

Present: Cllrs Bell, Ferneyhough, Chambers, Clare, Goldie, Hawes, Page, Rogers, St Joseph

In the Chair: Cllr Plater - Chairman

Clerk: Michelle Curtis

Also Present: District Councillor Stephens
5 members of the public

1. Apologies for Absence

There were apologies for absence from Cllr Lowther.

2. Declarations of Interest

Cllr Chambers declared an interest as follows:

- Personal interest regarding agenda item 6.1, planning application HOUSE/MAL/23/00184, as she has a family connection.

3. Public Forum

A comment from a member of the public was noted.

A member of the public left the meeting.

4. County Councillors and District Councillors

There was no new information from Cllr Stephens.

5. Minutes of the Meeting held on the 7th March 2023

Resolved: the Minutes of the Parish Council Meeting held on 7th March 2023 be approved as a true and accurate record of the meeting. Proposed Cllr Ferneyhough, seconded Cllr Clare. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

6. Planning

6.1 Planning Applications

Application No: VARM/MAL/22/01243 PP-11777262

Proposal: Variation of condition 4 (wheelchair user/accessible/adaptable dwellings) on approved planning permission 21/00702/FUL (Create residential specialist neighbourhood for older people, consisting of 25 homes and community hub building, with associated landscaping and infrastructure.) to allow Plot 5 to comply with Building Regulation M4(2) (accessible and adaptable) instead of M4(3) (wheelchair user dwelling)

Location: Land North Of 48 Woodrolfe Road Tollesbury

The Clerk reported that John Swords had emailed Cllr Stephens advising that the application was being withdrawn.

Application No: WTPO/MAL/23/00118

Proposal: T1 Birch tree - Remove 9 metres of the limb closest to the dwelling and ivy to be removed. T2 Birch Tree - Fell and replace.

Location: Graces 40 Church Street Tollesbury

Resolved: Unanimously agreed to recommend approval of this application.

Application No: FUL/MAL/22/01148 PP-11654097

Proposal: Demolish existing buildings and construct a two storey 3 bed/ 6 persons detached dwellinghouse and garden room.

Location: Land At Garlands Farm Cottages 76 West Street Tollesbury

Resolved: Unanimously agreed to recommend refusal of this application for the following reason:

- Overdevelopment of the site Policy H4
- Bulk, scale and mass Policy D1
- Material inappropriate Policy D1
- Significant damage to the listed building due to its scale and mass next to the proposal Policy H4
- There are concerns regarding parking and access to the main road Policy T2
- Imposing on neighbouring properties Policy D1
- Loss of amenity space to the existing listed building Policy H4 and D3

Application No: HOUSE/MAL/23/00184 PP-11953500

Proposal: Front Porch

Location: 11 Orchard Close Tollesbury

Resolved: Agreed by the majority to write to Maldon District Council to advise that the Parish Council cannot decide on this application until further information (street scene) is received.

Application No: FUL/MAL/23/00202 PP-11953205

Proposal: Demolition of existing dwelling and outbuildings and the erection of a terrace of no3 houses and no3 detached bungalows

Location: 19 North Road Tollesbury

Resolved: Unanimously agreed to recommend refusal of this application for the following reason:

- Clarification on the position of the trees and that they are accurately plotted and recorded five pollarded plane trees on the boundary of North Road not indicated. A large yew tree is also not shown on any plans. The Yew Tree has a significant impact on the street scene and conservation area.
- Further information on the refuse collections Where are the various waste bins from the three bungalows to be placed on collection day? Due to the narrowness of North Road and the parking on the development side of the road, waste vehicles and emergency vehicles will find it extremely difficult to enter the site.
- The Parish Council would like the Developer to consider coming back to the Parish Council on stronger links to the village as per the aspirations mentioned in item 29 of the Planning Statement
- Could the three bungalows to the rear be specifically designated as retirement units similar to that granted on Woodrofle Road and allocated to village residents who wish to downsize.

Application No: TCA/MAL/23/00116 PP-11916557

Proposal: T1 London Plane - Remove the two lowest overhanging limbs.

Location: Tollesbury County Primary School East Street Tollesbury

Resolved: Unanimously agreed to recommend approval of this application.

A resident left the meeting.

6.2 Planning Decisions – None received

6.3 Planning Appeals – None received

6.4 Planning Appeal Decisions

Appeal A

Appeal Reference: APP/X1545/W/20/3266129

Application No: FUL/MAL/20/00955

Location: Bohuns Byre, Church Street, Tollesbury

Decision: Appeal Dismissed

Appeal B

Appeal Reference: APP/X1545/Y/20/3266130

Application No: LBC/MAL/20/00956

Location: Bohuns Byre, Church Street, Tollesbury

Decision: Appeal Dismissed

6.5 Tree Preservation Orders for information – None received

7. Finance Committee

The draft minutes of the Finance Committee Meeting held on 14th March 2023 were received and noted.

8. Asset Register

8.1 Asset Register 2022/23

The Chairman reported that the Finance Committee had reviewed the Asset Register at the Committee meeting held on 14th March 2023.

Resolved: Unanimously agreed to the amendments to the Asset Register as proposed by the Finance Committee (Appendix A). The value of assets as of 31st March 2023 was £510,157.94. Compared to 2021/22, this is an increase of £4,137.22, mainly due to the new signage at Woodup Pool and the kickwall.

8.2 Insurance policy

Resolved: Unanimously agree to the amendments to the insurance policy as proposed by the Finance Committee (Appendix B). Amendments are as follows:

War Memorial Church Yard to be increased by £2,000 to £12,842.25

War Memorial Elysian Gardens to be reduced by £2,000 to £8,842.25

Goal Posts to be removed £3,026

Other surfaces are to be increased by £2,000 to £45,868

Signage to be added to policy £2,700

Kickwall to be added to policy £2,500

9. Risk Assessment and Management Document

The Chairman reported that the Finance Committee had reviewed the Risk Assessment and Management Document (Appendix C) at the Committee meeting held on 14th March 2023. An additional column was added to the document to differentiate between Risk (the impact) and Likelihood.

Resolved: Unanimously agreed to accept the proposed Risk Assessment and Management Document.

10. Policies

10.1 Recruitment of Ex-Offenders Policy

The Chairman reported that the Finance Committee had reviewed the Recruitment of Ex-Offenders Policy at the Committee meeting held on 14th March 2023 and proposed that no amendments are made to the policy.

Resolved: Unanimously agreed to accept the proposal from the Finance Committee and make no amendments to the Recruitment of Ex-Offenders Policy.

10.2 Dignity at Work Policy

Resolved: Unanimously agreed to adopt the Dignity at Work Policy V1.0.

11. Savings/Investment

Cllr Clare reported that since the meeting of the Finance Committee, the Clerk and himself had looked at other savings/investment options. There were very few instant access investment opportunities available. Therefore, Cllr Clare suggested that the funds proposed for an alternative savings/investment be transferred into a new Unity Trust Instant Access Savings Account, a total of £50,000.

Resolved: Unanimously agreed to accept the proposal from the Finance Committee to open a new Instant Account Savings Account with Unity Trust, signatories for this account would be Cllrs Bell and Clare.

Resolved: Unanimously agreed to transfer £50,000 of reserves to the new Unity Trust Instant Access Savings Account. Payments are as follows: £25,000 will be transferred as soon as the new account is available, and a further £25,000 will be transferred once the first instalment of the precept has been received from Maldon District Council.

12. Climate Change

The Chairman reported that he had attended the AGM for Tollesbury Climate Partnership (TCP).

Hattie Phillips, Maldon's lead Climate Action Youth Representative and WWF Youth Ambassador, gave a very informative presentation.

The Chairman reported the membership voted for the board members, and TCP now has five Directors.

13. Memorandum of Understanding (MoU) – Woodup Pool

The Chairman reported that he had received a response from Holmes and Hill that day.

Action: Clerk to circulate the response from Holmes and Hill to Councillors.

14. Recreation Ground – Football Pitches

14.1 Maintenance work to the Recreation Ground

The letter from Tollesbury Juniors Football Club (TJFC) was received. Further information on the proposed works was required.

Action: Clerk to arrange a meeting between TJFC and the Recreation Ground Committee.

Action: Parish Council to look at alternative options to tackle the issue with the rabbits at the Recreation Ground,

14.2 Request for a contribution towards the over-seeding of the Recreation Ground

Action: To be discussed at the TJFC and Recreation Ground Committee meeting.

15. Administration

Allotments – The Clerk reported that following a recent inspection of the Allotments, it had been brought to her attention that there were several new bins along the southern boundary.

Action: Clerk to write to Allotment Tenants to request that any items (compost bins, plants, plant pots, equipment etc.) are stored on their plot and not on the paths or boundaries of the allotments as per clause 4.3 of the Rules and Regulations “The Tenant shall not cause or permit any nuisance or annoyance to the occupier of any other Allotment or any other neighbouring land or properties or to obstruct or encroach on any path set out by the Council for the use of the occupiers of the Allotments.”

Neighbourhood Plan – The Clerk reported that the Housing Needs Surveys were expected to be delivered by the RCCE at the end of the week/early the following week. Cllr Clare had emailed the Tollesbury Volunteers, with several people stepping forward to help with deliveries. The filling of the envelopes would need to be done.

The Chairman reported that the Clerk had arranged a zoom meeting with Anne Altoft-Shorland, Lead Specialist – Local Plans - MDC, on 22nd March 2023 for an update on the MDC Local Development Plan. Councillors and Members of the Neighbourhood Plan Steering Group are invited to attend.

Recreation Ground – The Clerk advised that DM Coaching had cancelled the football/multi-sports activities planned for April due to a lack of interest.

Recreation Ground - St Mary's Church PCC had requested permission to use the end of the car park and the portion of the Recreation Ground by the store shed for the annual fete on Saturday 10th June 2023, similar to last year.

Councillors were happy for the area to be used for the fete.

Action: Clerk to notify St Mary's Church PCC that the Pavilion had been booked for the Tollesbury Juniors End of season event.

Developers – The Clerk reported that three Developers had contacted her; Obsidian, Gladman and DLP Planning Limited, who had requested meetings with the Parish Council/Neighbourhood Plan Committee.

Action: Clerk to arrange meetings in May.

16. Community Concerns

Cllr Clare reported:

- The amenity area at Woodrolfe Green has degraded and needs to be considered for future repairs.
- Essex Wildlife Trust has confirmed that they will be dealing with the predator fence, which is obscuring the vision from the bird hire.
- Discussions had taken place for “The Big Lunch” for the King’s Coronation -more information to follow.

17. Dates of the Next Meetings

Tuesday 4th April 2023 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 11th April 2023 – Woodup Pool Committee – 7.00 pm – Woodup Pool

Tuesday 18th April 2023 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 18th April 2023 – Environment and Amenity Committee – Following Full Council Meeting – Pavilion

The Chairman closed the meeting at 9.40 pm.

Signed.....

Date

TOLLESBURY PARISH COUNCIL - ASSETS

	<u>Assets</u> <u>Closing</u> <u>Balance 31</u> <u>March 2022</u>	<u>Assets</u> <u>Closing</u> <u>Balance 31</u> <u>March 2023</u>	<u>Assets Diff.</u> <u>2022 -y- 2023</u>	<u>As per</u> <u>Insurance</u> <u>Policy</u> <u>Effective</u> <u>October 2021</u>	<u>As per</u> <u>Insurance</u> <u>Policy</u> <u>Effective</u> <u>October 2022</u>	<u>Insurance</u> <u>Value</u> <u>Difference</u>	<u>Comments</u>
War Memorials							
War Memorial - Church Yard	8154.47	8154.47	0.00	10325.90	12842.25	2516.35	In-line with insurance renewal
Hasler Memorial - Rec Ground	6523.58	6523.58	0.00	8260.79	8674.50	413.71	In-line with insurance renewal
Elysian Gardens Monument	8154.47	8154.47	0.00	10325.90	8842.25	-1483.65	In-line with insurance renewal
TOTAL WAR MEMORIALS	22832.52	22832.52	0.00	28912.59	30359.00	1446.41	
Freehold Land							
Woodup Pool	1.00	1.00	0.00	1.00	1.00	0.00	
Burial Ground	1.00	1.00	0.00	1.00	1.00	0.00	
Allotments	1.00	1.00	0.00	1.00	1.00	0.00	
Victory Recreation Ground	1.00	1.00	0.00	1.00	1.00	0.00	
Elysian Gardens Plot	1.00	1.00	0.00	1.00	1.00	0.00	
Hasler Green	1.00	1.00	0.00	1.00	1.00	0.00	
Woodrolfe Green	1.00	1.00	0.00	1.00	1.00	0.00	
Extension to Burial Ground	1.00	1.00	0.00	1.00	1.00	0.00	
TOTAL FREEHOLD LAND	8.00	8.00	0.00	8.00	8.00	0.00	
Buildings							
Pavilion	174515.10	174515.10	0.00	247576.82	259956.00	12379.18	In-line with insurance renewal
Pavilion Upgrade	22500.00	22500.00	0.00	0.00	0.00	0.00	
Store Shed - recreation Ground	45667.37	45667.37	0.00	57828.13	60719.00	2890.87	In-line with insurance renewal
Store Shed - Cemetery	0.00	0.00	0.00	0.00	0.00	0.00	Cemetery shed removed
Village Lock Up	23649.10	23649.10	0.00	29946.66	31444.00	1497.34	In-line with insurance renewal
TOTAL BUILDINGS	266331.57	266331.57	0.00	335351.61	352119.00	16767.39	
Street Furniture							
Village Sign	2120.38	2120.38	0.00	2685.01	2819.00	133.99	In-line with insurance renewal
Bus Shelter (The Square)	9888.31	9888.31	0.00	12521.47	30000.00	17478.53	In-line with insurance renewal
Benches and Seats (20)	8733.64	8733.64	0.00	13010.96	13662.00	651.04	In-line with insurance renewal
4 Picnic Tables - Woodup Pool	2768.83	2768.83	0.00	3506.14	3681.00	174.86	In-line with insurance renewal
Noticeboard - Recreation Gnd	3296.09	3296.09	0.00	4173.79	3000.00	-1173.79	In-line with insurance renewal
Streetlights	12514.00	12514.00	0.00	12889.43	13535.00	645.57	Streetlights added to Policy May 2021
TOTAL STREET FURNITURE	39321.25	39321.25	0.00	48786.80	66697.00	17910.20	
Gates and Fences							
Woodup Pool Fencing	7819.26	7819.26	0.00	9901.46	10396.00	494.54	In-line with insurance renewal
Fence - Recreation Ground	9500.00	9500.00	0.00	11226.93	11788.00	561.07	In-line with insurance renewal - Purchased 2017 Gamart Engineering
TOTAL STREET FURNITURE	17319.26	17319.26	0.00	21128.39	22184.00	1055.61	
Sports Equipment							
New goalposts (4 sets)	2275.67	0.00	-2275.67	2881.65	0.00	-2881.65	Removed March 2023 - Disposed of
TOTAL SPORTS EQUIPMENT	2275.67	0.00	-2275.67	2881.65	0.00	-2881.65	
General Contents							
20 Stacking Chairs	549.35	549.35	0.00	695.64	730.42	34.78	In-line with insurance renewal
5 x 6 Ft Folding Tables	597.34	597.34	0.00	756.40	794.22	37.82	In-line with insurance renewal
Laptop (Dec 16)	1258.00	1258.00	0.00	1295.74	1361.00	65.26	
Projector	993.99	993.99	0.00	1153.26	1211.00	57.74	In-line with insurance renewal
TV Screen	0.00	332.50	332.50	0.00	750.00	750.00	New Purchase - Currys May 22
Photocopier	0.00	0.00	0.00	0.00	1000.00	1000.00	Hire Equipment
TOTAL GENERAL CONTENTS	3398.68	3731.18	332.50	3901.04	5846.64	1945.60	
Other Surfaces							
Other Surfaces	23861.41	23861.41	0.00	30215.48	31726.00	1510.52	In-line with insurance renewal
Rubber Mulch Surfacing	9171.00	9171.00	0.00	10216.93	10727.00	510.07	Purchased Dec 18 - Caloo
Rubber Mulch Surfacing	3035.56	3035.56	0.00	3251.69	3415.00	163.31	Purchased Dec 18 - Caloo
TOTAL INFRASTRUCTURE ASSETS	36067.97	36067.97	0.00	43684.10	45868.00	2183.90	

TOLLESBURY PARISH COUNCIL - ASSETS

	<u>Assets</u> <u>Closing</u> <u>Balance 31</u> <u>March 2022</u>	<u>Assets</u> <u>Closing</u> <u>Balance 31</u> <u>March 2023</u>	<u>Assets Diff</u> <u>2022 -v- 2023</u>	<u>As per</u> <u>Insurance</u> <u>Policy</u> <u>Effective</u> <u>October 2021</u>	<u>As per</u> <u>Insurance</u> <u>Policy</u> <u>Effective</u> <u>October 2022</u>	<u>Insurance</u> <u>Value</u> <u>Difference</u>	<u>Comments</u>
Playground Equipment							
2 Bay Swings - Toddler	3199.31	3199.31	0.00	4057.60	4260.00	202.40	In-line with insurance renewal
2 Bay Swings	2956.90	2956.90	0.00	3743.67	3930.00	186.33	In-line with insurance renewal
Junior Igloo	4431.60	4431.60	0.00	5612.32	5893.00	280.68	In-line with insurance renewal
Timber/Metal Slide	4800.06	4800.06	0.00	6078.27	6382.00	303.73	In-line with insurance renewal
Hunt Carousel	6785.90	6785.90	0.00	8592.91	9023.00	430.09	In-line with insurance renewal
Skatepark Equipment	23202.37	23202.37	0.00	29380.91	30850.00	1469.09	In-line with insurance renewal
Youth Shelter	7542.20	7542.20	0.00	9550.60	10028.00	477.40	In-line with insurance renewal
Playship	16581.34	16581.34	0.00	20996.79	22047	1050.21	In-line with insurance renewal
2 Springer Units	1020.89	1020.89	0.00	1292.75	1357.00	64.25	In-line with insurance renewal
Fire Engine	2945.00	2945.00	0.00	3280.87	3445.00	164.13	Purchased Dec 18 - Caloo
Snake Slide	4362.57	4362.57	0.00	4860.10	5103.00	242.90	Purchased Dec 18 - Caloo
Aerial Runway-Surf Spring-Rocking See-saw	16783.07	16783.07	0.00	17978.05	18877.00	898.95	Purchased Jan 2020 - Caloo
TOTAL PLAYGROUND EQUIPMENT	94611.21	94611.21	0.00	115424.84	121195.00	5770.16	
Fixed Outside Equipment							
Telephone Kiosks x2	2.00	2.00	0.00		4200.00	4200.00	£1 each - Added to policy Oct 22
TOTAL FIXED OUTSUDE EQUIPMENT	2.00	2.00	0.00	0.00	4200.00	4200.00	
On Asset Register not Insured							
Picnic Tables and Benches - Rec Gnd	1728.00	1728.00	0.00			0.00	
Noticeboards at Woodup Pool	140.00	140.00	0.00			0.00	
Dog Bins	208.00	208.00	0.00			0.00	
Froggo Bin	350.84	350.84	0.00			0.00	
Litter bin	230.61	230.61	0.00			0.00	
Laptop	0.00	0.00	0.00			0.00	
Fireproof Document Store	0.00	0.00	0.00			0.00	
Steel Goal Posts	445.00	445.00	0.00			0.00	
Defibrillator (Nov 16)	1353.00	1353.00	0.00			0.00	
Litter Bin (March 17)	126.98	126.98	0.00			0.00	
Litter Bins x3	711.78	711.78	0.00			0.00	
Cabinet	100.00	100.00	0.00			0.00	
Benches Woodup Pool (3)	1197.00	1197.00	0.00			0.00	
Rubber Matting (Rec Gnd)	800.00	800.00	0.00			0.00	
Storage Cabinet	143.15	143.15	0.00			0.00	
Defibrillator	1000.00	1000.00	0.00			0.00	Donated East Of England
Picnic Tables and Bench - Woodup Pool	967.60	967.60	0.00			0.00	New purchase - Marmax Products May 2018
Litter Bins x 2 (Cemetery)	248.98	248.98	0.00			0.00	New Purchase - Bin Shop - July 2019
Litter Bin x 1 (Outside McColls)	251.99	251.99	0.00			0.00	New Purchase - Wybones - March 2020
Litter Bin x 1 (Recreation Ground - on Pavilion)	251.99	251.99	0.00			0.00	New Purchase - Wybones - December 2020
Cigarette Bins x2 (Bus Shelter)	119.98	119.98	0.00			0.00	New Purchase - British Bins Ltd - January 2021
Fire Proof Safe	505.28	505.28	0.00			0.00	New Purchase - Safe.co.uk - February 2021
Cabinets	330.00	330.00	0.00			0.00	New Purchase - Facebook Marketplace- February 2021
Metal Bollard - Rec Gnd	176.12	176.12	0.00			0.00	New Purchase - Barrier Direct - September 2021
Key Hider - Rec Gnd	225.00	225.00	0.00			0.00	New Purchase - AJ Products (UK Ltd) - December 2021
Sluice Gate	8260.00	8260.00	0.00			0.00	New Purchase - Penstock and Grill - April 2021
Litter Bins (11)	1601.06	1455.50	-145.56	2477.95		-2477.95	Removed from policy Oct 22
Dog Bins (8)	2380.23	2082.70	-297.53	3014.07		-3014.07	Removed from policy Oct 22
Blue Plaque	0.00	345.00	345.00			0.00	New Purchase - Croft Castings Ltd - March 2022
Signage Woodup Pool (x3)	0.00	2710.00	2710.00		2700.00	2700.00	New Purchase - Phelan Barker - June 2022
Litter Bin - Woodup Pool	0.00	181.65	181.65			0.00	New Purchase - MDC - August 2022
Dog Bin - Station Road	0.00	316.83	316.83			0.00	New Purchase - Glasdon - September 2022
Outside Lights - Pavilion	0.00	470.00	470.00			0.00	New Purchase - Clover Electrical - October 2022
Kickwall Recreation Ground	0.00	2500.00	2500.00		2500.00	2500.00	New Purchase - Gamart Engineering - March 2023
TOTAL	23852.59	29932.98	6080.39	0.00	0.00	-292.02	
TOTAL ASSETS	506020.72	510157.94	4137.22	600079.02	648476.64	48105.60	



Finance Committee – Proposal

At the Finance Committee Meeting on 14th March 2023, the Committee discussed various items and would like to propose the following for approval by the Full Council:

Insurance

Proposed amendments to the insurance policy:

War Memorial Church Yard to be increased by £2,000 to £12,842.25

War Memorial Elysian Gardens to be reduced by £2,000 to £8,842.25

Goal Posts to be removed £3,026

Other surfaces are to be increased by £2,000 to £45,868

Signage to be added to policy £2,700

Kickwall to be added to policy £2,500

Savings/Investments

Open an instant access savings account with Unity Trust Bank, the current interest on this account is 2%. Once the account is open, transfer £25,000 into this account.

Cllr Clare and the Clerk are looking at longer-term investment opportunities i.e. 1-2 year options. If a suitable account is found, a further £25,000 will be transferred into this type of account – details of new accounts would be circulated to Councillors. If a suitable account is not found, it would be suggested that an additional £25,000 is transferred into the new Unity Trust savings account.

Policies

Recruitment of Ex-Offenders Policy – Reviewed. No changes recommended

Dignity at Work – Recommend adoption by the Full Council

Clerk: Michelle Curtis

Address: Tollesbury PC, PO Box 13205, Maldon CM9 9FU

Telephone: 01621 869039. **Email:** tollesburyrpc@btinternet.com

**TOLLESBURY PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT**

Area	Impact level H (High) M (Medium) L (Low)	Likelihood H (High) M (Medium) L (Low)	Measures to Mitigate Risk	Review Period	Additional Comments	Next Review Date	Last Review Date	Previous Review Date	Previous Review Date	Previous Review Date
FINANCE AND ADMINISTRATION										
Banking	L	L	Reputable, long established companies chosen for banking, risk free investments. Three accounts held with the Co-operative Bank and one with Unity Trust Bank							
			1) Business Select 14 Day Deposit Account	As Required		Ongoing				
			2) Community Directplus Account	As Required		Ongoing				
			3) Business Direct Account No. 2	As Required	Opened 2014 - Used for debit card transactions and receiving online payments	Ongoing				
			4) Unity Trust Bank	As Required	Opened 2015 - To be used for excess funds over £85,000 and online banking	Ongoing				
Non payment of Precept	H	L	RFO (Responsible Financial Officer) to check bank statement in May and September to ensure requested amount has been received.	Twice Annually		May-23	Sep-22	May-22	Sep-21	May-21
Loss of income (Allotments, Cemetery, Dinghy Registration, Pitch Hire, Pavilion Hire)	L	L	Payments normally made online Receipts issued for all payments received All cash and cheques banked promptly via local town branch or local post office.	Financial Regulations reviewed annually	Dual authority for online payments	Ongoing				
Petty Cash	L	L	Petty cash payments supported by submission of relevant receipts	Financial Regulations reviewed annually	Maximum cash held £100	Ongoing				
			Cash stored in safe in office.	As Required	No amounts of cash above £200.	Ongoing				
Theft or Dishonesty	H	L	Fidelity Guarantee currently £100,000.	Annually		Oct-23	Oct-22	Oct-21	Oct-20	Oct-19
			Internal auditor to check records against receipts	Annually		Apr-23	Apr-22	Apr-21	Apr-20	Apr-19
Financial controls and records	H	L	All cheque payments signed by three signatories. All payments to be approved in advance unless under emergency procedures.	Financial Regulations reviewed annually	Listing prepared by RFO for approval by Council at meeting	Ongoing				
			Debit card payments supported by submission of relevant receipts	As required		Ongoing				
			Online payment receipts supported by submission of receipt	As required	Dual authority for online payments	Ongoing				
			Monthly financial report prepared by RFO and reported to Council via regular monthly meetings.	Monthly		Ongoing				
			Monthly bank reconciliation prepared by RFO and reported to Council via regular monthly meetings.	Monthly		Ongoing				
			VAT payments and claims by RFO.	Quarterly	Checked by Internal Auditor	Apr-23	Apr-22	Apr-21	Apr-20	Apr-19
			Accounts software Rialtas implemented for easier ongoing data entry and access to information - Copy of accounts information stored on Dropbox	Monthly		Ongoing				
			Financial Regulations and Internal Audit Procedures updated in line with new legislation	Annually		May-23	May-22	May-21	Apr-20	Apr-19
			Council will provide training when requested.	As Required		Ongoing				
Sound budgeting and periodic scrutiny of payments and receipts	H	L	RFO works on estimates and draft budgets with Finance Committee. Budgets presented to Council for approval. Precept derived directly from these figures.	Annually		Dec-23	Dec-22	Dec-21	Dec-20	Dec-19
			Checked by Internal Auditor	Annually		Apr-23	Apr-22	Apr-21	Apr-20	Apr-19
Submission of Annual Return to HM Revenue and Customs	H	L	Maintain up-to-date Real Time Information (RTI) & VAT advisory documentation in the office for ready reference purposes.	As Required		Ongoing				
			Checked by Internal Auditor	Annually		Apr-23	Apr-22	Apr-21	Apr-20	Apr-19
			Payroll software (Moneysoft) used for calculation of pay and deductions and maintenance of PAYE records.	As Required		Ongoing				
			Regular advice and updates received from Inland Revenue	As Required		Ongoing				
			Checked by Internal Auditor	Annually		Apr-23	Apr-22	Apr-21	Apr-20	Apr-19

Area	Impact level H (High) M (Medium) L (Low)	Likelihood H (High) M (Medium) L (Low)	Measures to Mitigate Risk	Review Period	Additional Comments	Next Review Date	Last Review Date	Previous Review Date	Previous Review Date	Previous Review Date
Complying with borrowing restrictions	L	L	No previous borrowing, nor anticipated at present.	As Required						
Robustness of Insurance Cover	M	M	Regular review of cover and choice of reputable company - Insurance with Hiscox via Gallagher Insurance Brokers. Reviewed annually by Finance Committee. Reviewed by Internal Auditor	Annually Annually	Long-term Agreement with Hiscox via Gallagher	Oct-23 Apr-23	Oct-22 Apr-22	Oct-21 Apr-21	Oct-20 Apr-20	Oct-19 Apr-19
Internal Audit Quality	M	L	Independent Internal Auditor appointed annually to carry out checks as per the requirements of the Accounts and Audit Regulations.	Annually		Apr-23	Apr-22	Apr-21	Apr-20	Apr-19
Standing Orders and Financial Regulations	L	L	Standing orders and financial regulations guide the procedures and decisions of the Council	Annually	Standing Orders adopted April 2013 Financial Regs adopted Apr 2013	May-23	May-22	May-21	Apr-20	Apr-19
Loss of computer records including by external hacking	H	M	All word processing documents and spreadsheets backed up daily.	Monthly	Stored in fire proof cabinet in Clerks office	Ongoing				
	H	M	System passwords changed every three months	Quarterly	Clerk to report at Council Meetings quarterly	Jun-23	Dec-22	Jun-22	Dec-21	Jun-21
	H	M	Ensure suitable computer security is in place		McAfee Subscription	Ongoing				
Document Control	L	L	Classify document type and retention period according to council guidelines. Dispose of documents appropriately at end of retention period.	As Required	Guidelines created in 2015. Documents be disposed of during classification if already passed retention period. An annual file review process should be introduced to act as a secondary check.	Ongoing				
General Data Protection Regulations (GDPR)	M	L	Ensure compliance with relevant GDPR legislation in accordance with adopted policy and systems in place. Data Officer appointed via Maldon District Council.	As Required		Ongoing				
Website Accessibility	L	L	Work towards compliance with relevant Government Legislation with regards to website accessibility	Annually	Level A Compliant	Ongoing				
ASSETS										
Assets	M	L	Buildings and play areas insured. Value increased annually by review. All community assets, buildings and infrastructure assets are insured with Hiscox via Gallagher Insurance Broker.	Annually	Asset register updated annually	Oct-23	Oct-22	Oct-21	Oct-20	Oct-19
Security of Buildings, equipment etc.	M	L	All windows and doors locked on Pavilion - four key holders	Ongoing	Keys stored in keyholder	Ongoing				
	M	L	Annual inspection of fire precautions - e.g. extinguishers in Pavilion and fire blanket in kitchen.	Annually	Checked by M & G Fire Protection annually	Oct-23	Oct-22	Oct-21	Oct-20	Oct-19
	M	L	All doors on Recreation Ground shed locked - four key holders.	Ongoing		Ongoing				
Play Areas/Skate Park	M	L	Monthly visual check of all play equipment and skate park	Ongoing	Report submitted to council monthly	Ongoing				
	M	L	Annual inspections and recommendations taken into consideration.	Annually		Apr-23	Apr-22	Apr-21	Apr-20	Apr-19
	M	M	Litter collection - 3-4 time per week.	Ongoing	Regular inspections for glass/sharps	Ongoing				
Woodup Pool	M	L	Risk and Audit Assessment carried out every two years.	Every two years		Mar-24	Mar-22	Feb-20	Mar-18	Mar-16
	M	L	Weekly safety checks (May - Oct) Monthly safety check (Nov - Apr)			Ongoing				
Telephone Kiosks	L	L	Quarterly inspections	Ongoing		Ongoing				
Allotments, Hasler Green, Woodrolfe Green	L	L	Quarterly inspections	Ongoing		Ongoing				
Defibrillator	M	L	Monthly checks	Ongoing		Ongoing				
Bus Shelter	L	L	Graffiti removed as soon as possible.	Ongoing		Ongoing				
	L	L	Litter collection daily	Ongoing		Ongoing				

**TOLLESBURY PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT**

Area	Impact level H (High) M (Medium) L (Low)	Likelihood H (High) M (Medium) L (Low)	Measures to Mitigate Risk	Review Period	Additional Comments	Next Review Date	Last Review Date	Previous Review Date	Previous Review Date	Previous Review Date	
LIABILITY											
Risk to third party, property or individuals	M	L	Public liability insurance in place.	Annually		Oct-23	Oct-22	Oct-21	Oct-20	Oct-19	
			All complaints thoroughly investigated and appropriate action taken.	Ongoing		Ongoing					
			Ensure formal risk assessment of all public areas/events is completed.	Ongoing		Ongoing					
Employers Liability	L	L	Certificate of Employers' Liability Insurance is displayed	Annually		Oct-23	Oct-22	Oct-21	Oct-20	Oct-19	
Safety of staff and visitors	L	L	Personal accident insurance cover for Council members and Clerk.	Annually		Ongoing					
			Regular checks on Pavilion, including annual fire extinguisher check.	Annually		Oct-23	Oct-22	Oct-21	Oct-20	Oct-19	
Contractors - Insurance	M	L	To be provided by Contractors with a copy of Public Liability Insurance, to be checked upon commencement of contract and then annually.	Annually	Cemetery Contract until Jan 2025	Feb-24	Feb-23	Feb-22	Feb-21	Mar-20	
				Annually	Litter Contract until Mar 2024 Grounds Maintenance until 2024	Apr-23	Apr-22	Apr-21	Apr-20	Apr-19	
Legal liability as consequence of ownership	M	L	Monthly visual check of all play equipment and skate park	Ongoing	Report submitted to council monthly						
			Annual inspection of play area/skate park and recommendations considered.	Annually		Apr-23	Apr-22	Apr-21	Apr-20	Apr-19	
			Audit and Risk Assessment - Woodup Pool & Woodrolfe Hard	Every two years		Mar-24	Mar-22	Feb-20	Mar-18	Mar-16	
			Water sample checks carried out by Maldon District Council during season (May-Sept)	Ongoing	Water is changed immediately if an issue is raised or a test fails	Ongoing					
			Pool safety checks carried out weekly during May and September. All reports are kept.	Ongoing		Ongoing					
			Pool Hirers required to: a) indemnify the Council and have public liability insurance cover b) to provide a risk assessment before use	Every two years		Apr-24	Apr-22	Apr-20	Apr-18	Apr-16	
			c) to carry out H&S inspections before and after use	As Required		Ongoing					
	As Required		Ongoing								
LEGAL OBLIGATIONS											
Comply with all current relevant Employment Law	L	L	Membership of SLCC, EALC and NALC.	Ongoing		Ongoing					
Proper and timely reporting via the minutes	L	L	Council meets twice a month and approve the minutes from the previous meetings.	Ongoing		Ongoing					
Document Control	L	L	Legal documents are stored in fireproof document storage. Records held in the Clerks office.	Ongoing		Ongoing					
Councillor's Propriety - All declarations of interest completed and register of hospitality in place.	L	L	Register of Interest are available to download from the Maldon District Council website.	Ongoing		Ongoing					
Land and Property - Formal Agreements	L	L	Woodrolfe Green owned by Tollesbury Parish Council, building owned by Tollesbury Activity Centre. Rent charged at £3 per annum. Lease to be reviewed	Ongoing		Ongoing					
			Woodrolfe Hard/Bontings Creek - Crown Estates	Ongoing		Ongoing					
			Tolfish Hump - License Agreement	Ongoing		Ongoing					
			Allotments - Tenancy Agreements	Ongoing		Ongoing					
Comply with all current relevant legislation for General Data Protection Regulations	M	L	Appointment of Data Officer via Maldon District Council	Ongoing		Ongoing					

Area	Impact level H (High) M (Medium) L (Low)	Likelihood H (High) M (Medium) L (Low)	Measures to Mitigate Risk	Review Period	Additional Comments	Next Review Date	Last Review Date	Previous Review Date	Previous Review Date	Previous Review Date
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Version	Date of Changes	Date	Approver
	Risk Assessment and Management Document Created.	04/11/2008	
	Reviewed	01/03/2011	
		06/03/2012	
	Reviewed and reformatted	05/03/2013	
2.0	Reviewed	18/03/2014	
2.0	Reviewed	28/04/2015	
3.0	Reviewed and amended	15/03/2016	
3.0	Reviewed	21/03/2016	
3.0	Reviewed	20/03/2018	
4.0	Reviewed and amended	19/03/2019	
4.0	Reviewed	04/03/2020	
5.0	Reviewed and amended	06/04/2021	
6.0	Reviewed and amended - Finance Committee	08/03/2022	
7.0	Reviewed and amended - Finance Committee	14/03/2023	
	Next Review March 2024		