditor to provide assurance.	January 2018	Town Clerk / PR&F
11	Sound budgeting to underlie annual precept		3	2	Medium	All members go through budgets in detail. All Committees consulted. Policy, Resources and Finance Committee recommend budget to Council. Expenditure against budget reported to Policy, Resources and Finance Committee on a regular basis.	January 2018	Town Clerk / PR&F
12	Complying with borrowing restrictions		1	1	Low	No new borrowing likely at present.	January 2018	Town Clerk / PR&F
13	Ensuring robustness of insurance providers		4	1	Low	There are two main insurers for local councils – Zurich Municipal and AON. The Council currently Zurich Municipal. Regular checks are carried out to ensure that the company is sufficiently robust. Tendering exercise currently underway to ensure best value.	January 2018	Town Clerk / PR&F

Ref	Risk	Notes	Impact	Likelihood	Level	Controls	Review	Responsibility
14	Clear statements of management responsibility for each service		2	1	Low	Under the Council's Scheme of Delegation, each of the service committees and the Policy, Resource and Finance Committee have delegated management responsibility for their own budget.	January 2018	Town Clerk / PR&F
<b>PROCUREMENT</b>								
15	Awarding of contracts for services and the purchase of capital equipment		4	1	Low	The Council has adopted Standing Orders that govern the awarding of contracts. These are currently undergoing a formal review.	January 2018	Town Clerk / PR&F
16	Professional services and contractors		3	1	Low	The Council endeavours to ensure that wherever possible it has the opportunity to select (from several) the provider of any professional services it requires. Where necessary, all prospective contractors are required to provide references of other originations for which they have recently undertaken similar work.	January 2018	Town Clerk/Relevant Committees
<b>LIABILITY</b>								
17	Risk of damage to third party property or individuals/Legal liability		3	2	Medium	Public Liability Insurance £15 million – covering personal accident liability for employees and members. Open spaces checked regularly. Risk assessments of individual events such as Christmas lights carried out as necessary.	January 2018	Town Clerk/Relevant Committees
18	Legal liability as consequence of assets ownership (especially burial ground, playgrounds etc)		4	2	Medium	Insurance in place. Regular inspection of properties under the Council's direct management. Maintenance of buildings, sites and equipment is undertaken on a planned and responsive basis. Playground equipment is checked and maintained independently by South Somerset District Council on a weekly basis. Yeovil Cemetery is checked and maintained by Cemetery workforce. Regular security patrols undertake to Peter Street Toilets to manage known anti-social behaviours.	January 2018	Town Clerk/Relevant Committees
<b>EMPLOYER LIABILITY</b>								
19	Comply with Employment Law		2	2	Low	Town Clerk is a member of SLCC.	January 2018	Town Clerk / PR&F
20	Comply with Inland Revenue requirements		2	1	Low	Internal and External auditor carry out checks.	January 2018	Town Clerk / PR&F
21	Safety of Staff and visitors		2	1	Low	Visitors book to sign in and out. Camera fitted at front desk of Town House. Member of Yeovil Crime Reduction Team, part of a radio link system which includes immediate service to access to CCTV cameras as well as facilities for raising alarms for immediate danger. Regular risk assessments.	January 2018	Town Clerk / Council
22	Maintenance Operative Safety		2	2	Low	Lone working policy that all staff members are aware of. Key duties risk assessed.	January 2018	Town Clerk / Council
<b>STAFFING</b>								
22	Staff Cover		3	2	Medium	All key duties can be covered. Annual Leave is co-ordinated to ensure the office can be covered at all times.	January 2018	Town Clerk / PR&F
23	Staff Retention		3	2	Medium	A learning and developmental organisation.	January 2018	Town Clerk / PR&F
<b>LEGAL LIABILITY</b>								
24	Ensuring activities are within legal powers		3	1	Low	Clerk to clarify legal position of any new proposal and seek legal advice where necessary. Town Clerk qualified to act under General Power of Competence.	January 2018	Town Clerk / PR&F
25	Proper and timely reporting via the Minutes		1	1	Low	Council meets once a month, committees meet at least 6 times a year. Minutes are distributed in a timely fashion and approved and signed at following meeting. Minutes are made available to the press and public.	January 2018	Town Clerk / PR&F
26	Proper document control		2	1	Low	Land and buildings registered at Land Registry. Comprehensive filing system holding all relevant documents. Use of fireproof cabinet where relevant. Document Retention Policy	January 2018	Town Clerk / PR&F
<b>COUNCIL PROPRIETY</b>								
27	Register of Interests and gifts and hospitality in place		2	2	Low	Register of interest completed annually and amended throughout year as necessary. Gifts and hospitality register. Declarations of interests made when appropriate at all meetings.	January 2018	Town Clerk / Council