

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

In the Chair: Cllr Plater - Chairman

Clerk: Michelle Curtis

Also present: District Councillor Stephens (8.34pm)
3 members of the public

1. Apologies for Absence

There were apologies for absence from Cllrs Inwood and Rogers.

There were also apologies for absence from County Councillor Durham and District Councillor Thompson.

2. Declarations of Interest

The Chairman disclosed a new declaration of interest, which is as follows:

- Personal interest as his wife has now become a director of Tollesbury Climate Partnership.

3. Public Forum

A member of the public expressed thanks to Cllr Goldie for allowing the volunteer litter pickers, who collect litter around the seawall, to dispose of the waste in her skip.

4. County Councillors and District Councillors

At this stage, no County or District Councillors were present.

The Clerk reported that Cllr Durham had emailed to advise that he would attend a future meeting of the Parish Council to give an update on the Local Highways Panel.

5. Minutes of the Meeting held on the 5th March 2024

Resolved: The Minutes of the Parish Council Meeting held on 5th March 2024 be approved as a true and accurate record of the meeting. Proposed Cllr Clare, seconded Cllr Ferneyhough. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

6. Planning

6.1 Planning Applications

Application No: 24/00157/HOUSE PP-12827059 and 24/00158/LBC PP-12827083

Proposal: Replacement of windows and doors to the north and east elevations.

Replacement of existing external cement render with new lime render.

Location: 17 West Street Tollesbury

Resolved: Unanimously agreed to recommend approval of this application, subject to the comments made by the Maldon District Council Conservation Officer.

6.2 Planning Decisions by Maldon District Council

LBC/MAL/23/01200 - Building C Bouchiers Barn Back Road - Granted

6.3 Planning Appeals – None received

6.5 Planning Applications Withdrawn

Application No: 23/00548/OUTM PP-12120649

Proposal: Outline planning application with all matters reserved except access, for up to 200no. dwellings (Use Class C3); new site access and internal access roads; a new community building (Use Class F2(b)); land for a community car park (Sui Generis); car and cycle parking; landscaping; sustainable urban drainage systems; public open space; Local Equipped Area for Play ('LEAP'); and associated infrastructure.

Location: Land Opposite Prentice Hall Farm Prentice Hall Lane Tollesbury

6.6 Tree Preservation Orders for information – None received

7. Finance & Policy Committee

The draft minutes of the Finance & Policy Committee meeting held on 12th March 2024 were received and noted.

The Chairman advised that the Committee had discussed the format of the agenda and, taking into account the new policies, agendas would, in future, include two statements:

1. The meeting will be recorded to assist the Parish Clerk to compile the minutes. The recording will be deleted afterwards.
2. Residents wishing to raise a matter in the public forum should inform the Parish Clerk of the topic by noon the previous day.

Cllrs noted that giving prior notice is commonly an efficiency measure in Maldon District Council and other Town/Parish Councils. The Parish Clerk can do any necessary research in advance and - where possible - respond promptly to routine queries, saving time at meetings. Exceptionally, at the Chairman's discretion, urgent or unforeseen matters may be raised spontaneously in the public forum.

8. Asset Register 2023/24

8.1 Asset Register

The Chairman reported that the Finance & Policy Committee had reviewed the Asset Register at its meeting on 14 March 2023.

Resolved: Unanimously agreed to the amendments to the Asset Register (Appendix A) proposed by the Finance & Policy Committee. The balance of the total assets for 2023/24 will be £511,243.91. Compared to 2022/23, which was £510,157.95, this is an increase of £1,085.97.

8.2 Insurance

Resolved: Unanimously agreed to accept the Finance & Policy Committee proposal to add the lifebuoys totalling £1449.99 onto the policy.

9. Risk Assessment

The Chairman reported that the Finance & Policy Committee had reviewed the Risk Assessment and Management Document at the meeting on 12th March 2024.

Resolved: Unanimously agreed to accept the proposed Risk Assessment and Management Document V8.0 (Appendix B).

10. Policies and Procedures

10.1 Recruitment of Ex-Offenders Policy

Resolved: Unanimously agreed to the proposed amendments to the Recruitment of Ex-Offenders Policy. The new policy will be V2.0.

10.2 Feedback, Compliments and Complaints Policy

Resolved: Unanimously agreed to the proposed amendments to the Compliments and Complaints Policy. The policy would be renamed Feedback, Compliments and Complaints Policy V4.0.

10.3 Website Policy

Resolved: Unanimously agreed to the proposed amendments to the Website Policy. The new policy will be V2.0.

10.4 Website Accessibility Statement

Resolved: Unanimously agreed to the proposed amendments to the Website Accessibility Statement.

Action: Clerk to update the statement on the Parish Council's website.

10.5 Habitual or Vexatious Complainant Policy

Resolved: Unanimously agreed to adopt the Habitual or Vexatious Complainant Policy V1.0.

10.6 Attendance at Meetings Policy

Unanimously agreed to adopt the Attendance at Meetings Policy V1.0.

10.7 Recording of Meetings Policy

Unanimously agreed to adopt the Recording of Meetings Policy V1.0

Thanks were expressed to the Councillors and Parish Clerk for their hard work going through all the policies on behalf of the Parish Council.

11. Earmarked Reserves

Resolved: Unanimously agreed to the proposal from the Finance & Policy Committee to use the unspent funds committed to the 20mph speed limit towards purchasing a replacement defibrillator cabinet. The cost of the cabinet is £555. The unspent funds are £360. The shortfall would come from the available Community Support/Minor Projects EMR balance.

12. Website

Resolved: Unanimously agreed to the proposal from the Finance & Policy Committee to continue with the following items on the quotation from Phelan Barker:

- Contributors page
- Personnel Committee page
- Page adjustments – all items except item no. 8 – clubs and association directory

This would cost £400 for the website upkeep, which is within budget.

13. Tree Planting – Recreation Ground

The Clerk reported that she had spoken with the football teams, and it was felt that planting in the new proposed area would not be suitable.

Councillors agreed not to progress the area suggested by the Recreation Ground Committee any further.

It was suggested that some trees could be offered to Lewis & Scott for general use and, in particular, to provide screening between the new development and Woodrolfe Green.

Action: To be discussed with Lewis & Scott at the planned meeting with the Environment and Amenities Committee.

Cllr Stephens arrived at the meeting.

14. Tollesfest

Resolved: Unanimously agreed to allow the village Tollesfest event to be held at the Recreation Ground on Saturday 13th July 2024.

Tollesfest would be required to provide a risk assessment and copies of insurance for any bouncy castles, etc.

Action: Clerk to ask the organisers if they would consider giving a donation from the event towards a piece of new play equipment for the Recreation Ground.

15. Lewis & Scott

The correspondence from Lewis & Scott replying to the Parish Council's letter dated 28th February 2024 was received and noted.

The Clerk advised that Members of the Environment and Amenity Committee will meet with Lewis and Scott on Wednesday 27th March 2024.

16. Administration

Gifts & Hospitality – The Clerk asked Councillors to advise her of any gift or hospitality Councillors had received in the financial year 2023/24.

All Councillors present confirmed they had not received any gifts or hospitality during the financial year 2023/24. The Clerk advised that Cllrs Inwood and Rogers, who were not present, had emailed to confirm they had not received any gifts or hospitality.

Cemetery – The Clerk reported that she had received the following feedback from a resident regarding the Cemetery:

“Not having been up to the cemetery for a few months, I visited yesterday with my Daughter and her husband, and we all said how clean, tidy and well-kept it was, even grass cut up to the headstones, in fact, the best I (we) have seen it for years. I don't know who tends to it, but they must be highly congratulated.”

The Clerk advised that she had passed on the message to the Contractor.

Finance – The Clerk requested approval to pay the following two invoices:
A1 Installation for the installation of the aluminium guttering to the Pavilion - £1,093.20
Neil Foakes for the brickwork and internal plastering on the Pavilion - £640
Councillors agreed to the payments. The payments would be included in the April payment schedule.
Councillors approved the two payments.

Annual Assembly – The Clerk advised that to date, Tollesbury Climate Partnership, The Village Larder, HART, Tollesbury Youth Club, and Tollesbury Juniors Football had confirmed that they would give a presentation at the Annual Assembly on 10th May 2024. The Clerk advised that it had been suggested that the Youth Club could serve refreshments.

Councillors were happy for the Youth Club to sell refreshments on the day.

Action: Clerk to arrange to have posters printed for the Annual Assembly.

Cllr Ferneyhough suggested that the Parish Council could consider using Mailchimp as a resource to get information to residents.

Action: To be explored further by the Finance and Policy Committee.

17. Community Matters

Cllr St Joseph reported:

- On the 13th March 2024, he had attended the Maldon Joint River Safety Meeting. The Clerk has circulated the meeting highlights to Councillors (Appendix C).

Action: Clerk to circulate the highlights to the local marine organisation.

Cllr Clare reported:

- Two unregistered/abandoned dinghies on the Hard had been removed.

The Chairman reported:

- Eight applications have been received for the Part-Time Amenities Officer position. The Personnel Committee have shortlisted the applications to three, and interviews will take place on Tuesday, 26th March 2024.

18. Dates of the Next Meetings

Tuesday 2nd April 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 9th April 2024 – Woodup Pool Committee – 7.00pm – Pavilion

Tuesday 16th April 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 16th April 2024 – Environment & Amenity Committee – To be rescheduled

Tuesday – 7th May 2024 – Annual Statutory Meeting – 7.30pm - Pavilion

The Chairman closed the meeting at 8.55pm.

Signed.....

Date

SUMMARY OF ASSETS BY GROUP NAME

<u>Group</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Buildings	266,331.57	266,331.57	394,373.28
Fixed Outside Equipment	2.00	2.00	4,536.00
Gates & Fences	17,319.26	17,319.26	23,958.72
General contents	3,884.16	3,884.16	6,314.37
Land	8.00	8.00	0.00
Memorials	22,832.52	22,832.52	32,787.72
Other Surfaces	36,067.97	36,067.97	49,537.44
Playground Equipment	97,111.21	97,111.21	129,346.20
Street Furniture	42,031.25	42,454.25	74,948.76
Uninsured	25,232.67	25,232.97	0.00
TOTAL	510,820.61	511,243.91	715,802.49

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Buildings				
BUILD01	Pavilion	197,015.10	197,015.10	291,150.72
BUILD02	Store Shed	45,667.37	45,667.37	68,005.28
BUILD03	Village Lock-Up	23,649.10	23,649.10	35,217.28
TOTAL FOR Buildings		266,331.57	266,331.57	394,373.28
Fixed Outside Equipment				
KIOSK01	Telephone Kiosks x2	2.00	2.00	4,536.00
TOTAL FOR Fixed Outside Equipment		2.00	2.00	4,536.00
Gates & Fences				
FEN01	Fencing - Woodup Pool	7,819.26	7,819.26	11,227.68
FEN02	Fencing - Play Area	9,500.00	9,500.00	12,731.04
TOTAL FOR Gates & Fences		17,319.26	17,319.26	23,958.72
General contents				
GC01	20 Stacking Chairs	549.35	549.35	788.85
GC02	5 x 6ft Folding Tables	597.34	597.34	857.76
GC04	Projector	993.99	993.99	1,307.88
GC05	TV Screen	332.50	332.50	810.00
GC06	Photocopier	1.00	1.00	1,080.00
GC10	Laptop	1,409.98	1,409.98	1,469.88
TOTAL FOR General contents		3,884.16	3,884.16	6,314.37
Land				
LAND01	Woodup Pool	1.00	1.00	0.00
LAND02	Cemetery	1.00	1.00	0.00
LAND03	Allotments	1.00	1.00	0.00
LAND04	Victory Recreation Ground	1.00	1.00	0.00
LAND05	Elysian Gardens Plot	1.00	1.00	0.00
LAND06	Hasler Green	1.00	1.00	0.00
LAND07	Woodrolfe Green	1.00	1.00	0.00
LAND08	Cemetery - Extension	1.00	1.00	0.00
TOTAL FOR Land		8.00	8.00	0.00
Memorials				
MEM01	Memorial	8,154.47	8,154.47	13,869.63
MEM03	Memorial	8,154.47	8,154.47	9,549.63
MEM02	Memorial	6,523.58	6,523.58	9,368.46
TOTAL FOR Memorials		22,832.52	22,832.52	32,787.72
Other Surfaces				
OS01	Other Surface	23,861.41	23,861.41	34,264.08
OS02	Rubber Mulch Surfaceing	9,171.00	9,171.00	11,585.16
OS03	Rubber Mulch Surfacing	3,035.56	3,035.56	3,688.20
TOTAL FOR Other Surfaces		36,067.97	36,067.97	49,537.44
Playground Equipment				
PE01	2 Bay Swings - Toddler	3,199.31	3,199.31	4,600.80
PE03	Junior Igloo	4,431.60	4,431.60	6,364.44
PE04	Timber/Metal Slide	4,800.06	4,800.06	6,892.56
PE05	Hunt Carousel	6,785.90	6,785.90	9,744.84
PE06	Skatepark Equipment	23,202.37	23,202.37	33,318.00
PE07	Youth Shelter	7,542.20	7,542.20	10,830.24
PE08	Playship	16,581.34	16,581.34	23,810.76
PE09	2 Swinger Units	1,020.89	1,020.89	1,465.56
PE10	Fire Engine	2,945.00	2,945.00	3,720.60
PE11	Snake Slide	4,362.57	4,362.57	5,511.24

ASSET LIST BY GROUP NAME

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
PE12	Aerial Runway - Surf Springer - Rocking See-saw	16,783.07	16,783.07	20,387.16
PE13	Kickwall	2,500.00	2,500.00	2,700.00
PE15	2 Bag swings	2,956.90	2,956.90	0.00
TOTAL FOR Playground Equipment		97,111.21	97,111.21	129,346.20
Street Furniture				
SF01	Village sign	2,120.38	2,120.38	3,044.52
SF02	Bus Shelter (The Square)	9,888.31	9,888.31	32,400.00
SF03	Benches and Seats (21)	8,733.64	9,156.64	14,754.96
SF04	4 Picnic Tables - Woodup Pool	2,768.83	2,768.83	3,975.48
SF05	Noticeboard - Recreation Ground	3,296.09	3,296.09	3,240.00
SF06	Streetlights	12,514.00	12,514.00	14,617.80
SF07	Signage Woodup Pool	2,710.00	2,710.00	2,916.00
TOTAL FOR Street Furniture		42,031.25	42,454.25	74,948.76
Uninsured				
CB01	Cigaretts Bins x2	119.68	119.98	0.00
DB01	Dog Bin	208.00	208.00	0.00
DB02	Dog Bins x8	2,082.70	2,082.70	0.00
DB03	Dog Bin	316.83	316.83	0.00
DEFIB01	Defibrillator - Sailing Club	1.00	1.00	0.00
DEFIB02	Defibrillator - Fire Station	1,353.00	1,353.00	0.00
GC07	Cabinet	100.00	100.00	0.00
GC08	Storage Cabinet	143.15	143.15	0.00
GC09	Cabinets	330.00	330.00	0.00
LB01	Froggo Bin	350.84	350.84	0.00
LB02	Litter Bin	230.61	230.61	0.00
LB03	Litter Bin	126.98	126.98	0.00
LB04	Litter Bins x3	711.78	711.78	0.00
LB05	Litter Bins x2	248.98	248.98	0.00
LB06	Litter Bin - Outside McColls	251.99	251.99	0.00
LB07	Litter Bin	251.99	251.99	0.00
LB08	Litter Bins x11	1,455.50	1,455.50	0.00
LB09	Litter Bin	181.65	181.65	0.00
MISC01	Picnic Tables & Benches	1,728.00	1,728.00	0.00
MISC02	Benches x3	1,197.00	1,197.00	0.00
MISC03	Rubber Matting	800.00	800.00	0.00
MISC04	Picnic Bench & Table	967.60	967.60	0.00
MISC05	Fire Proof Safe	505.28	505.28	0.00
MISC06	Metal Bollard	176.12	176.12	0.00
MISC07	Key Hider	225.00	225.00	0.00
MISC08	Sluice Gate	8,260.00	8,260.00	0.00
MISC09	Blue Plaque	345.00	345.00	0.00
MISC10	Outside Lights	470.00	470.00	0.00
MISC11	Lifebuoys x 3	1,449.99	1,449.99	0.00
PE14	Steel Goal Posts	445.00	445.00	0.00
SF08	HM Plaque	199.00	199.00	0.00
TOTAL FOR Uninsured		25,232.67	25,232.97	0.00
TOTAL		510,820.61	511,243.91	715,802.49

**TOLLESBURY PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT**

Appendix B

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 two 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				
			5) Unity Trust Instant Access Account	As Required	Opened 2023 - Instant Access Saving Account	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-24	Sep-23	May-22	Sep-22	May-22
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				
	L	L	Cash stored in safe in office.	As Required	No amounts of cash above £200.	Ongoing				
Theft or Dishonesty	H	L	Fidelity Guarantee currently £150,000. Internal auditor to check records against receipts	Annually		Oct-24 Apr-24	Oct-23 Apr-23	Oct-22 Apr-22	Oct-21 Apr-21	Oct-20 Apr-20
Financial controls and records	H	L	All cheque payments signed by three signatories. Online payments dual authorisation 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				
	L	L	Debit card payments supported by submission of relevant receipts	As required		Ongoing				
	L	L	Online payment receipts supported by submission of receipt	As required	Dual authority for online payments	Ongoing				
	L	L	Monthly financial report prepared by RFO and reported to Council via regular monthly meetings.	Monthly		Ongoing				
	L	L	Monthly bank reconciliation prepared by RFO and reported to Council via regular monthly meetings.	Monthly		Ongoing				
	L	L	VAT payments and claims by RFO.	Quarterly	Checked by Internal Auditor	Apr-24	Apr-23	Apr-22	Apr-21	Apr-20
	H	L	Accounts software Rialtas implemented for easier ongoing data entry and access to information - Copy of accounts information stored on Dropbox	Monthly		Ongoing				
	M	L	Financial Regulations and Internal Audit Procedures updated in line with new legislation	Annually		May-24	May-23	May-22	Apr-21	Apr-20
L	L	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 and six-month position is scrutinised by the Finance & Policy Committee. Budgets presented to Council for approval. Precept derived directly from these figures.	6 monthly / Annually		Sep-24	Dec-23	Dec-22	Dec-21	Dec-20
	L	L	Checked by Internal Auditor	Annually		Apr-24	Apr-23	Apr-22	Apr-21	Apr-20
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-24	Apr-23	Apr-22	Apr-21	Apr-20
	H	L	Payroll software (Moneysoft) used for calculation of pay and deductions and maintenance of PAYE records.	As Required	Payroll software - automatic update	Ongoing				
			Regular advice and updates received from Inland Revenue	As Required		Ongoing				
			Checked by Internal Auditor	Annually		Apr-24	Apr-23	Apr-22	Apr-21	Apr-20

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	L	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-24 Apr-24	Oct-23 Apr-23	Oct-22 Apr-22	Oct-21 Apr-21	Oct-20 Apr-20
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-24	Apr-23	Apr-22	Apr-21	Apr-20
Standing Orders and Financial Regulations	L	L	Standing orders and financial regulations guide the procedures and decisions of the Council	Annually	Reviewed and updated annually at Annual Statutory Meeting	May-24	May-23	May-22	May-21	Apr-20
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. Automatic backups to Dropbox	Ongoing				
	H	M	System passwords changed every three months	Quarterly	Clerk to report at Council Meetings quarterly	Jun-24	Dec-23	Jun-23	Dec-22	Jun-22
	H	M	Ensure suitable computer security is in place including for redundant and inoperable equipment		McAfee Subscription and procedure for custody of hard-drives	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 assessed annually by review. All community assets, buildings and infrastructure assets are insured with Hiscox via Gallagher Insurance Broker.	Annually	Asset register updated annually. Asset Register transferred to Rialtas Accounts Software in 2023.	Oct-24	Oct-23	Oct-22	Oct-21	Oct-20
Security of Buildings, equipment etc.	M	L	All windows and doors locked on Pavilion - three key holders	Ongoing	Keys stored in key hider	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-24	Oct-23	Oct-22	Oct-21	Oct-20
	M	L	All doors on Recreation Ground shed locked - four key holders.	Ongoing	Contract for use of store shed with TCP - Reviewed annually	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-24	Apr-23	Apr-22	Apr-21	Apr-20
	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				
	H	L	Water quality tested	Three times during the season (May-Sept)	Water testing carried out by Maldon District Council	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. All complaints thoroughly investigated and appropriate action taken. Ensure formal risk assessment of all public areas/events is completed and PLI for events.	Annually Ongoing		Oct-24 Ongoing	Oct-23	Oct-22	Oct-21	Oct-20
Employers Liability	L	L	Certificate of Employers' Liability Insurance is displayed	Annually		Oct-24	Oct-23	Oct-22	Oct-21	Oct-20
Safety of staff and visitors	L	L	Personal accident insurance cover for Council members and Clerk. Regular checks on Pavilion, including annual fire extinguisher check.	Annually		Oct-24	Oct-23	Oct-22	Oct-21	Oct-20
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-25	Feb-24	Feb-23	Feb-22	Feb-21
				Annually	Litter Contract until Mar 2024 Grounds Maintenance until 2027	Apr-24	Apr-23	Apr-22	Apr-21	Apr-20
Legal liability as consequence of ownership	M	L	Monthly visual check of all play equipment and skate park	Ongoing	Report submitted to council monthly					
	M	L	Annual inspection of play area/skate park and recommendations considered.	Annually		Apr-24	Apr-23	Apr-22	Apr-21	Apr-20
	M	L	Audit and Risk Assessment - Woodup Pool & Woodrolfe Hard	Every two years		Feb-26	Feb-24	Mar-22	Feb-20	Mar-18
	H	L	Water sample checks carried out by Maldon District Council during season (May-Sept) Pool safety checks carried out weekly between May and September and monthly checks between October and April. All reports are kept.	Ongoing	Water is changed immediately if an issue is raised or a test fails	Ongoing				
	M	L	Pool safety checks carried out weekly between May and September and monthly checks between October and April. All reports are kept.	Ongoing	Safety checks are carried out by FACT on behalf of the Council.	Ongoing				
	M	L	Pool Hirers required to: a) indemnify the Council and have public liability insurance cover b) to provide a risk assessment before use c) to carry out H&S inspections before and after use	Every two years As Required As Required		Apr-24 Ongoing Ongoing	Apr-22	Apr-20	Apr-18	Apr-16
	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 of land 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	
8.0	Reviewed and amended - Finance Committee	12/03/2024	
	Next Review March 2025		

Highlights from the Maldon Joint River Safety Meeting March 13th 2024

More than 60 present

MDC represented by Nigel Harmer and Cllr Fluker

Police, Coastguard, Maldon Barge Operators, National Trust, Maldon Gig Club, Blackwater Sailing Club, other Clubs, Paddleboarders, Swimmers and Canal Company present.

Reports from MHIC, RNLI, MMO, Essex and Suffolk Water, Anglian Water and Natural England.

Police reported on PWC court cases (9) Verbal warnings (94) PWC stopped (165)

48% patrols on the Blackwater 28% on the Colne. 17 PWC incidents on the Colne, 10 on the Blackwater.

Decline in incidents over last three seasons.

Southend have instituted a Public Spaces Protection Order so that all craft launching can only do so if they have evidence of RYA training and insurance. This is a LA controlled action supported by the Police.

Annual dredge from Maldon harbour is 2500 tonnes, all being deposited on Northey Island. A certain amount of discussion on possible wider effects locally.

Most safety concerns around swimmers and stand up paddle boarders. General support to encourage use of fluorescent swimming caps and towable buoys. Stand up paddle boarders often have least safety knowledge. Their organisation might be approached for safety signage?

Most concern about sediment build up especially round the barge quay and the visitor pontoon.

Also widespread agreement between mooring owners and boatyards to surcharge all recreational boats over 18 feet an annual fee of £20 starting in 2024 to fund dredging improvements.

Local marine unit police officer is Darren Chambers mobile 07816 546470
email 42001390@essex.police.uk

Notes prepared by Councillor St Joseph