

FULL COUNCIL AGENDA PACK

Monday 11th September 2023
6:30am at East Riding College

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Town Clerk: Matthew Snowden

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Wednesday 6th September 2023

To all members of Beverley Town Council

Dear Councillor,

FULL COUNCIL MEETING OF BEVERLEY TOWN COUNCIL

You are hereby summoned to attend the Full Council Meeting of Beverley Town Council to be held at **East Riding College Beverley on Monday 11th September 2023 to commence at 6.30pm.**

Yours faithfully,

Matthew Snowden
Town Clerk

Notes About the Meeting

Recordings: Members of the public are entitled to record meetings. The Town Council's full policy regarding Recording of Meetings can be found on the website: <https://www.beverley.gov.uk/policies-procedures/>

AGENDA

1. **Public Forum**
An opportunity for members of the public to address the Town Council (should there be any members of the public present to do so).
2. **Apologies**
To Receive Apologies for Absence.
3. **Declarations of Interest:**
 - (a) **Declarations:** To record declarations of interest by any member of the council and officers in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
 - (b) **Dispensations:** To note dispensations given to any member of the council and officers in respect of the agenda items below.
4. **Connexin**
 - (a) **Presentation:** To receive a presentation from Connexin (10 minutes maximum).
 - (b) **Questions and Answers:** For Connexin to answer any questions Councillors may have.
 - (c) **Issues and Resolutions:** To consider any further issues or resolutions relating to the Connexin presentation that Councillors may wish to raise.

5. **Minutes from the Previous Meeting**
To confirm and sign minutes from the meeting of Full Council held on Monday 10th July 2023 (see attached).
6. **Minutes from Committee Meetings**
To confirm and sign the following minutes (see all attached):
 - (a) Planning Environment and Services Committee held on Tuesday 18th July 2023 (to note only).
 - (b) Personnel Committee held on Wednesday 26th July 2023.
 - (c) Policy and Finance Committee held on Monday 31st July 2023.
7. **Mayor's Announcements and Correspondence**
To receive information about and consider any potential future Mayoral Events (see attached).
8. **Reports and Updates**
 - (a) **Councillors on External Bodies:** To receive (if any) reports from Councillors representing the Town Council to external bodies.
 - (b) **Ward Councillors:** To receive reports and updates from Ward Councillors.
9. **Risk Management Schemes**
To review and approve the Council's Risk Management Schemes (see all attached):
 - (a) Corporate Risk Register
 - (b) Function and Site-Specific Risk Register
 - (c) Office Based Risk Register
 - (d) New Town Hall
10. **Virement**
To consider and confirm virements following the informal meeting to discuss finances (see attached).
11. **Community Governance Review**
To consider and resolve how best to respond to the Community Governance Review regarding proposed changes to the Beverley Town Council parish boundaries.
12. **Pride Flags**
To consider the following motion from Cllr Linda Johnson in relation to communications received from members of the public criticising the Town Council's decision to display Pride flags in the town (see attached):

Motion: *That this Council fully supports any inclusive events that happens within the town. This Council believes in inclusivity, diversity and equality and supports any events including the erection of Pride Flags.*
13. **Twinning**
To consider and resolve the following matters:
 - (a) **Art Competition:** To consider a request to support an arts competition to support friendship between Beverley, Nogent and prospective twin towns.
 - (b) **Twinning Meeting:** To consider and resolve how best to address requests from the Lemgo and Nogent Twinning Associations to meet with members of the Town Council to discuss how they can work together and share updates on future twinning plans (Town Clerk to report).
14. **Remembrance Sunday Refreshments**
To consider a request for the Town Council to organised refreshments following the Remembrance Day Service and Wreath Laying, with a potential external donation to cover any costs (Town Clerk to report).

- 15. D-Day 80**
To consider taking part in the national scheme to commemorate the 80th anniversary of D-Day (see attached and also visit <https://www.d-day80beacons.co.uk/> for more information).
- 16. Fairtrade**
To consider a request that the Town Council reaffirms its support for Beverley to be a Fairtrade Town (see attached).
- 17. Exclusion of the Press and Public**
To consider the exclusion of the press and public from the meeting on the grounds that confidential information in relation to members of staff and business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).
- 18. Office Accommodation**
To consider matters relating to office accommodation, between the end of the current office lease and the completion of the new Town Hall (see attached).
- 19. Town Hall Business Plan Brief**
To consider a brief to secure the services of a business consultant to produce a business plan for the new Town Hall Project, as resolved at Full Council on 10th July 2023: “**Resolved:** *That the Chairman of the Town Hall Working Group [Cllr David Boynton] liaises with Councillors with expertise to put together a brief for a business consultant to be considered by Full Council at the meeting of 11th September 2023*” (see attached).
- 20. Finance and Support Service Assistant**
To receive an update and make resolutions regarding the post of Finance and Support Service Assistant (see attached).



Minutes of the Full Council Meeting

10th July 2023

6:30pm at the East Riding College, Beverley

Present: Councillors D Boynton (in the Chair), P Astell, C Giles, A Healy, D Healy, D Horsley, G Johnson, A Ramsdale and P Regina.

In Attendance: Matthew Snowden (Town Clerk), Libby Woodhouse (Assistant Town Clerk and Civic Officer)
10 members of the public

Councillor D Boynton, Deputy Mayor of Beverley, welcomed everyone to the meeting. The Mayor had sent apologies to the meeting and as Deputy Mayor, Councillor Boynton took the Chair. To accommodate two presentations to the meeting, the Deputy Mayor altered the order of the agenda with the consent of the Council.

41/23: Apologies To Receive Apologies for Absence

The Council received apologies of absence from Councillors T Astell, L Johnson, B Morgan, J Rebecchi and E Whitaker. The Council will send a get-well message to Councillor L Johnson.

42/23: Declarations of Interest:

(a) Declarations: To record declarations of interest by any member of the council and officers in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

There were no declarations of interest.

(b) Dispensations: To note dispensations given to any member of the council and officers in respect of the agenda items below.

No dispensations had been requested or given.

43/23: Dogger Bank South

To receive information from a representative from RWE Renewables UK regarding the Dogger Bank South Offshore Wind Farm and for Councillors to raise any questions with the company regarding the project.

The Council received a presentation from Colin McAllister, Development Manager and Lauren Thompson, Onshore Consents Manager, RWE, who explained the project from offshore windfarms to landfall at Skipsea and onshore infrastructure and connections to the grid around Beverley. There are four scenarios for assessment to refine down to two. Consultation is ongoing until 17th July. RWE will submit proposals to the planning inspectorate. Councillors and members of the public were able to ask questions and receive answers. The Deputy Mayor thanked them and RWE representatives left the meeting.

44/23: Cherry Tree Community Association Youth Centre Project

To receive an update on the Youth Centre Project from Cherry Tree Community Association Manager Jo Ramsay

The Council received a presentation from Jo Ramsey, Cherry Tree Youth Centre Project regarding the problems facing the young people of Beverley and anti-social behaviour currently ongoing in Beverley, especially Flemingate. There is nowhere for the young people to congregate and nothing for them to do.

Jo is trying to find a permanent base for the Youth Club as existing temporary measures are not suitable long term. The Youth Centre Project has three containers and some government funding but do not have anywhere to put them as proposals for the Rugby Club have fallen through, and they are faced with having to send back the government funding. Jo put three preferred options on the table and Councillors gave advice especially with regard to one option. Representatives from the management at Flemingate were in attendance to provide information relevant to Flemingate. Some members of the public left the meeting.

45/23: Public Forum

An opportunity for members of the public to address the Town Council (should there be any members of the public present to do so).

Mr Cox – a representative from the Nogent Twinning Association gave a short report with regard to their visit to Nogent recently where the visit had been successful with representatives from Lemgo and Fucecchio. Councillors had not attended due to the elections. Mr Cox presented the Town Council with a gift from Nogent and the Deputy Mayor thanked him. Mr Cox hoped that twinning discussions with the Town Council can continue shortly.

Linda Freeman and Peter Dack – representatives from Beverley in Bloom. Had sent a letter to the Council received too late for the agenda for this meeting. They complained about the poor state of the planters around Beverley and expressed concern surrounding watering and the cost. This matter was referred to the Planning, Environment and Services Committee to investigate and report back to Full Council.

46/23: Minutes from the Previous Meeting

To confirm and sign minutes from the meeting of Full Council held on Monday 5th June 2023 (see attached).

Proposed: Councillor A Healy

Seconded: Councillor P Astell

Resolved: *That the minutes of the Full Council meeting held on Monday 5th June 2023 are approved and signed as a true and correct record.*

47/23: Minutes from Committee Meetings

To confirm and sign the following minutes (see all attached):

(a) Policy and Finance Committee held on Monday 19th June 2023.

Proposed: Councillor P Astell

Seconded: Councillor G Johnson

Resolved: *That the minutes of the Policy and Finance Committee held on Monday 19th June 2023 are approved and signed as a true and correct record.*

(b) Planning Environment and Services Committee held on Tuesday 20th June 2023.

Proposed: Councillor D Horsley

Seconded: Councillor A Ramsdale

Resolved: *That the minutes of the Planning Environment and Services Committee held on Tuesday 20th June 2023 are approved and signed as a true and correct record.*

(c) Town Hall Advisory Working Group held on Thursday 29th June 2023.

Proposed: Councillor D Boynton

Seconded: Councillor A Healy

Resolved: *That the minutes of the Town Hall Advisory Working Group held on Thursday 29th June 2023 are approved and signed as a true and correct record.*

48/23: Mayor's Announcements and Correspondence

To receive information about and consider any potential future Mayoral Events.

Councillors noted the sheet circulated with the agenda detailing recent engagements for the Mayor and Deputy Mayor.

49/23: Reports from Councillors on External Bodies

To receive (if any) reports from Councillors representing the Town Council to external bodies.

Councillor P Astell – reported that as an ERYC Ward Councillor he sat on the Local Government Working Group looking at Town and Parish Council boundary reviews. Following ERYC approval, consultation will take place during August and Cllr Astell requested that the Town Clerk circulate this when it arrives and that he collates Councillor responses to return to ERYC by the due date which will be prior to the Town Council meeting in September.

Councillor D Boynton – reported on the Pride event at the Rugby Club on 5th August and that all Councillors had been invited to attend. The Town Clerk had circulated the invitation email.

Councillor A Healy – reported that she had not been able to attend the recent Chamber of Trade meeting. All Councillors are invited to attend meetings.

Councillor Giles – had met with the Interim Manager at East Riding Theatre and reported on the latest information in her capacity as partnership ambassador.

50/23: ERNLLCA Conference

To select delegates to attend the ERNLLCA Conference (see attached).

Resolved: *That Councillor A Ramsdate will attend the ERNLLCA Conference.*

51/23: Policies

To approve revisions to the following policies, as recommended by Policy and Finance Committee held on Monday 19th June 2023 (see attached - recommended deletions are in blue with a strikethrough and recommended revisions in red):

- (a) Standing Orders
- (b) Financial Regulations
- (c) Scheme of Delegation
- (d) Publication Scheme
- (e) Internet Banking Policy

Proposed: Councillor D Boynton

Seconded: Councillor P Astell

Resolved: *To approve policies submitted as items (a) to (e) and the revisions as recommended by the Policy and Finance Committee of 19th June 2023.*

52/23: East Riding Theatre (ERT) Partnership Grant

To approve the second round of ERT's Partnership Grant payments (see attached annual feedback).

Proposed: Councillor P Astell

Seconded: Councillor C Giles

Resolved: *To approve the second round of East Riding Theatre's Partnership Grant payment.*

53/23: AGAR 2021-2022

- (a) **Documents:** To consider matters raised in the final report from PFK Littlejohn (External Auditor) for the 2021-2022 AGAR (see attached and Town Clerk to report – in particular pages 98 and 99 of the agenda pack).

The Town Clerk reported on the documents from the external auditors and the progress that had been made since 2021-2022.

Proposed: Councillor P Astell

Seconded: Councillor A Healy

Resolved: *To note the documents and the final report from PKF Littlejohn for the 2021-2022 AGAR.*

- (b) Costs:** To consider officer recommendations to vire £1,000 from the “Cycle Racks” budget line and £3,720 from the “Street Furniture” budget line, to cover the additional audit cost of £4,720 (see attached and Town Clerk to report).

Proposed: Councillor A Healy **Seconded:** Councillor P Astell

Resolved: To approve virements of £1,000 from the cycle racks budget line (budget line to be re-instated at next year’s budget) and £3,720 from the Street Furniture budget line for the payment of £4,720 additional audit cost.

Proposed: Councillor D Healy **Seconded:** Councillor A Healy

Resolved: That the following is written into the Minutes – the cost of audit investigations in response to challenge correspondence from a resident of Beverley has led to funds being taken away from front line services.

54/23: Budget Virement

To consider and resolve the following recommendations from the Planning Environment and Services Committee held on Tuesday 20th June 2023 (officers to report on all):

- (a) Recommendation 1: Japanese Knotweed:** To vire £3,000 from the ‘Match Funding’ budget line to the “Allotment Maintenance” budget line, to pay for vital work to combat Japanese Knotweed on the Keldgate Allotments.

Proposed: Councillor P Astell **Seconded:** Councillor A Healy

Resolved: To approve the virement of £3,000 from the Match Funding budget line to pay for Japanese Knotweed treatment on the Keldgate allotments.

- (b) Recommendation 2: Asbestos Removal:** To vire £600 from the ‘Match Funding’ budget line to the “Allotment Maintenance” budget line, to pay for the removal of asbestos uncovered on the allotments.

Proposed: Councillor P Astell **Seconded:** Councillor A Healy

Resolved: To approve the virement of £600 from the Match Funding budget line to pay for the removal of asbestos from the allotments.

55/23: Town Council Grants Scheme

To consider and resolve the following six recommendations from the Policy and Finance Committee held on Monday 19th June 2023:

- (a) Recommendation 1:** To recommend to Full Council that the two funding streams (General and Small) are merged into one fund “Community Grant” up to £1,000.
- (b) Recommendation 2:** To recommend to Full Council that the grant application forms, guidance notes and grants policy are revised to reflect the changes.
- (c) Recommendation 3:** To recommend to Full Council that for new organisations evidence of a bank account is required; for organisations over two years old audited accounts are also required by an independent and suitably qualified person.
- (d) Recommendation 4:** To recommend to Full Council that organisations should be able to assure the Council that they have suitable documentation although not usually necessary to provide it. other than organisations must provide evidence of a constitution, bank account and adequate and appropriate insurance.
- (e) Recommendation 5:** To recommend to Full Council that Community Grant fund applications are managed by a rolling programme.

- (f) **Recommendation 6: To recommend to Full Council that the Policy and Finance Committee is given delegated authority to determine Community Grants (Full Council to retain control of Partnership Grants).**

Proposed: Councillor D Boynton **Seconded:** Councillor P Astell

Resolved: To approve recommendations (a) to (f) as detailed above from the Policy and Finance Committee of 19th June 2023.

56/23: Town Hall Project

To consider and resolve the following updates and recommendations from the Town Hall Advisory Working Group on Thursday 29th June 2023:

- (a) **Recommendation 1: To recommend to Full Council that Mr D Jack and Mr I Gow become members of the Town Hall Advisory Working Group and that Register of Interest forms are completed by them in order that they have a vote on matters under discussion by that Working Group.**

Proposed: Councillor A Healy **Seconded:** Councillor D Horsley

Resolved: To approve Mr D Jack and Mr I Gow as members of the Town Hall Working Group with voting rights if register of interest forms are completed by them.

- (b) **Recommendation 2: To recommend to Full Council that the timescale is delayed and that the Project Manager consults with SALT and J Smith in (once the VAT registration is complete) in the sums of £1200 and £2500 respectively as previously quoted (revised timescale attached).**

Proposed: Councillor P Astell **Seconded:** Councillor A Healy

Resolved: To approve the revisions to the timescale and that the Project Manager consults with SALT and J Smith in the sums of £1200 and £2500 respectively to produce initial indicative designs.

- (c) **Recommendation 3: To recommend to Full Council that the Town Hall Working Group of 21st September 2023 becomes a Full Council meeting in order to receive and consider indicative designs from the Architects.**

Proposed: Councillor A Healy **Seconded:** Councillor P Astell

Resolved: To approve an extra Full Council meeting on 21st September 2023 to receive and consider indicative designs.

- (d) **Recommendation 4: That Delaney Marling Partnership considers the current office lease and that the findings and recommendations on dilapidations and timescale are considered by Full Council (see attached).**

The Council noted the report from Delaney Marling Partnership.

- (e) **Recommendation 5: To recommend that Full Council at the meeting of 11th September 2023 approves the brief and appointment of a Business Consultant to comply with the requirements of Internal Audit and Public Works Loan Board.**

Proposed: Councillor A Healy **Seconded:** Councillor P Astell

Resolved: That the Chairman of the Town Hall Working Group liaises with Councillors with expertise to put together a brief for a business consultant to be considered by Full Council at the meeting of 11th September 2023.

- (f) **Recommendation 6: To recommend to Full Council that the Council contracts a fundraiser for a percentage fee to assist with funding the project.**

Proposed: Councillor D Boynton **Seconded:** Councillor P Regina

Resolved: That the Town Clerk undertakes research and sources quotes for a fund bid writer.

- (g) Recommendation 7: *The Working Group felt that Full Council should consider consultation with the community via a newsletter delivered to every household prior to submission of an application for a public works loan and as part of the required application process***

Members of the public left the meeting.

Proposed: Councillor A Healy **Seconded:** Councillor P Astell

Resolved: *To approve consultation with the community via a newsletter delivered to every household prior to the submission of a public works loan and that this is undertaken at the Christmas period and used as a trial for the possible introduction of a regular quarterly newsletter to all households.*

Resolved: *Using Standing Order 25a, to suspend Standing Order 3w to allow the meeting to continue for a further 15 minutes*

57/23: Beverley RUFC Pride Event

To consider and resolve the following recommendation from Policy and Finance Committee held on Monday 19th June 2023:

Recommendation: *That following scrutiny of financial aspects, the Policy and Finance Committee recommends that Full Council does not financially support the Beverley Pride event due to the current financial commitments of the Council.*

Proposed: Councillor P Astell **Seconded:** Councillor D Healy

Resolved: *That the Council approves the recommendation of the Policy and Finance Committee of 19th June 2023, that following scrutiny of financial aspects, the Council does not financially support the Beverley Pride event due to the current financial commitments of the Council.*

58/23: North Bar Without / New Walk Posts

To consider exploring the feasibility of providing replacement or maintaining the wooden posts with metal link chains along the highway, from North Bar Within and along New Walk until the Parish Boundary. This will also include ascertaining what responsibility ERYC for these items. (Cllr D. Healy and Town Clerk to report).

Proposed: Councillor D Healy **Seconded:** Councillor D Boynton

Resolved: *That the Town Clerk looks at the feasibility, responsibility and costs of replacing the wooden posts and metal link chains at North Bar Without/New Walk and reports back to Full Council.*

59/23: Meeting of Committee Chairs

To consider a meeting (either in-person or remote) of the Committee Chairs, Council Chairman and Officers, to discuss council priorities and related financial issues, and to report discussions back to Full Council in due course (Town Clerk to report).

Proposed: Councillor D Healy **Seconded:** Councillor A Healy

Resolved: *That the Policy and Finance Committee on 24th July 2023 is postponed until 31st July 2023. That on 24th July 2023, Councillors and Officers meet informally to discuss finance and Council priorities to report back to Full Council. All Councillors are invited to attend.*

60/23: To consider the exclusion of the press and public from the meeting on the grounds that confidential information in relation to staffing shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

Resolved: *That the press and public be excluded from the meeting on the grounds that confidential information in relation to business contracts and staffing matter shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).*

Members of the public left the meeting.

61/23: Finance and Support Service Assistant

To consider and approve the following matters (see attached and Town Clerk to report):

- (a) Job Description.**
- (b) Person Specification.**
- (c) Job Advert Wording.**
- (d) Job Advert Costs.**
- (e) Appointment of Interview Panel to agree a time scales, set interview questions and carry out interviews.**

Proposed: Councillor D Healy

Seconded: Councillor P Astell

Resolved: *To approve items (a) to (d) as the submitted documents.*

Resolved: *To approve an interview panel of Councillors D Healy, C Giles and the Town Clerk.*

Meeting finished at 8.45 pm

Signed: _____

Dated: _____



Minutes of the Planning, Environment & Services Committee

18th July 2023

6:30pm at the Town Council Offices, Well Lane, Beverley

Present: Councillors A Healy (Chair), D Boynton, C Giles, D Horsley, A Ramsdale and A Rebecchi

In Attendance: Matt Snowden (Town Clerk)
Peter Dack (Beverley in Bloom)

NOTE: Item 8 on the agenda (CCTV) was moved to the end to enable it to be considered in closed business due to discussion contractual issues.

2123: To Receive Apologies for Absence

The Committee received apologies for absence from Councillor B Morgan and Councillor E Whitaker.

22/23: Declarations:

(a) To record declarations of interest by any member of the council and officers in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

(b) To note dispensations given to any member of the council and officer in respect of the agenda items below.

There were no dispensations requested or given.

23/23: Previous Minutes

To note the minutes for the meeting held 20th June 2023, previously circulated, approved and signed at Full Council on 10th July 2023

The Committee noted the minutes of the meeting held on 20th June 2023 which had been approved and signed at the Full Council meeting on 20th July 2023.

24/23: Delegated Planning Applications

The Committee noted the following delegated planning responses made by the Town Clerk.

Item	Planning Ref	Address	Application Details	Delegated Response
(a)	23/01608/PLB and 23/01607/PLF	The Old Coaching House 43 North Bar Within Beverley East Riding Of Yorkshire HU17 8DG	<u>Erection of first floor extension with a Juliet Balcony and construction of an external spiral staircase following to rear following removal of existing conservatory and removal of internal French doors</u>	Beverley Town Council has no objection to this application and notes the sympathetic design.

(b)	23/01184/PLF	Thornlea 4 Westwood Gate Beverley East Riding Of Yorkshire HU17 8LZ	<u>Erection of single storey extension to side and rear (AMENDED PLANS)</u>	Beverley Town Council notes the amended plans and hopes they amicably address concerns raised by the neighbour.
(c)	22/04096/PLF and 23/00558/PLB	Joules 59 Saturday Market Beverley East Riding Of Yorkshire HU17 8AA	<u>External and internal alterations, including replacement of timber doors onto Lairgate, replacement windows to side and rear and refurbished windows to front rear and side, to facilitate conversion of first and second floors from retail (E) to 3 flats</u>	Beverley Town Council welcomes the addition of bicycle and bin storage as requested in our previous comments and therefore has no objection to the application.
(d)	23/01748/TCA	Minard 3 Langholm Close Beverley East Riding Of Yorkshire HU17 7DH	<u>NTH BAR WITHOUT CONSERVATION AREA - Fell 1 no. Monterey Cypress tree (T1) due to failing limbs and proximity to wall; Fell 1 no. Yew tree (T2)</u>	Beverley Town Council has no objection to the application on the conditions that work is carried at a time which will have the least negative impact on wildlife, and that for every one tree felled two new suitable specimens are planted (if this is not possible onsite, then elsewhere at the advice of the ERYC Tree Officer).
(e)	23/01507/PLB and 23/01506/PLF	19-22 Saturday Market Beverley East Riding Of Yorkshire HU17 8BB	<u>Change of use of first and second floors of 19 and 20 Saturday Market from Retail Use Class E(a) to Café E(b), partial removal of party walls and internal walls to first and second floor levels and erection of stud walls within and between 19, 20, 21 and 22 Saturday Market, removal of internal staircase to 19 Saturday Market, installation of an external fire escape staircase and enlargement of an existing window opening to create a fire door at first floor level to rear of 19 Saturday Market following demolition of single storey extension and re-roofing of existing roofs to 19 and 20</u>	Whilst the Town Council has no objection in principle to this application, it does express concerns that the change of use to that of café space will increase the amount of waste and recycling. There are already significant issues along Playhouse Passage regarding this problem (bins, foot waste, etc). Therefore, can the applicant clarify how and where this waste will be stored without impinging on the alleyway.
(f)	23/01544/PLB and 23/01543/PLF	54 North Bar Without Beverley East Riding Of Yorkshire HU17 7AB	<u>Erection of a single storey glazed extension to rear with cavity brick boundary wall following demolition of existing fence, increase in height of existing external wall to create a parapet wall and opening of existing window to create a new entrance</u>	Beverley Town Council has no objection to this application.

(g)	23/01671/PLF	22 Westwood Road Beverley East Riding Of Yorkshire HU17 8EJ	<u>Erection of single storey extension to side and rear, installation of roof lantern into existing flat roof extension to rear and construction of dormer to rear and installations of roof lights to front</u>	Beverley Town Council has no objection to this application.
(h)	23/01479/PLF	Beverley R U F C Norwood Beverley East Riding Of Yorkshire HU17 9HT	<u>Installation of 4 lighting masts with LED lighting to the required 100lux for rugby training</u>	Beverley Town Council has no objection to this application and supports the recommended comments made by ERYC Public Protection regarding ensuring the protection of the amenity of nearby residents from light spill/glare.
(i)	23/00562/PAD	The Sun Inn 1 Flemingate Beverley East Riding Of Yorkshire HU17 0NP	<u>Display of 2 externally illuminated fascia signs, 4 non illuminated window vinyls and 3 externally illuminated amenity boards with poster cases</u>	Beverley Town Council has no objection to this application.
(j)	23/01676/PLF	Minard 3 Langholm Close Beverley East Riding Of Yorkshire HU17 7DH	<u>Increase in roof height to create first floor accommodation together with the erection of two storey extensions to side, two storey extension to rear and single storey canopies to the rear, application of render to property and installation of railings and electronic gate to front boundary (revised scheme to 21/04679/PLF)</u>	Beverley Town Council has no objection to this application.
(k)	23/01547/PLB	Bar Chambers 40 North Bar Within Beverley East Riding Of Yorkshire HU17 8DL	<u>Installation of a new door following removal of existing window to rear</u>	Beverley Town Council has no objection to this application.
(l)	23/01655/PLB	117 - 119 Walkergate Beverley East Riding Of Yorkshire	<u>Proposed works to side bay roof and rear flat roof to include insulation, new roof covering, removal/renewal of roof lights and repairs and replacement of existing gutter and fallpipes to rear</u>	Beverley Town Council has no objection to this application.

25/23: Planning and Environment Applications

The Committee's views are sought on the following planning and environmental planning applications on which the Town Council has been consulted by the Local Planning and Environment Authority.

Resolves: That the Committee submits the following responses to the planning applications given below.

Item	Planning Ref	Address	Application Details	Reponses
(a)	23/01352/LOBVAR	Land North of Minster Way Woodmansey HU17 0SY	<p><u>Application to modify the planning obligation in a Section 106 Legal Agreement dated 25th January 2019 relating to planning permission 16/02784/STPLF and Section 106 Legal Agreement dated 17 June 2020 relating to planning permission 16/02784/STPLF & 19/02301/STVAR to amend the definition of chargee in clause 1</u></p> <p>were in complex legal terminology and therefore could disenfranchise members of the public from commenting. In addition, Town Councillors are concerned that the proposed change to the legal agreement could result in a reduction to the number of affordable properties within the development and therefore requests the matter be called in to an appropriate ERYC planning committee for further consideration by the Planning Authority.</p>	Beverley Town Council expresses concern that despite the Town Clerk seeking clarification from ERYC regarding this application on 6 th June, a response was not forthcoming until an ERYC Ward Member intervened by contacting a more senior officer and receiving a reply on 17 th June. The Town Council is also concerned that the nature of this application and the reply
(b)	23/01658/PLF	14 Eastgate Beverley HU17 0DT	<p><u>Change of use of first floor of existing outbuilding to holiday accommodation, installation of 2 false doors following partial removal of existing window at first floor front, construction of roof lights in roof at front and rear and alterations to existing first floor side window (Resubmission of 23/00132/PLF)</u></p> <p>Statement, section D), that on-street parking permits will be provided. Even with just one additional car, this will exacerbate parking issues already experienced in the Eastgate and wider area. Therefore, parking for those renting the accommodation should be available via the two parking spaces already available on site.</p>	Whilst Beverley Town Council has no objection in principle to the design and acknowledges the revisions to address the issue of overlooking other properties, it expresses concern that the other previous refusal issue regarding parking is still not fully addressed. The applicant explains (see Design and Heritage
(c)	23/01677/PAD	Hodgson Sealants Ltd Belprin Road Beverley HU17 0LN	<u>Display of internally illuminated 'light box' sign at flat roof level to south-west corner of 2 storey office building</u>	Beverley Town Council has no objection to this application.

(d)	23/01860/PLF	29 Manor Road Beverley HU17 7AR	<u>Construction of two dormers windows to front and one dormer window to rear</u>	Beverley Town Council has no objection to this application.
(e)	23/01653/STREM	Land North off Minster Way Woodmansey HU17 0SY	<u>Erection of 106 dwellings and associated infrastructure following planning permission (20/01988/STVAR) (Access, Appearance, Landscaping, Layout and Scale to be considered)</u> blocks by different companies, there is still no evidence that facilities such as doctor surgeries, dental practices, community spaces, small retail units, etc. are being factored into the overall scheme. Many local services, such as GPs and dentists, are already at or over capacity - such large residential developments will only serve to exacerbate these issues further. Whilst ERYC has attempted to reassure the Town Council by saying such aspects will be positively addressed, there is still no evidence of this, as each individual application is purely for housing. Please can ERYC clarify when such matters will be positively address and guarantee their insistence that future applications compulsorily factor such facilities. Developments should endeavour to build and enhance cohesive and engaging communities, rather than provide spaces in which people just exist.	Whilst the Town Council does not object in principle to the access, appearance, landscaping, layout and scale, it once again raises concerns regarding wider infrastructure issue. Due to the nature of this very large area being developed in
(f)	23/01727/PLF	Land East off Marjon Thurstan Close Beverley HU17 8LU	<u>Change of use of double garage to self-contained holiday let</u>	Beverley Town Council objects to this application as not only will this development fundamentally change the area, but it is also an overdevelopment of the site. The Town Council is also concerned about the limited road access and, if given permission, it could exacerbate parking issues.
(g)	23/00344/PLB	13 Railway Street Beverley	<u>Installation of three double glazed timber windows and infill brickwork to replace existing external escape doors at first and second floor level and removal of existing external staircase to rear</u>	Beverley Town Council appreciates the unsuitable nature of the current staircase and the need to remove it. It also appreciates that the proposed windows will improve the appearance of the building and enable emergency exit from the flats. However, can the applicant confirm how residents will get down from the upper floor windows without a replacement staircase or does legislation not require such a facility?

(h)	23/00486/PLB	28 Saturday Market Beverley	<u>Listed Building Consent to display a non-illuminated acrylic pin lettering and logo fixed to existing high level fascia board, non-illuminated vinyl lettering applied to existing low level fascia board, a non-illuminated vinyl logo applied to existing hanging sign and bracket, vinyl numbers above front entrance door and the painting of the masonry, door, shutters, exterior sills, clips, damp proof and corbels (retrospective)</u>	Whilst Beverley Town Council has no objection to the application, it is very disappointed that the applicant failed to gain planning consent before carrying out the work. The Town Council appreciates this that being a retrospective application cannot be used as an objection, but it reminds the applicant that out of respect to the planning system and the public, any future applications should be submit in advance.
(i)	23/01490/PLB	Bar Chambers 40 North Bar Within Beverley HU17 8DL	<u>Installation of a heritage plaque to front elevation</u>	Beverley Town Council is pleased to supports this application.
(j)	23/01733/VAR	White Lodge St Giles Croft Beverley HU17 8LA	<u>Variation of Condition 10 (Approved Plans (dwelling)) of planning permission 22/03090/PLF (Erection of a dwelling and car port) to reduce the footprint of the dwelling in order to better suite the site requirements and reduce building within the areas of poor ground conditions</u>	Beverley Town Council has no objection to this application.
(k)	23/01931/TPO	Westways Seven Corners Lane Beverley HU17 7AJ	<u>TPO - YORK LODGE - 1973 (REF 449) G5 (G2). NTH BAR WITHOUT CONSERVATION AREA - Crown lift 1 no. group of Yew and Cypress (G2) by 1.5m to 2m, and side reduce (G2) by 1.5m to provide clearance from property and access to gate</u>	Beverley Town Council has no objection to this application, on the condition work is carried out at a time of year that will have the least negative impact on wildlife.
(l)	23/0207/TCA	The Old Guildhouse 19 Ladygate Beverley HU17 8BH	<u>BEVERLEY MARKETS AREA CONSERVATION AREA - Crown reduce 1 no. Ash tree (T1) due to pigeons affecting the ground and vehicles</u>	Beverley Town Council has no objection to this application, on the condition work is carried out at a time of year that will have the least negative impact on wildlife.
(m)	23/01985/TCA	66 Keldgate Beverley HU17 8HY	<u>MINSTER AREA CONSERVATION AREA - Crown reduce 1no Conifer tree by 3m in height and reduce crown width to bring the tree back within the property boundary in order to remove overhang and excessive height</u>	Beverley Town Council has no objection to this application, on the condition work is carried out at a time of year that will have the least negative impact on wildlife.

(n)	23/02079/TCA	21 Railway Street Beverley HU17 0DX	<u>BEVERLEY RAILWAY CONSERVATION AREA - Crown lift to 1NO. Sycamore tree (T1) by 6m to reduce overhang to neighbouring properties</u>	Beverley Town Council has no objection to this application, on the condition work is carried out at a time of year that will have the least negative impact on wildlife.
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26/23: Japanese Knotweed Update

To receive a verbal update regarding ongoing work to address the Japanese Knotweed issue on the Keldgate Allotments (Town Clerk to report).

The Town Clerk reported that work had commenced on site and that allotment tenants on Keldgate had been informed.

27/23: Skate Park:**(a) To consider the removal of the bins (Town Clerk to respond).**

Proposed: Councillor A Healy

Seconded: Councillor C Giles

Resolved: *That due to being damaged beyond repair, the bins on the skate park be removed and that the maintenance contractors carry out a thorough weekly litter-pick. In addition, the Town Clerk will inform the Leisure Complex manager of this.*

(b) To consider the removal of the fence. (Town Clerk to respond).

Proposed: Councillor D Boynton

Seconded: Councillor J Rebecchi

Resolved: *That the Town Clerk looks into the feasibility and costs relating to removing the fencing around the Skate Park, alongside how to consult facility users on this matter, and report back to a future meeting.*

(c) Councillors to raise questions they may have regarding the Skate Park.

Proposed: Councillor J Rebecchi

Seconded: Councillor D Boynton

Resolved: *That the Town Clerk liaise with ERVAS to find out what progress was being made regarding the cross-council approach they were taking to secure funding to provide youth workers. The Clerk to also arrange an informal meeting with the manager of Beverley Leisure Complex to discuss the skatepark and potential options for its future.*

28/23: North Bar Illumination

To consider working with ERYC and other partners to assess the feasibility of restoring and maintaining lights to illuminate North Bar (Town Clerk to report).

Proposed: Councillor D Boynton

Seconded: Councillor D Horsley

Resolved: *That the Town Clerk liaises with ERYC to ascertain if this project is feasible, both technically and financially, and to report back to a future meeting.*

Mr Peter Dack (representing Beverley in Bloom) was invited to speak to the committee and explain his concerns regarding the current watering of Beverley in Bloom displays, which are paid for by the Town Council as part of a contract with an external company.

29/23: To consider the exclusion of the press and public from the meeting on the grounds that confidential information in relation to business contracts shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

Proposed: Councillor A Healy

Seconded: Councillor D Boynton

Resolved: *That the press and public be excluded from the meeting on the grounds that confidential information in relation to business contracts and staffing matter shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).*

30/23: Beverley and District Allotment Society

To approve a new Tenancy Agreement relating to Plot 1A for the Beverley and District Allotment Society (see attached report and Tenancy Agreement).

Proposed: Councillor A Healy

Seconded: Councillor A Ramsdale

Resolved: *To approve the proposed Tenancy Agreement relating to Plot 1A for the Beverley and District Allotment Society, with the revision/removal of sections of the contract referring to family members being able to take on the plot in the event of the tenant's death, due to this agreement being with a group not an individual.*

31/23: Correspondence from Beverley in Bloom

To consider correspondence form the Chair of Beverley in Bloom in relation to Town Council contracts (see attached and Town Clerk to report).

Proposed: Councillor J Rebecchi

Seconded: Councillor C Giles

Resolved: *That Beverley Town Council thanks Beverley in Bloom for everything they do to brighten the town. That the Town Clerk liaises with Beverley in Bloom to ascertain exactly what sort of watering is required for each location and that Town Council Officers liaise with the watering contractor to raise these matters.*

31/23: CCTV

To receive a verbal update following a meeting with ERYC regarding the future of CCTV provision in the town (Town Clerk to report).

Proposed: Councillor D Boynton

Seconded: Councillor A Healy

Resolved: *That the Town Clerk continues to investigate options with ERYC regarding monitoring costs and to report back with potential ways forward at the next suitable meeting.*

Meeting finished at 8:24pm.

Signed Date



Personnel Committee 26th July 2023

6:30pm at the Beverley Town Council Offices

Present: Councillors D. Healy (Chair), T. Astell, A. Healy

In Attendance: Matt Snowden (Town Clerk)

01/23: To Receive Apologies for Absence

Councillor Linda Johnson

02/23: Declarations:

- (a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

There were no declarations of interest.

- (b) To note dispensations given to any member of the council in respect of the agenda items below.

There were no dispensations.

03/23: Minutes from the Last Meeting

To note the minutes of the Personnel Committee Meeting held on 31st March 2023, which were previously circulated, approved and signed at Full Council on 24th April 2023.

The minutes were noted.

04/23: To consider the exclusion of the public from the meeting on the grounds that confidential information in relation to the employment of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

Motion: That the public be excluded from the meeting on the grounds that confidential information in relation to the engagement of staff shall be disclosed (Public Bodies (Admission of Meetings) Act 1960).

No public were present.

Proposed: Cllr D Healy

Seconded: Cllr T Astell

Resolved: *That the motion be approved.*

05/23: Time Sheets

To approve and sign timesheets.

Proposal: That the time sheets be revised to include a simpler, more understandable format that cover the hours worked without splitting them down into multiple categories of work. Members of the Committee will discuss potential options with WorkNest. In addition, due to the complications of the system, Cllr T Astell to meet with the Responsible Financial Officer to gain a better understanding as to how the current time sheets illustrate the hours worked and paid. Councillors also agree to consider more effective work patterns to facilitate the needs and work of the council, whilst also taking into consideration and enhancing staff wellbeing.

Proposed: Cllr T Astell

Seconded: Cllr A Healy

Resolved: *That the proposal be approved.*

06/23: Office Health and Safety Updates

To note the follow office-based matters:

- (a) Office fire extinguishers checked and certified as safe in December 2022.
- (b) Office boiler was checked and certificated as safe on 9th February 2023.
- (c) Office electric hard wiring tests checked and certified as safe on 23rd March 2023.
- (d) Office PAT testing checked and certified as safe 11th May 2023.

The office-based matters were noted

07/23: WorkNest Health and Safety

To consider the following Health and Safety documents and matter.

(a) Health and Safety Review Action Plan.

Proposed: That the Town Clerk reviews the action plan and spends time in August to address essential matters that are essential. The Town Clerk to also discuss items further with the WorkNest Health and Safety Advisor.

Proposed: Cllr T Astell

Seconded: Cllr A Healy

Proposed: That the proposal be approved.

(b) Health and Safety Handbook.

The document was noted.

(c) Health and Safety Policy.

The document was noted.

(d) Legionella Inspection Quote

Proposed: That the level of inspection required be discussed between the Town Clerk and the WorkNest Health and Safety Advisor.

Proposed: Cllr T Astell

Seconded: Cllr A Healy

Proposed: That the proposal be approved.

08/23: WorkNest HR

To consider the following HR related:

- (a) Staff Handbook.
- (b) Staff Contracts.

Proposal: Due to concerns that the documents are too complex for the Town Council's needs, members of the Personnel Committee will arrange to meet remotely with the HR link at WorkNest to go through the documents and seek advice and clarifications where required. The Committee wants to ensure that employment obligations are fulfilled, but that documents are not over-burdensome when the Town Council already has policies in place that do not need replacing or repeating by sections of the handbook.

Proposed: Cllr D Healy

Seconded: Cllr T Astell

Resolution: *That the proposal be approved.*

09/23: Staffing Updates

To receive updates on the following staffing matters:

(a) Finance and Support Service Assistant

The Town Clerk reported that the recruitment process had been started, one completed application pack had been received and over 20 others indicated interest via Indeed.com in just three days. More completed application packs are expected.

(b) Staff Wellbeing

The Committee considered matters staff wellbeing matters raised by the Town Clerk.

(c) Staff Annual Leave

The Town Clerk reported forthcoming annual leave arrangements

(d) Staff Training

The Town Clerk reported that training would be given by RBS to appropriate officers relating to an update in software. In addition, there will be opportunities for colleagues to have remote training on updating the website from Aubergine, the Town Council's website provider. The Clerk explained he had attended some training on potential new planning regulations from both ERYC and ERNLLCA and in August he would be taking short training session on updates to our website technology. After summer, the Town Clerk will also progress ILCA with permission to carry out work on the course within work hours.

10/12: Employment Matters

To consider any other employment matters the Committee may need to consider.

An issue was raised, which will be discussed by officers and reported back to the committee.

Meeting ended 8:30pm.

Signed:_____

Date:_____

Minutes of the Policy and Finance Committee Meeting

On 31st July 2023

At 6:30pm at the Town Council Offices, Well Lane, Beverley

Present: Councillors P Regina (in the Chair), P Astell, T Astell, A Healy, G Johnson, A Ramsdale, J Rebecchi,

In Attendance: Libby Woodhouse (Assistant Town Clerk & Civic Officer)

Carol Oliver, RFO, had sent apologies to the meeting due to illness.

Councillor D Horsley

8/23: To receive Apologies for Absence:

Apologies of absence were received from Councillors D Healy and L Johnson.

Councillor A Healy substituted for Councillor D Healy.

Vice-Chairman Councillor P Regina took the Chair in the absence of the Chairman of the Committee.

9/23: Declarations:

- (a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.**

There were no declarations of interest.

- (b) To note dispensations given to any member of the council in respect of the agenda items below.**

There were no dispensations.

10/23: To note the minutes of the Policy and Finance Committee Meeting held on the 19th June 2023 (and approved at Full Council 10th July 2023).

The Committee noted the Minutes of the Policy and Finance Meeting of 19th June 2023 had been approved at Full Council on 10th July 2023.

11/23: Finances:

(a) To note the Bank Balances (attached)

The RFO had informed Councillors of fraudulent activity on the bank account prior to the meeting. An update was given informing Councillors that the bank had refunded all fraudulent activity and an investigation was taking place by the bank. The RFO would update Councillors when more information was available.

The Committee noted the bank balances to 25th July 2023.

Councillor Regina requested more information in terms of cashflow/bank reconciliation which will be discussed with the RFO to add to the agendas moving forward.

Councillor Regina requested to visit the RFO to understand more about the finances and arrangements will be made for him to visit the RFO.

(b) To approve the payments from 20th June 2023 to 31st July 2023 (attached)

Date: 24/07/2023		Beverley Town Council Current Year			Page 1
Time: 12:58		Current Account			
List of Payments made between 17/06/2023 and 31/07/2023					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/06/2023	Eon next	DD	123.04	Contract	CCTV Cam 3 Toll Gavel 2 months
20/06/2023	Enreach UK Ltd	DD	88.80	Contract	Telephone usage monthly
21/06/2023	James Hallam Insurance Brokers	EP	7,938.50	Contract	Insurance-Town Hall/Comm/Vol
21/06/2023	The Armstrong Centre	EP	87.50	Clerk	Room Hire for Town Meeting
21/06/2023	Geoff Simpson Holdings	EP	92.68	Contract	Power to Unit 2 storage
21/06/2023	Beverley Minster	EP	1,350.00	Full Council Jan 23	Hire of Minster for Coronation
21/06/2023	Chubb Fire & Security	EP	164.47	Contract	Annual Charge CCTV - Office
21/06/2023	Anti Freeze (York) Limited	EP	16,800.00	Contract	Summer Planters
21/06/2023	Countrywise Water Coolers Ltd	EP	108.28	Contract	3 months water cooler
21/06/2023	SSE Electricity	EP	66.87	Contract	Town Hall Electricity
21/06/2023	Eon next	DD	523.02	Contract	Office electricity - 2 months
24/06/2023	D H Fletcher	SO	3,500.00	Lease	1st quarter lease for office
26/06/2023	TC Group	DD	44.10	Contract	Payroll fees
26/06/2023	East Riding Council	DD	161.00	Fin Regs	Rates - 93 Wilbert Lane
26/06/2023	Scottish Wate	EP	124.68	Sept 22 FC	Water Town Hall
28/06/2023	British Gas	DD	80.51	Contract	One months gas usage
29/06/2023	Virgin Money	DD	50.96	Fin Reg	Bank Charges
29/06/2023	Officer	EP	13.50	Budget	Travel x 2 months
29/06/2023	MKM Building Supplies	EP	20.87	Sept 2022 Full Council	Garden Items for Town Hall
29/06/2023	East Riding Pension	EP	2,121.10	FinReg 7	Pension contributions
29/06/2023	HMRC	EP	2,337.59	Fin Reg 7	Tax and Ni
29/06/2023	Salaries	EP	6,222.01	Fin Reg7	Salaries
29/06/2023	PKF Littlejohn	EP	6,924.00	Fin Regs	Ext Audit Fee/Challenge Fee
29/06/2023	Officer	EP	-13.50		Travel - incorrect amount
29/06/2023	Officer	EP	6.08	Budget Jan 2023	3 months travel
29/06/2023	Scottish Water	DD	63.64	Sept 2022	Water - Town Hall
29/06/2023	MKM Building Supplies	EP	9.74	Clerk	Small hand tool
29/06/2023	MKM Building Supplies	EP	26.58	Clerk	Guttering/pipes/handsaw
29/06/2023	MKM Building Supplies	EP	-9.74		Incorrect entry
29/06/2023	Scottish Water	EP	-66.87	Sept 22 FC	Water Town Hall
03/07/2023	Geoff Simpson Holdings	SO	529.20	Lease	Unit 2 Storage monthly rent
03/07/2023	kcom	DD	146.02	Contract	Internet Access
03/07/2023	Linley Simpson	SO	80.00	Lease	Well Lane Garage rental
03/07/2023	Three.co.uk	DD	15.00	Contract	Staff mobiles
06/07/2023	Hallbeck IT	DD	209.60	Contract	IT support/back up/licences
10/07/2023	Enreach UK Ltd	DD	57.07	Contract	Telephone
17/07/2023	Minster Cleaning	DD	230.58	Contract	July Office cleaning
18/07/2023	Eon next	DD	153.85	Contract	CCTV 1 Saturday Market
18/07/2023	Amazon Business	DEBIT CARD	76.36	Clerk	Boxes/Refreshments/Stationery
20/07/2023	Eon next	DD	109.15	Contract	CCTV 42 Saturday Market
21/07/2023	Eon next	DD	121.85	Contract	CCTV Town Centre
21/07/2023	Eon next	DD	114.44	Contract	CCTV Wednesday Market
21/07/2023	Enreach UK Ltd	DD	88.80	Contract	Telephone calls monthly
21/07/2023	Eon next	DD	121.85	Contract	Beverley Town Centre
21/07/2023	Eon next	DD	-121.85		Entered twice
22/07/2023	Siemens Financial Services	DD	322.81	Lease	Lease for photocopier

Continued on Page 2

Date: 24/07/2023

Beverley Town Council Current Year

Page 2

Time: 12:58

Current Account

List of Payments made between 17/06/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/07/2023	East Riding Council	DD	161.00	Fin Reg	Rates for Town Hall
24/07/2023	Interparcel	DEBIT CARD	27.36	Contract	Parcels collected and sent
25/07/2023	British Gas	DD	57.52	Contract	Office monthly gas
26/07/2023	TC Group	DD	44.10	Contract	Monthly payroll fees
27/07/2023	Virgin Money	DD	27.74	Fin Regs	Bank Charges
27/07/2023	Beverley Consolidated Charity	EP	600.00	Lease	Half yearly rent Queensgate
27/07/2023	Business Stream	EP	51.83	Contract	WaterQueensgate Quarter
27/07/2023	East Riding Theatre	EP	3,000.00	Full Council July 23	2nd partnership grant
27/07/2023	Chubb Fire & Security	EP	221.61	Clerk	Emergency call to TV Monitor
27/07/2023	Simply Shredding	EP	46.80	Contract	Confidential Waste destruction
27/07/2023	Grade3 Ltd	EP	684.00	PES and FC July 2023	Asbestos removal
27/07/2023	Japanese Knotweed Solutions	EP	2,860.00	PES and FC July 2023	Knotweed removal
27/07/2023	Anti Freeze (York) Limited	EP	3,960.00	Contract	Watering and Mangers planting
27/07/2023	SSE Electricity	EP	57.41	Contract	Town Hall electricity
27/07/2023	Bridge McFarland	EP	18,695.20	Fin Regs	Legal Fees
27/07/2023	JB Rural Services	EP	4,419.00	Contract	JB Rural Services - 3 months
27/07/2023	Jim Ellis	EP	103.90	Contract	Sparkmill lock repair
27/07/2023	Aubergine 262 Ltd	EP	1,224.00	Contract	Website hosting annual
27/07/2023	ERNLLCA	EP	36.00	Contract	Officer planning training
29/07/2023	Waffle Ltd	EP	276.12	Clerk	Room Hire 24th July
29/07/2023	Salaries	EP	5,333.00	Fin Reg 7	Salaries
29/07/2023	HMRC	EP	967.18	Fin Reg 7	Tax and NI
29/07/2023	East Riding Pension	EP	1,755.95	Fin Reg 7	Pension contributions
31/07/2023	Linley Simpson	DD	80.00	Lease	Monthly lease - Well Lane Gara
31/07/2023	koom	DD	146.01	contract	Monthly Internet Access
31/07/2023	Geoff Simpson Holdings	EP	76.80	Lease	Electricity to Unit 2
31/07/2023	ERNLLCA	EP	480.00	Full Council June 23	Whole Council Training
31/07/2023	Countrywise Water Coolers Ltd	EP	16.99	Contract	Monthly Water cooler
Total Payments			96,623.66		

Councillors discussed the proposed CCTV cost rise next year and that discussions were ongoing with ERYC to resolve the issue.

Proposed: Councillor P Astell

Seconded: Councillor T Astell

Resolved: To approve the accounts for payment as submitted.

(c) To receive verbal updates from the Responsible Financial Officer:

(i) on the Town Council's application for a credit card

The RFO had sent a report to the meeting that the credit checking process for a credit card was still ongoing.

(ii) on the Town Council's bank mandate

The RFO had sent a report to the meeting that the new mandate is with the bank who will let the Council know when it is operational.

(iii) on the renewal of Contract with electricity supplier

The RFO had sent a report to the meeting that the renewal with EON had been negotiated. Everything had been reduced by 20p. The daily standing charge was now 56p (was 76p) and the price per unit had reduced by 20p.

12/23: Policies**(a) To consider and approve the Approved Suppliers Policy (attached)**

The Committee deferred approving this policy until the next Policy and Finance Committee meeting so that questions regarding the policy could be made to the RFO in terms of the amounts in Financial Regs for certain items.

13/23: Grants**(a) To consider correspondence from Beverley Minster ECO Church Group in relation to the refusal of the grant Application in February 2023 (attached)**

(The Eco Church group is planning to hold a week-long Eco Festival, including an Eco Fair in Beverley Minster on Saturday the 30th September 2023. We will work in partnership with local churches, schools, environmental groups, businesses, ERYC, Beverley Town Council and other community leaders. The Eco Fair will be a free entry event for the people of all ages from Beverley, surrounding area and beyond, aiming to raise awareness of environmental and climate issues and inform people in fun and engaging ways what they can do to make a difference. The fair will include information stalls and seminars where individuals, local and national organisations and businesses will be able to showcase what they are doing to address climate change, as well as activities for children and families and refreshments. In the long run we hope that the event will bring people and organisations from the community together to form a Beverley climate action hub. We are seeking funding for promotional material, signage and programmes for the event.) £507.40 applied for

The Committee was very clear that the Council does not have the power to fund religious causes or the promotion of religious beliefs. However, the Council was not able to review and reconsider this application due to it being within six months of the previous decision which was made by the Grants Committee on 13th February 2023 Minute 3/22 3.2 and Full Council on 20th February 2023 Minute 129/22 – Standing Order 7.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least eight councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

- (b) Whilst not on the agenda, Councillors considered that Officers will operationally apply for a small grant via the ERYC Tour de Britain Fund by 23rd August 2023 and that Councillors P Astell, A Ramsdale and J Rebecchi will assist in how the fund it spent, i.e., banners, bunting, flags, competition, etc. No Town Council funds are required.

Meeting finished at 7.30 pm

Signed **Date**



Mayor's Announcements for the Full Council Meeting of 11th September 2023

Civic Engagements from 10th July 2023 to 11th September 2023

1. Mayor's Civic Engagements

15/07/2023	Lord Mayor of Hull's At Home Event	Banqueting Hall, Guildhall, Hull
16/07/2023	Lord Mayor of Hull's Civic Service	Hull Minster
05/08/2023	Pride Party	Rugby Club
03/09/2023	Mayor of Snaith & Cowick's Civic Service	The Priory Church
05/09/2023	VIP Invitation to Tour of Britain Cycle Race	
08/09/2023	Launch of the "Gaia" Exhibition	Beverley Minster
10/09/2023	Greet Hanseatic Cyclists in Beverley	Crane Wharf, Beverley Beck

2. Deputy Mayor's Civic Engagements

12/07/2023	Cocktail Party & Beating Retreat	The Harrogate Pavilions, Great Yorkshire Showground
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Corporate Risk Register

Financial Year Ending 31 March 2024 – updated August 2023



Item 9a

WORKING AS A COMMUNITY

RISK ASSESSMENT RATING CRITERIA

LIKELIHOOD	Highly probable 76-99%	4				
	Probable 51-75%	3				
	Possible 26-50%	2				
	Unlikely 1-25%	1				
			1	2	3	4
			Minor	Moderate	Serious	Major
			IMPACT			
FINANCIAL IMPACT			Loss of up to £1000	Loss of up to £10,000	Loss of up to £50,000	Loss of over £50,000
and/or REPUTATIONAL IMPACT			Minimal / localised damage to reputation	Damage to reputation within the town	Damage to reputation within the region.	National damage to reputation; intervention by Government
and/or HEALTH & SAFETY IMPACT			No health and safety impact	Minor injury, possibly requiring treatment by health care professional	Serious injuries	Fatality or life-changing injuries

Risk Appetite and Approaches to Managing Risk

LIKELIHOOD	Highly probable 76-99%	4		TREAT (take action to reduce risk exposure by introducing measures / controls)		TERMINATE (ie stop the activity that generates the risk)
	Probable 51-75%	3				
	Possible 26-50%	2				
	Unlikely 1-25%	1	TOLERATE (an informed view reached that the risk is accepted)			TRANSFER (usually via insurance or other contractual arrangement)
			1	2	3	4
			Minor	Moderate	Serious	Major
			IMPACT			

Risk Rating	Risk Appetite and Action
Green	Risks rated as GREEN are within the risk appetite of the Council. It is unlikely that further additional measures are required to control these risks. These risks may be tolerated by the Council.
Amber	Risks rated as AMBER are within the risk appetite of the Council, however further additional measures may be needed to treat (i.e. control) the risks and so reduce exposure OR to consider risk transfer e.g. via insurance, franchising or other contractual arrangement. The Council must be periodically advised of amber risks and the action planned and/or taken to control them.
Red	Risks rated as RED go beyond the risk appetite of the Council. Immediate action is required to bring the risk within the Council's risk appetite or, if this is not possible or desired, to terminate the activity that creates the risk. The Council must be immediately advised of red risks and regularly updated on the action planned and taken to control them until they are within the risk appetite of the Council. <i>Any action taken must be in accordance with the Council's Standing Orders and Financial Regulations.</i>

Beverley Town Council

CORPORATE RISK REGISTER

Updated: August 2024

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
FINANCE							
Loss of cash through dishonesty or theft	2	2		<p>Fidelity insurance cover is in place and reviewed annually.</p> <p>Money and cheque books are stored in safe at all times.</p> <p>Allotment receipts promptly banked and reconciled by Asst TC and RFO.</p> <p>Allotment bonds dealt with appropriately.</p> <p>Any cash held is in the safe.</p> <p>Staff operate with care when banking.</p> <p>Internal controls in place</p> <p>Liaison with Police if necessary.</p> <p>Liaison with Bank – text messaging service worked to alert office staff of fraudulent activity on the bank account (July 2023) and so was stopped immediately. Money fraudulently taken has been refunded. Bank conducting an investigation. Reported to Cllrs and P&F Cttee.</p>		31/03/24	RFO/P&F/ Full Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/Committee
Finance continued							
Poor Financial internal controls and accounting records	2	2		<p>Officers have the competence regarding internal controls and accounting records. RFO has FiLCA. Asst Town Clerk has CiLCA.</p> <p>Financial Regulations & Standing Orders are reviewed each year and up to date NALC models used – done for 23-24.</p> <p>Accounts & Audit Regs & JPAG adhered to.</p> <p>Councillors involved in financial management to undertake training.</p> <p>Payment & Internal Control mechanisms in place:</p> <ul style="list-style-type: none"> • RFO checks invoices for accuracy, • RFO creates authorization slip and enters on RBS, • Two Councillors sign authorization slip having checked invoice and payment schedule. • Payment approvals scrutinized and minuted by P&F Committee each month • P&F scrutinise bank reconciliations • RFO enters payments on bank • Clerk releases payments • Each quarter one Cllr reviews bank rec and bank statements. • Internal Control Checklist completed by two Councillors quarterly and reported to and reviewed by Full Council. • Internal control system is reviewed annually as Accounts and Audit Regs 2015 • Internal Audit undertaken twice yearly by Internal Audit Yorkshire – year three of three-year contract – review and quoting after this. 	<p>Councillor Finance Induction Training took place by Auditor after the elections in May 23.</p> <p>RBS training required by all staff on new RBS interface.</p> <p>All staff and P&F Councillors - RBS training required so that all can read and understand RBS reports – transfer to excel would not be needed.</p> <p>Bank Recs need to be clearer for P&F - receipts and payments balance with bank balances or statements monthly and included on agenda for meetings (P&F Committee 31/7/23).</p> <p>Approved suppliers' policy – ongoing by P&F.</p> <p>Assistant Town Clerk is to be added as a back up to be able to release payments – authorized by bank, waiting for app to be set up.</p> <p>New Finance Assistant will assist with RBS inputting and eventually bank inputting to provide back up for RFO.</p> <p>New staff structure provides RFO back up by Assistant Town Clerk if needed.</p>	31/03/24	RFO, P&F, Full Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/Committee
Finance continued							
AGAR submitted late	1	1		<p>Year-end accounts made up promptly at year-end by RFO.</p> <p>RBS year-end completed mid to late April to include checking of year end accounting figures.</p> <p>Audit documents are prepared by RFO.</p> <p>Internal Audit takes place at beginning of May.</p> <p>Year-end accounts and AGAR are approved at June's Full Council. Submission to external auditors (PKF Littlejohn) by 30th June by RFO and publication of Notice of Audit.</p>	<p>Checking of submission is required against list of documents to send to External Auditor – done for 31st March 2023 by RFO and Assistant Town Clerk.</p> <p>Internal Auditor is in the last year of a three-year contract – review and quoting will be required for 24-25.</p>	31/03/24	RFO/Full Council
AGAR is inaccurately completed and improvement plans are not identified	1	1		<p>AGAR and financial procedures are prepared in accordance with the Accounts and Audit Regulation 6 including Proper Practices (JPAG)</p> <p>RFO is trained and has expertise to fulfil requirements</p>	Internal Audit recommendations are used as improvements plans and reviewed by P&F and Full Council on a regular basis - ongoing.	31/3/24	RFO/Council
Mistakes, losses and charges made by the Bank	1	1		<p>Any banking mistakes will be discovered by the RFO on receipt of the bank statement.</p> <p>RFO checks bank account three times per week to check for fraudulent or incorrect transactions.</p> <p>Bank text messaging service in place to warn of fraud.</p>	Bank reconciliations are undertaken monthly and checked by RFO and P&F Committee – need to be clearer (P&F Committee 31/7/23).	31/3/24	RFO/P&F

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/Committee
Finance continued							
Inadequate Insurance	1	2		<p>Annual insurance reviewed in May each year by RFO and Full Council and adequate cover taken out.</p> <p>Insurance provider WPS Hallam specialise in town and parish council insurance. Consultant assigned to ensure all cover is tailored to council's requirements.</p> <p>New cover provided for all new assets.</p> <p>Insurance vs asset register checked annually prior to Internal Audit</p>	<p>Insurance vs assets check completed.</p> <p>Inventory items are still being reviewed - started this process at Unit 2 but considerable work still required at all locations.</p> <p>Land registration still requires work and completion to complete asset register.</p> <p>Insurance quotes required next year – currently in three-year policy</p>	31/3/24	Clerk/ RFO/Full Council
Non-Compliance with HMRC Regulations and Pension Contributions	1	1		<p>RFO has the appropriate experience and qualifications – has undertaken Pensions Training. LGPS in place.</p> <p>Council payroll contracted to TC Group who process the HMRC, tax and NI contributions and pensions on behalf of the council which is then paid by the Council.</p> <p>Employees and Councillors subject to HMRC</p> <p>RFO reviews pension scheme payments with ERYC Local Govt Pension Scheme.</p>	Pensions Policy now in place	31/3/24	RFO
Incorrect VAT Claim	1	1		<p>RFO has the appropriate experience and qualifications – has undertaken VAT training.</p> <p>RFO scrutinises all invoices received to assess whether they can be validly included in the VAT claim. RFO checks VAT reclaims from invoices. VAT is claimed on a quarterly basis via RBS and HMRC website – VAT reclaimed through VAT 126 forms.</p>	<p>Specialist VAT company has been appointed to deal with VAT, especially with respect to the Town Hall.</p> <p>June 23 – application to register for VAT undertaken – awaiting confirmation from HMRC.</p>	31/3/24	RFO/Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Finance continued							
Damage to or loss of assets	2	2		<p>Assets are insured as appropriate – insurance checked annually and new assets insured on purchase.</p> <p>Security camera is installed for reception area covering front door of office.</p> <p>Burglar alarm in place at the office.</p> <p>Asset register is in place.</p> <p>Asset register is currently being reviewed for accuracy to include all schedules of equipment and assets.</p> <p>Inventory work to take place.</p> <p>Allotment tenants are advised to lock valuables in sheds or remove from site.</p> <p>Allotment site gates are locked but sites are not secure as sites are not fully fenced.</p> <p>Christmas Lights are stored at the lock-up or remain installed all year round.</p> <p>Liaison with the police if necessary.</p>	<p>Audit of assets to be carried out by RFO/Clerk/P&F Committee to confirm physical existence of all assets:</p> <ul style="list-style-type: none"> Assets review is being undertaken – still ongoing due to vast nature of the work involved Officers to undertake review of inventory of equipment – still ongoing due to significant work involved. Officers to review contents of garage and lock-up for inventory – being undertaken by Mr Jack & Cllr P Astell. 	Ongoing	Temp Asst RFO/ Clerk/ P&F

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Finance continued							
Maintenance of Assets	1	2		<p>Skatepark – maintained through inspection schedules (annual and weekly) and work required as a result is authorized and undertaken as Scheme of Delegation.</p> <p>Upgrade to Skatepark is now a Council project.</p> <p>Allotments – inspection schedule in place, grass cutting schedule in place and maintenance done by JB Rural following reports of action required or site visits and work undertaken</p> <p>Christmas Lights – pat tested yearly, bolts stress tested in accordance with ERYC recommendations</p> <p>Benches can be aesthetically maintained by the Town Council-ERYC own & repair them</p>	<p>Meeting August 2023 regarding upgrading works to the skatepark and prioritisation.</p> <p>Bins to be removed from skatepark as dangerous – waste removal needs to be considered as Leisure Centre is closing off their bins for waste removal from Skatepark.</p> <p>Inspection checklist required for Town Hall – requirement for insurance.</p> <p>Check streetlighting SLA for electrical and structural testing requirements</p>	Ongoing	Clerk/ Council
Council Overspend/Underspend	2	2		<p>Budget monitoring undertaken quarterly and monitored by RFO, P&F and Full Council.</p> <p>Areas of spend closely monitored by RFO (monthly) and recommendations made to P&F and Full Council if needed.</p> <p>Decisions taken to vire funds if needed.</p> <p>All reserves are allocated.</p>	<p>Reserves Policy in place</p> <p>General reserves within JPAG requirements</p> <p>Production of three-year budget plans to enhance accountability and sustainability – to be undertaken.</p> <p>September 2023 – Council to undertake budget review, virement and prioritisation.</p>	Ongoing reviews during the year.	RFO/ Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Finance continued							
Failure to comply with Internal Audit requirements	2	2		<p>Internal Audit is reviewed annually in accordance with Accounts and Audit Regs – current 3-year contract in place for IA.</p> <p>Internal Audits are carried out at 6 months and at year-end.</p> <p>Council annually appoints Internal Auditor by competitive quotes or enters into three-year contract.</p> <p>Internal Auditor to be independent and competent. Auditor to be given full access to documents and queries should be answered accurately.</p>	Quoting required after 23/24 year.	31/03/24	RFO/ Council
Investments	2	2		<p>Levels of money held in bank accounts monitored</p> <p>Investment Strategy in place</p>	Funds transferred to CCLA to improve interest benefits.	31/3/24	RFO
Loss of cheque book/paying in book	1	1		Cheque books/paying in books stored securely in a locked cabinet in a locked room.		Ongoing	RFO & officers
Adequacy of Reserves	1	1		<p>General Reserves are in line with JPAG recommendations.</p> <p>Earmarked reserves reviewed at budget setting and at year end for adequacy to fulfil the Council's commitments.</p> <p>All reserves are allocated in line with JPAG.</p>	Review of budget, reserves and priorities to take place by Full Council – Sept 23.	31/3/24	RFO/ Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Finance continued							
Precept inadequate to meet financial commitments	2	2		<p>Precept calculated with regard to Council's projections and existing commitments.</p> <p>RFO projects commitments for the following year in October and present to P&F in November for scrutiny and recommendations to Full Council.</p> <p>Full Council decides budget and precept requirements in December/January taking into account the level of reserves needed for ongoing approved commitments.</p>	<p>Budget delegations to Committees now in place to feed into Full Council.</p> <p>Scheme of Delegation in place regarding Committee expenditure.</p> <p>Review of priorities and commitments to take place by Full Council in Sept 23.</p>	Ongoing/ Budget setting	RFO/ Council
Breach of Financial Regulations	2	2		<p>Council is required to comply with Financial Regulations.</p> <p>Auditors advise of areas of weakness.</p> <p>Regular review of financial procedures.</p> <p>Annual review of Financial Regulations to ensure up to date model is used.</p>	<p>Internal Audit Report recommendations are being used as an Action Plan.</p> <p>IA reports and action plans are reviewed by P&F for compliance to FRs</p>	Ongoing	RFO/ Full Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Finance continued							
Loss of Income	1	1		<p>Allotment tenants are sent invoices for rent and bond on becoming new tenants.</p> <p>Allotment tenants are sent annual invoices for rent in April each year.</p> <p>Banking undertaken on receipt of income.</p> <p>All receipts are entered on RBS and allotment database (as backup)</p> <p>Outstanding balances are monitored on RBS by Asst Town Clerk and RFO and tenants receive letters and ultimately NTQ for non-compliance for rent arrears.</p> <p>Rent is reviewed by PES annually.</p> <p>Bank interest is entered on RBS</p>	Income from Town Hall to be considered and approved.	Ongoing	Clerk/ RFO/ PES

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
GOVERNANCE							
Poor relationship with partners	1	1		<p>All officers develop and maintain good working relationship with ERYC officers.</p> <p>Officers develop good working relationships with partnerships, community groups and allotment tenants.</p> <p>Councillors have good working relationships as above.</p> <p>Representatives to community organisations in place.</p> <p>Cllr representatives to partnerships in place</p>	Clear/formal working arrangements with Twinning and Hansa needed as not clear – still ongoing – work still needed regarding twinning.	Ongoing	Council/ Clerk
<p>Council meetings not quorate or not minuted correctly.</p> <p>No venue</p>	1	1		<p>Minutes and agendas published as per legal requirements.</p> <p>Minutes written by officers and approved at the next meeting and in accordance with Council's Minutes Policy.</p> <p>Councillors should submit apologies in good time and substitutes are contacted for committee meetings to ensure quoracy.</p>	<p>Councillors to ensure that when they join a Committee they have the appropriate time and ability to attend the meetings.</p> <p>Venue requirements are difficult due to shortage of meeting space in Beverley. Venue from meeting to meeting for FC. Committee meetings to be held in the office</p>	Ongoing	Clerk/ Councillors

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
GOVERNANCE							
Transparency Code Compliance	1	1		<p>Code requirements reviewed monthly by RFO and for compliance with items requiring publishing, for example payments over £500.</p> <p>Current website in place with current agendas, minutes uploaded. AGAR documentation uploaded.</p>	<p>Review of land registration – needs to be progressed.</p> <p>Review for compliance with Code – needed in view of Internal Auditor's end of year comments.</p>	Ongoing	Clerk
Councillor knowledge of Council business	2	2		<p>Councillors receive Induction pack and Induction training event.</p> <p>Councillors receive training to undertake the business of the Council via ERNLLCA or other body.</p>	<p>Decision making needs to be appropriate to on the ground service delivery.</p> <p>Information flow requirements to enable Councilors to know the business of the Council.</p>	Ongoing	Clerk/Council
Conflict of interest not declared or dealt with appropriately for members and officers and Members failing to behave in accordance with the member code of conduct.	1	1		<p>Code of Conduct adopted and provisions made for Councillors and Officers to receive ERYC training.</p> <p>Councillors complete Register of Interests within 28 days.</p> <p>Registers of Interests held by Monitoring Officer at ERYC and published on Town Council website.</p> <p>Standing Orders contain procedure for dealing with interests.</p> <p>Standing agenda items to receive declarations of interests for members and Officers.</p>	<p>Amendments to interests need to be made within 28 days and Register of Interests forms amended and sent to Monitoring Officer.</p> <p>ERYC deal with standards complaints. BTC deal with any resultant instruction to the Council.</p>	Ongoing	Clerk/Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
GOVERNANCE							
<p>Spend and activity where Council has no power (ie Council behaves ultra vires)</p> <p>S137 Spending</p>	1	1		<p>Clerk/RFO and Officers undertake training.</p> <p>Clerk ensures agenda items are lawful prior to agenda going out.</p> <p>Advice gained from ERNLLCA or NALC when required.</p> <p>RFO records power for spending on RBS and authorization slips.</p> <p>S137 spending correctly authorized in meetings and minuted appropriately.</p> <p>S137 spending appropriate within government levels for spending (23-24 - £9.93 per elector and demonstrates that benefit to inhabitants must be commensurate to level of spend)</p>	<p>Authorisation code improvements and blue slips now in operation to make identification of authorization easier.</p> <p>Council does not have General Power of Competence.</p>	Ongoing	Clerk/RFO
By-election required following a vacant seat.	1	1		<p>Provision maintained for the cost of a by-election in reserves and is monitored at each budget to maintain requirements.</p> <p>Election procedures undertaken by ERYC</p>	Co-option procedures taken from ERNLLCA model and advice if required.	31/3/24	Clerk/Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
GOVERNANCE							
<p>Insufficient capacity of members and staff to deliver upon Council objectives.</p> <p>Lack of direction and prioritisation and absence of a business plan.</p> <p>Information flow</p>	3	2		<p>Adequate trained personnel and budget in place to undertake the requirements of the Council.</p> <p><i>Council requires clear plans in place for immediate and long term aims so working objectives can be achieved – as advised by Internal Auditor and ERNLLCA.</i></p> <p>Clear budgeting.</p> <p>Information flow is sufficient to allow the functioning of the Council</p>	<p>New structure has been approved from 1st April 2023 and new post of Finance & Support Services Assistant - recruitment ongoing.</p> <p>Business continuity is better through new structure</p> <p>Regular review and appraisals required to identify any weakness in delivery of Council objectives - current level of staffing is still insufficient to allow the continuing functioning of the Council – work still is extremely backlogged in some areas.</p> <p>Review of budget and priorities is currently ongoing. This needs to be translated into ongoing staffing requirements so that staffing requirements consistent with Council commitments</p> <p>New commitments need to be realistic in terms of budget and staffing.</p> <p>Business plan required for Town Hall and PWL.</p>	Ongoing	Personnel Committee/ Full Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
PERSONNEL							
Staff absence (annual leave, sickness, resignation)	2	2		<p>Personnel Committee in place with appropriate powers. Advice sought from appropriate body if this is required.</p> <p>Recruitment procedures in place.</p> <p>Personnel policies in place for absence and sickness</p>		Ongoing	Personnel
Inadequate capacity to fulfil the Council's objectives due to loss of knowledge	2	2		<p>Training procedures should be in place for new or upgraded staff.</p> <p>Training provided for continuation of Council business or in the event of new services being undertaken – provided by ERNLLCA.</p> <p>Staff trained in the role they are required to do</p>	<p>Work on training required to ensure effective delivery of Council business.</p> <p>Training for new staff role will be required.</p>	Ongoing	Personnel
Inadequate training	2	2		<p>Officers receive sufficient professional and on-the-job training to ensure they can fulfil their roles – attend SLCC or ERNLLCA training.</p> <p>Clerk – required to undertake ILCA and CiLCA as part of recruitment/contract requirements.</p> <p>Annual appraisals undertaken by the Personnel Committee for all staff to identify training requirements.</p> <p>Officers supported by membership of SLCC</p>	<p>Councillors to receive training on areas where needed.</p> <p>New member of staff will require training.</p> <p>Training tailored to job roles and requirements of the Council.</p>	31/03/24	Personnel

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
PERSONNEL CONTINUED							
Inability to recruit or retain staff	2	2		<p>Staff appraisals/meetings undertaken to determine wellbeing of staff is being monitored and achieved and staff are happy and equipped to undertake the work required.</p> <p>Up to date job descriptions, personal specifications and contracts are used.</p> <p>Job roles are reviewed in line with requirements and NALC/Green book pay scales to attract potential staff.</p> <p>References are always taken up for new employees.</p> <p>Adhere to employment law and have policies in place that are communicated to staff.</p>	<p>Staff are given a copy of all policies on appointment and any subsequent approved documents.</p> <p>Staff are made aware of all terms and conditions on appointment.</p> <p>Staff receive appropriate induction.</p> <p>Job reviews should be undertaken regularly in accordance with ERNLLCA advice.</p>	Ongoing/ annually	Personnel
Loss of Experienced Clerk or other Employees due to Employment Tribunal claim or long-term absence	3	2		<p>Legal expenses insurance cover with the councils insurance providers. Cover should include Legal Expenses, Limit of indemnity £250,000 Employment disputes and compensation – in place.</p> <p>Members are aware to abide by their conduct in their role as Councillors. Member/Officer Protocol in place.</p> <p>Abide by policies in any dispute that may become legal.</p> <p>Gain legal advice on dispute commencement. Employment contracts to be based on SLCC/NALC guidance and issued to all officers.</p>	HR Company – Worknest – in place and in discussion with the Personnel Committee moving forward (June 2023).	Ongoing	Personnel

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
PERSONNEL CONTINUED							
Employee Safety	2	2		<p>Policies approved by the Council eg Lone Working, Home Working.</p> <p>Recorded CCTV in operation in reception at office – new screen needed for Officer to monitor visitors to the office prior to opening the door.</p> <p>Officers working alone, ie at the allotments must let another staff member know and give approximate timeframe for visit.</p> <p>Mobile phones purchased for staff.</p> <p>Mobile phones to be taken with staff member.</p> <p>Adequate employer liability insurance in place</p> <p>Full PPE to be provided</p> <p>Full Office based risks and inspections.</p>	<p>Consider panic alarms</p> <p>Review PPE</p> <p>Worknest HR Company – working with Town Clerk to review office safety and implementation of health and safety measures – currently ongoing.</p> <p>Stress management required.</p>	Ongoing	Clerk/ Personnel /Council
Working with Volunteers	2	1		<p>Insurance in place for Volunteers</p> <p>Correct training and PPE given.</p> <p>Supervision and monitoring given.</p> <p>Volunteers do not work with machinery or at height without appropriate H&S training.</p>	Consider policy for volunteers – ongoing not started	Ongoing	Clerk/Full Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
PERSONNEL CONTINUED							
Working with Contractors	2	1		<p>Formal contracts, terms and conditions and work schedules are in place.</p> <p>Full specifications are provided to contractors to ensure they have necessary resources to comply with contract requirements.</p> <p>Contracts are awarded following Financial Regulations and quotes/tender details are kept for audit purposes.</p> <p>Contractors are required to supply public liability insurance, risk assessments and method statements, trained and competent staff.</p> <p>Communications should be written to avoid misinformation or confusion</p> <p>Contracts should be monitored and work inspected regularly by the Clerk/RFO with Councillors if needed and reported to Council</p> <p>List of approved contractors in place.</p>	<p>One additional year to be negotiated with current maintenance contractor due to limited timeframe – in place for 2023-2024.</p> <p>Maintenance Contract to be reviewed and re-tendered in October/November 2023.</p> <p>Town Hall Project Manager contract is in place.</p> <p>Planting and watering contract in place.</p> <p>CCTV to be reviewed.</p> <p>Street lighting/Christmas Lighting in place.</p>	Ongoing	Clerk/ Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
HEALTH AND SAFETY							
Legionella, asbestosis or other similar condition	2	1		Asbestos found on allotments is removed by qualified contractors – currently being undertaken at Sparkmill allotment site.	Legionella inspection to be undertaken – pricing undertaken – to be carried out shortly.	Ongoing	Clerk/PES/ Council
Adherence to Health & Safety Regulations	2	1		<p>Health and Safety Policy in place.</p> <p>All members and staff aware of their H&S responsibilities.</p> <p>Public and employers' liability in place</p> <p>Annual checks of skatepark.</p> <p>Regular inspection of assets – weekly inspections of skatepark in place.</p> <p>Checks of allotment sites – monthly condition inspections</p> <p>Accident book in place in office</p> <p>Allotment monthly safety checklist in place</p>	<p>First Aiders list to be reviewed and training – not started.</p> <p>Regular inspection of other assets required – Town Hall</p> <p>Appropriate records to be kept</p> <p>Training to be undertaken to be able to fulfil the health & safety requirements of the Council – Clerk in discussion with Worknest with regard to health and safety.</p> <p>Review staff policies.</p> <p>Fire risk assessment for office – completed Feb 2022 – actions still to be undertaken</p> <p>Office and working regulations risk assessments – now ongoing with Clerk and Worknest..</p>	Ongoing	Staff and Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
HEALTH AND SAFETY CONTINUED							
National Coronavirus Pandemic effecting activities and services	1	1		There are currently no government regulations and guidelines in place.	Officers still test if ill and will work from home if test positive.	Ongoing	Clerk
Fire, flood or other peril affecting premises or equipment	2	1		Insurance in place for buildings, contents.	Flood risk assessments required Fire risk assessments required for office – 2005 Act – completed Feb 2022 – actions still to be completed.	31/3/24	Clerk
DATA AND IT ARRANGEMENTS							
Council records - electronic Loss through: Theft, fire, damage corruption of computer	2	1		Shared drive system backed up daily via the server using cloud storage and the councils IT contractors (Hallbeck IT) in place. Also backed up by disk Town Clerk. Accounts system is backed up on RBS by RFO. Council has an annual contract with Hallbeck IT for the maintenance of its I.T systems.	Risk assessments required for hacking, blackouts, periods when internet down, solar flare dangers	31/3/24	Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
DATA AND IT ARRANGEMENTS							
Corporate memory loss arising from staff or member loss of office / resignation	2	2		<p>Electronic documents recorded on the shared network unless confidential and then password protected and authorized for certain staff usage.</p> <p>Council documents in order and secured in office.</p> <p>Email and computer passwords held in the safe.</p>	<p>Generic Council enquiries to come through Clerk email so all staff can check email – now in place.</p> <p>Council records can be accessed by all staff now unless a reason for sensitive confidentiality is given to exclude staff.</p> <p>Electronic and paper files require sorting out.</p>	Ongoing	Clerk/ Personnel
Freedom of Information/Data Protection	1	1		<p>Publication Scheme adopted</p> <p>FOI and Data Protection requirements are met.</p> <p>Data Protection and Record Management policies in place</p> <p>Publication scheme and data protection and privacy policies on the website</p> <p>FOI contract in place with ERYC for advice.</p>	<p>Review of office files required in line with Record Management Policy and Data Protection – it's a big job and currently being undertaken.</p> <p>Councillors and staff to received Data Protection training as part of induction process for new Council.</p> <p>GDPR policies currently under review.</p>	Ongoing	Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
DATA AND IT ARRANGEMENTS							
Excessive FOI requests	1	2		<p>Public and press welcome to attend parish council meetings and take part in public participation.</p> <p>Agendas, minutes and financial requirements are uploaded onto the website.</p> <p>Adherence to legal and financial acts and regs eg Transparency Code.</p> <p>Compliance with requests</p> <p>ERYC has been asked for an FOI Data Protection Agreement – in place.</p>		Ongoing	Clerk/Acting RFO
Breach of data protection / information security.	2	2		<p>Relevant officers aware of principles of data protection eg allotments</p> <p>Accounts software password protected.</p> <p>Officer personal records stored securely.</p> <p>Breaches required to be reported to the ICO.</p>	Councillors and staff received training on Data Protection as part of induction process for Councillors following elections in May 23.	Ongoing	Clerk/ Personnel
VEHICLE							
Accident	1	1		Van has been sold as surplus to requirements			Council
Theft	1	1		Van has been sold as surplus to requirements			Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
REPUTATION							
Adverse press coverage	2	2		<p>Public and press welcome to attend/film Council meetings.</p> <p>Press and Media policy is followed.</p> <p>Clerk undertakes press releases in association with the Chair of the Council.</p> <p>Council complies with all acts and regulations</p>	<p>Positive press flow is needed to create and maintain a positive ethos and environment for the Council.</p> <p>More positive social media required.</p>	Ongoing	Clerk/ Full Council
Breach of Equality Act	1	1		<p>Officers and Councillors are aware of Equality Legislation.</p> <p>Review duties with regard to any new activities/functions</p> <p>Review existing functions annually.</p> <p>Website accessibility is compliant</p>		Ongoing	Clerk/ Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Liability							
Insurance	1	1		<p>Annual review of adequacy in May each year.</p> <p>Quotes obtained at end of term – currently in three-year term – 2021-2024.</p> <p>Review to check adequacy of Public Liability, Employers Liability, Fidelity, buildings/contents, vehicle, staff, councillors, personal accident, commercial legal, libel and slander, officer indemnity – reviewed by RFO each year.</p>	Town Hall insurance requirements have been reviewed.	Ongoing	RFO/ Clerk + Full Council
Risk to third parties	2	2		<p>Public liability insurance</p> <p>Risk assessments are activity/site specific</p> <p>Regular inspections of Council assets</p> <p>Appropriate records kept</p> <p>Requests for repair actioned immediately under Scheme of Delegation terms</p> <p>Emergency powers in place</p>	Separate risk assessments are completed for events or individual tasks as required.	Ongoing	Clerk + Full Council

Signed Signed

Reviewed by Full Council on

L Woodhouse,
Assistant Town Clerk & Civic Officer
August 2023

Function/Site Specific Risk Assessment Register

Financial Year Ending 31 March 2024 – updated August 2023



Item 9b

WORKING AS A COMMUNITY

RISK ASSESSMENT RATING CRITERIA

LIKELIHOOD	Highly probable 76-99%	4				
	Probable 51-75%	3				
	Possible 26-50%	2				
	Unlikely 1-25%	1				
			1	2	3	4
			Minor	Moderate	Serious	Major
			IMPACT			
FINANCIAL IMPACT			Loss of up to £1000	Loss of up to £10,000	Loss of up to £50,000	Loss of over £50,000
and/or REPUTATIONAL IMPACT			Minimal / localised damage to reputation	Damage to reputation within the town	Damage to reputation within the region.	National damage to reputation; intervention by Government
and/or HEALTH & SAFETY IMPACT			No health and safety impact	Minor injury, possibly requiring treatment by health care professional	Serious injuries	Fatality or life-changing injuries

Risk Appetite and Approaches to Managing Risk

LIKELIHOOD	Highly probable 76-99%	4		TREAT (take action to reduce risk exposure by introducing measures / controls)		TERMINATE (ie stop the activity that generates the risk)
	Probable 51-75%	3				
	Possible 26-50%	2				
	Unlikely 1-25%	1	TOLERATE (an informed view reached that the risk is accepted)			TRANSFER (usually via insurance or other contractual arrangement)
			1	2	3	4
			Minor	Moderate	Serious	Major
			IMPACT			

Risk Rating	Risk Appetite and Action
Green	Risks rated as GREEN are within the risk appetite of the Council. It is unlikely that further additional measures are required to control these risks. These risks may be tolerated by the Council.
Amber	Risks rated as AMBER are within the risk appetite of the Council, however further additional measures may be needed to treat (i.e. control) the risks and so reduce exposure OR to consider risk transfer e.g. via insurance, franchising or other contractual arrangement. The Council must be periodically advised of amber risks and the action planned and/or taken to control them.
Red	Risks rated as RED go beyond the risk appetite of the Council. Immediate action is required to bring the risk within the Council's risk appetite or, if this is not possible or desired, to terminate the activity that creates the risk. The Council must be immediately advised of red risks and regularly updated on the action planned and taken to control them until they are within the risk appetite of the Council. <i>Any action taken must be in accordance with the Council's Standing Orders and Financial Regulations.</i>

Beverley Town Council

FUNCTION/SITE SPECIFIC RISK REGISTER

Updated: August 2023

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Allotments							
Asset Documentation	1	1		<p>All sites listed on Asset Register</p> <p>Queensgate – site leased from Consolidated Charities, lease in place</p> <p>Keldgate & Lairgate – sites leased from ERYC, leases in place.</p> <p>Sparkmill & Kitchen Lane – owned by BTC</p>	<p>Sparkmill and Kitchen Lane Sites need to be registered with Land Register – still ongoing,</p> <p>Boundaries on Sparkmill – a meeting has been held with a Solicitor but not progressed yet – a further meeting is being arranged.</p>	Ongoing	Clerk/Asst Clerk
Security on Sites	2	2		<p>Tenants advised not to keep valuables on site and to keep tools/equipment locked in sheds.</p> <p>Tenants advised to insure own belongings</p> <p>Gates are kept locked but sites are not secure.</p> <p>Work with tenants and police if needed.</p>	<p>2023 – serious damage done to sheds and greenhouses reported on Sparkmill. All referred to Police.</p> <p>Serious damage and anti-social behaviour at Queensgate – dealt with by the Police.</p>	Ongoing	Clerk/Asst Clerk
Vacant Plots	1	1		<p>Let vacant plots promptly</p> <p>Keep accurate information for each plot on allotment database and waiting lists.</p> <p>Regular inspections in place to identify problem plots and letters sent.</p>	<p>Cultivation and Inspection Policy now in place.</p> <p>Waiting List and Lettings Policy in place.</p>	Ongoing	Clerk/Asst Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Allotments							
Collection of rents – annual and at plot turnover.	1	1		<p>Rents are reviewed by PES every year</p> <p>Allotment tenants are sent invoices for rent and bond on becoming new tenants and tracked until payment is received.</p> <p>Allotment tenants are sent annual invoices for rent in April each year.</p> <p>Banking undertaken on receipt of income.</p> <p>All receipts are entered on RBS and allotment database (as backup)</p> <p>Outstanding balances are monitored on RBS by Asst Clerk and RFO and tenants receive letters and ultimately NTQ for non-compliance for rent arrears.</p>		Ongoing	Clerk/Asst Clerk
Income and Expenditure	1	1		<p>Monitored by Council each year to make sure allotments don't run at a loss.</p> <p>Monitor water usage</p>	Review of rents required – full review of income and allotment expenditure required.	31/3/24	Clerk/RFO/Asst Clerk/PES
Non-compliance with Water Regulations	2	2		<p>Installations should comply with Water Regs</p> <p>Hoses are not allowed however hose attachments to taps are allowed within the Tenancy Agreement – this has led to taps being connected by hose to uncovered water butts and potential contamination/drowning risk.</p>	<p>Work to change taps to taps with non-return valves – completed in August 2023.</p> <p>Water butt campaign needed to remind tenants to cover water butts.</p>	Ongoing	Asst Clerk/Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Allotments							
Rodent control	1	1		<p>BTC has twice yearly SLA with ERYC Pest Control to control any rodent problem.</p> <p>Ad hoc referrals made to ERYC when reports are received by tenants.</p>		Ongoing	Asst Clerk/Clerk
Substances harmful to tenants/ members of the public	1	1		<p>Advise tenants to store harmful substances in containers they were purchased in.</p> <p>Containers to be kept secure and locked in sheds</p>		Ongoing	Asst Clerk/Clerk
Rubbish accumulation and fly-tipping	2	2		<p>Tenants advised not to bring rubbish onto site.</p> <p>Tenants advised not to store items on site such as glass, metal, etc.</p> <p>Regular inspections and letters sent for untidy plots.</p> <p>Gates closed to try to prevent unauthorized access.</p> <p>If fly-tipping occurs, prompt removal by contractors.</p>	<p>A lot of work undertaken in 2022 and 2023 to clear plots with a large amount of rubbish on them – this is ongoing and has caused additional charges to the maintenance contractor to remove it.</p> <p>Consider reinstating the skip?</p>	Ongoing	Asst Clerk/Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Allotments							
Non-adherence to Tenancy Agreements	1	1		Regular inspections and letters sent. Annual information leaflet sent to tenants with reminders	Inspection and Cultivation Policy now in place.	Ongoing	Asst Clerk/Clerk
Bonfire nuisance and environmental pollution	2	2		Nuisance letters sent for bonfires causing nuisance to tenants or residents. Reminders sent to burn safely and within authorized timeframe sent in annual information leaflet Liaise with ERYC if needed.		Ongoing	Asst Clerk/Clerk
Legal information requirements	1	1		Membership of ERNLLCA & NSALG	Vulnerable Adult and Child Protection Policies in place.	Ongoing	Asst Clerk/Clerk
Maintenance – ongoing and planned	1	1		Regular inspections and repairs reported to contractors promptly. Contractors in place for grass cutting, clearance and maintenance. Complaints followed up promptly Planned maintenance considered by PES Allotment safety checklist in place – monthly from Feb 2022 – by JB Rural	Problems with overgrown trees – needs reviewing.	Ongoing	Asst Clerk/Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Allotments							
Use of vehicles on site	2	2		Tenants not permitted to use vehicles on site. Manure deliveries cause rutting of paths in winter months – large holes are filled in by contractors		Ongoing	Asst Clerk/Clerk
Disability Access	1	1		. Consultations are undertaken with disabled applicants with regard to accessibility if a disability is disclosed. Half plots available if wished.	Review application form to ask for any accessibility requirements from applicants.	Ongoing	Asst Clerk/Clerk
Liability	1	1		Public liability insurance in place. Tenancy Agreement states tenants must indemnify the Council		31/3/24	Clerk/Asst Clerk/RFO
Health & Safety – slips/trips, glass, asbestos, uncovered water butts etc				Ongoing maintenance inspection and contract in place. Public liability insurance in place Bulletins sent to tenants when required. Approved letters in place for non-compliance Inspection checklist in place from Feb 2022	Additional inspections and maintenance work undertaken prior to Open Heritage Days	Ongoing	Asst Clerk/Clerk
Other maintenance	1	1		Asbestos contractor in place at Sparkmill Japanese Knotweed contractor in place at Keldgate	2023 inspections and complaints resulted in this additional work.	Ongoing	Asst Clerk/Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Skatepark							
Asset control	2	2		Asset Register Insured		Ongoing	RFO/ Clerk
Skatepark ownership documentation	1	1		Agreement lease from ERYC to Council		Ongoing	Clerk
Maintenance	1	1		Annual inspection carried out by Play Inspection Company and work undertaken as a result of report. Weekly inspections carried out by contractors using a checklist. Work completed as reported. Ongoing maintenance contract in place	Review of upgrade and maintenance currently being considered by PES/Council	Ongoing	Clerk
Reporting of Accidents	1	1		Signage in place with details of how to report accidents Report major incidents Work with Police	Work required	Ongoing	Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Skatepark							
Child Protection/Vulnerable Adults	1	1		Safeguarding procedures	Child Protection Policy Vulnerable Adult Policy Now in place.	Ongoing	Clerk
Site Security/Vandalism	2	2		Site not locked. Heras fencing used during lockdown was pulled down. Work with ERVAS, Police and agencies ongoing	Skatepark meeting held Aug 23 – work identified.	Ongoing	Clerk
Site not used due to obsolete or damaged equipment	1	1		Planned skatepark upgrade is now a Council project. Liaison with users and agencies regarding type of equipment and user wishes.	Council to budget or earmark reserves for planned upgrade – reserves budgeted. Costings and funding to be considered.	Ongoing	Clerk
Litter - complaints	2	3		JB Rural empty the bins into Leisure Centre bins. Ongoing lobbying for more ERYC support and extra bins – Leisure Centre to block off bins so cannot use them moving forward.	New bins ordered did not arrive – PES approved the removal of the bins as they are dangerous. JB to litter pick but cannot remove dog waste Removal of waste – consider as a priority	Ongoing	Clerk
Liability	1	1		Public liability in place.		31/3/24	Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Street Lighting							
Asset Control	1	1		Up to date schedule of lights kept – done by RFO Update with change to lighting or additional lighting.		31/3/24	Clerk/RFO
Maintenance	1	1		SLA with ERYC for maintenance, repairs and electric supply. SLA includes condition and electrical inspection reports	Check SLA for condition and electrical inspection reports, request these are undertaken if required and request documentation for BTC records.	31/3/24	Clerk/RFO
Electrical Safety	1	1		Included in SLA with ERYC	Request electrical testing or request documentation for BTC records	31/3/24	Clerk/RFO
Structural Safety	1	1		Included in SLA with ERYC When were the last structural inspections?	Request structural testing or request documentation for BTC records	31/3/24	Clerk/RFO
Insurance	1	1		Public liability in place Individual lights not insured		31/3/24	Clerk/RFO

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Street Lighting							
Keeping lights lit - fault reporting	1	1		Fault reports by public directly to ERYC or via Town Council.		Ongoing	Clerk
New street light requests	1	1		Each request considered on its own merits by PES.	Budget for new lights considered with budget.	Ongoing	Clerk
Christmas Lighting							
Asset control documentation	1	1		Equipment schedules on asset register	Work to update list of lighting is required.	Ongoing	Clerk
Storage of Christmas Lights	1	1		Equipment stored in lock-up	Unit 2 – started by Mr Jack and Cllr P Astell – further work needed	31/3/24	Clerk
Erection, Dismantle and Maintenance	2	2		<p>Work to erect and dismantle contracted to ERYC as Highways Authority and licensed to work in the highway.</p> <p>Electrical work done by ERYC on highway or street lights, or suitably qualified and insured contractor on buildings such as the Memorial Hall.</p> <p>ERYC carry out inspection and maintenance.</p> <p>ERYC carry out annual PAT testing</p>	<p>2023 Christmas Lighting meetings – with ERYC's Mr Reaney scheduled for August – agreement to commence installing lighting in September 2023.</p> <p>Toll Gavel – two Xmas lights strings and two ERYC Xmas festival banners to be placed up to Xmas festival and then remaining two Xmas lights strings can be attached. Review of lighting maintenance – strings in trees require maintenance.</p>	Ongoing	Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Christmas Lighting							
Testing of Infrastructure	1	1		ERYC carry out PAT testing. Anchor bolt testing.	Check when anchor bolts were last stress tested	31/3/24	Clerk
Permissions in place	1	1		Wayleave Agreements in place. Appropriate records kept		31/3/24	Clerk
Damage to lighting or injury to public	1	1		Insurance in place Fault reports dealt with promptly		31/3/24	Clerk
Budget	1	1		Budget to be determined annually by PES and Full Council		31/3/24	Clerk
Switch on Event	1	1		Market Cross event usually organized by the Lions. No other switch on event organized by BTC currently	Consideration of switch on may need to be done if Lions cannot continue	Ongoing	Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Hanging Baskets/Planters							
Low take up or information not available for hanging baskets	1	1		Contract running from year to year currently. List of hanging baskets kept by RFO		31/3/24	Clerk/RFO
Working at height for hanging baskets	1	1		Work is contracted out to appropriately trained and insured contractors who are licensed to work in the highway		31/3/24	Clerk
Manual Handling	1	1		Installed by contractors.		31/3/24	Clerk
Traffic control and working in the highway	1	1		By contractors with appropriate insurance and licenses		31/3/24	Clerk
Watering – trips over hoses or watering not done leading to poor baskets	1	1		Watering undertaken by a contractor – rates and times by discussion and under contractor.		31/3/24	Clerk
Weather	1	1		Hanging baskets not installed in inclement weather conditions		31/3/24	Clerk
Unstable fixings for hanging baskets	1	1		Fixings are the property and liability of the property owners and this is communicated to the owners on agreement to fix the hanging basket to their property		31/3/24	Clerk
Liability	1	1		Public liability in place		31/3/24	Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Hanging Baskets/Planters							
Budget	1	1		Budgeted by PES at budget setting. Income or charging rates to be considered for hanging baskets.	Contractor tendering for winter 2023 and summer 2024 planting and watering is currently being undertaken	31/3/24	PES/ Clerk
Poor quality plants - complaints	1	1		PES responsible for contracting to reputable company able to meet BTC demands. Summer and winter planting for planters is approved by PES	Complaints dealt with by Clerk to Contractor.	31/3/24	PES/ Clerk
Location of planters	1	1		Work in the highway done in consultation with ERYC		31/3/24	PES/ Clerk
Flags							
Low take up or information not available	1	1		Good publicity or letter drop to all businesses.		31/3/24	Clerk
Working at height	1	1		Work is contracted out to appropriately trained and insured contractors who are licensed to work in the highway		31/3/24	Clerk
Manual Handling	1	1		Installed by contractors.		31/3/24	Clerk
Traffic control and working in the highway	1	1		By contractors with appropriate insurance and licenses		31/3/24	Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Flags							
Weather	1	1		Flags not installed in inclement weather conditions		31/3/24	Clerk
Unstable or unsafe flag pole holders	1	1		<p>Flagpole holders are the property and liability of the property owners and this is communicated to the owners on agreement to fix the flag into their flagpole holder</p> <p>Contractors are given a check sheet to record stability of flagpole holder</p> <p>Any breakages or damage reported immediately to contractor to deal with</p>		31/3/24	Clerk
Liability	1	1		Public liability in place		31/3/24	Clerk
Budget	1	1		Flags checked on dismantling and budget set for any new requirements at budget setting.		31/3/24	PES/ Clerk/RFO

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Office							
Asset Control	3	2		Office is leased, lease agreement in place until July 2024	Council has purchased Town Hall – Council to consider temporary office arrangements as soon as possible.	Ongoing	FC/ Clerk
Insurance/liability	1	1		Buildings insurance in place Contents insurance in place Public liability in place		31/3/24	Clerk
Working in the Office – Covid Risks	1	1		Covid requirements have been stopped by the Government		31/3/24	Clerk
Cleaning	1	1		Cleaning contractor appointed in August 2022 – cleaning risks and COSHH managed by contractor		31/3/24	Clerk
Security	2	2		Door kept closed and locked Recorded security Camera in place Burglar alarm If working alone, staff monitor who to enter the building. Motion sensor lights fitted and working	Budget virement for new CCTV monitor screen to be considered at Full Council	31/3/24	Clerk

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Office							
Employment Health & Safety	2	2		Separate Office-Based risk management scheme now undertaken.	Work required to office-based risk management scheme in terms of staff and office risk assessments – being worked on by Clerk and Worknest	Ongoing	Clerk
Events							
Events Risk Management	2	2		Separate risk assessments will be required for individual events either undertaken by staff or contractors		31/3/24	Clerk

Signed

Signed

Reviewed by Full Council at Meeting of

L Woodhouse
Assistant Town Clerk & Civic Officer
August 2023

Office Based Risk Register

Financial Year Ending 31 March 2024 – updated August 2023



Item 9c

WORKING AS A COMMUNITY

RISK ASSESSMENT RATING CRITERIA

LIKELIHOOD	Highly probable 76-99%	4				
	Probable 51-75%	3				
	Possible 26-50%	2				
	Unlikely 1-25%	1				
			1	2	3	4
			Minor	Moderate	Serious	Major
			IMPACT			
FINANCIAL IMPACT			Loss of up to £1000	Loss of up to £10,000	Loss of up to £50,000	Loss of over £50,000
and/or REPUTATIONAL IMPACT			Minimal / localised damage to reputation	Damage to reputation within the town	Damage to reputation within the region.	National damage to reputation; intervention by Government
and/or HEALTH & SAFETY IMPACT			No health and safety impact	Minor injury, possibly requiring treatment by health care professional	Serious injuries	Fatality or life-changing injuries

Risk Appetite and Approaches to Managing Risk

LIKELIHOOD	Highly probable 76-99%	4		TREAT (take action to reduce risk exposure by introducing measures / controls)		TERMINATE (ie stop the activity that generates the risk)
	Probable 51-75%	3				
	Possible 26-50%	2				
	Unlikely 1-25%	1	TOLERATE (an informed view reached that the risk is accepted)			TRANSFER (usually via insurance or other contractual arrangement)
			1	2	3	4
			Minor	Moderate	Serious	Major
			IMPACT			

Risk Rating	Risk Appetite and Action
Green	Risks rated as GREEN are within the risk appetite of the Council. It is unlikely that further additional measures are required to control these risks. These risks may be tolerated by the Council.
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Red	Risks rated as RED go beyond the risk appetite of the Council. Immediate action is required to bring the risk within the Council's risk appetite or, if this is not possible or desired, to terminate the activity that creates the risk. The Council must be immediately advised of red risks and regularly updated on the action planned and taken to control them until they are within the risk appetite of the Council. <i>Any action taken must be in accordance with the Council's Standing Orders and Financial Regulations.</i>

Beverley Town Council
OFFICE BASED RISK REGISTER



Updated: August 2023

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Office							
Asset Control	3	2		Office is leased, lease agreement in place until 2024 – dilapidations to be considered by Full Council Town Hall purchased – Full Council to consider temporary office arrangements or negotiate re-lease		31/3/24	Full Council
Insurance/liability	1	1		Buildings insurance in place Contents insurance in place Public liability in place		31/3/24	Clerk/RFO
Cleaning	1	1		Cleaning contractor in place – cleaning risks and COSHH assessments undertaken by contractor – held in an office handbook.		31/3/24	Clerk/RFO

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Working in the Office – Covid Risks	1	1		<p>There are no Government regulations or guidance in place currently.</p> <p>Staff members test regularly and will work from home if testing positive.</p> <p>Meetings are held in venues for Full Council and Committees are returning to meeting in the Meeting Room.</p> <p>Windows and doors are opened if Councillors, meetings or members of the public are in the office to allow the flow of air out of the space.</p> <p>Hand sanitisers and cleaning materials are still in each office to wipe down equipment etc as a precautionary measure.</p> <p>Functions and services are returning to normal pre-pandemic levels.</p> <p>Care is taken when meeting members of the public to allow for social distancing if needed.</p>		31/3/24	Clerk/ Personnel

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Security	2	2		<p>Door kept closed and locked</p> <p>Recorded security Camera in place Office CCTV camera tested by on Chubb Fire & Security (15th June 2023 and 17th August 2023)</p> <p>Burglar alarm – alarm system tested annually by Chubb Fire & Security (19th April 2023 and 17th August 2023)</p> <p>If working alone, staff monitor who enters the building.</p> <p>Outside security Lights - Outside security lights now fixed by J Foley Electrical Ltd and motion activated (Feb 22)</p>	<p>Lone Working Policy to be reviewed</p> <p>Office CCTV Camera tested in June 2023 – new camera fitted however monitor now needs replacing – Full Council in September for budget virement.</p>	31/3/24	Clerk/ Personnel Committee/PE S
Employment Health & Safety	2	2		<p>HR Company appointed to assist and oversee health and safety and employment issues.</p>	<p>HR Company appointed (Worknest) – working with Clerk re Health and Safety. Working with Personnel re employment.</p>	Ongoing	Clerk/Full Council Personnel
Electrical Safety	2	2		<p>PAT testing undertaken annually – undertaken 11th May 2023 by UK Safety Management.</p> <p>Fixed wire testing undertaken on 23rd March 2023 by UK Safety Management</p>		Ongoing	Clerk/Full Council/ Personnel

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Gas Safety	2	2		Gas Safety Test undertaken by Pheonix Heating Specialists on 9 th February 2023		Ongoing	Clerk/ Personnel/FC
PPE	2	2		High viz vests available in the office if needed.	Assessment for PPE required.	31/3/24	Clerk/ Personnel
Display Screens Equipment	2	1		No controls in place. DSE assessments not undertaken	Clerk working with Worknest to provide this	31/3/24	Clerk/ Personnel
Health & Safety - Welfare	2	2		No controls in place. Water Cooler – tested by Countrywise Water Cooler (20 th March 23)	Welfare being considered – proper lunch breaks to be taken by staff.	31/3/24	Clerk/ Personnel
Use of Chemicals	2	2		Cleaning company approved and in place who undertaken COSHH assessments and storage of chemicals.		31/3/24	Clerk/ Personnel
Construction Design & Management				None required.			

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Fire Safety	2	1		<p>Full Fire Safety Check undertaken on 2nd February 2022 by Spitfire Services (Hull) Ltd</p> <p>PAT testing is undertaken regularly.</p> <p>Fire Extinguisher tested – Spitfire Services (Hull) Ltd – Dec 2022.</p>	<p>Report received in February 2022 – actions still required:</p> <p>Work being undertaken by Clerk and Worknest currently – Fire risk assessment checklist now in place and completed weekly</p> <p>Fire Safety Action plan in place</p>	ASAP	Clerk/Personnel/Full Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Provision and Use of Work Equipment	2	2		No controls in place	Employer to review what equipment needed by staff	31/3/24	Clerk/RFO Personnel
Workplace Stress	2	3		No controls in place – Full stress risk assessment required	Employer to review staff workplace stress.	31/3/24	Personnel
Managing the public	2	2		Access to Council Services & Dealing with Difficult or Vexatious Customers Policy in place 2019	Workplace policies to be reviewed by Personnel.	31/3/24	Clerk/RFO Full Council Personnel
Violence or aggression by members of the public	2	2		Access to Council Services & Dealing with Difficult or Vexatious Customers Policy in place 2019		31/3/24	Clerk/RFO Full Council Personnel
Manual Handling	2	2		No controls in place	Assessment and training to be undertaken by Worknest	31/3/23	Clerk/RFO Personnel

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Adherence to requirements of Lease to Office	2	3		No controls in place	Full Council to consider lease requirements.	31/3/24	Clerk/Full Council
Office maintenance and repairs	2	2		Ad hoc repairs and maintenance undertaken when required.		Ongoing	Clerk/RFO Full Council Personnel PES
Staff Induction and Training	2	2		No health and safety or induction training in place	Employer to consider this with Worknest Staff Training Staff Induction Assessment of Health & Safety Training or Support needs.	Ongoing	Clerk/Full Council Personnel

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Business Continuity	2	2		New staff structure provides some business continuity cover	Employer to monitor progress	Ongoing	Clerk/Full Council Personnel
Complaints of Bullying or Harassment	2	2		<p>Dignity at Work & Anti Bullying Policy in place - Feb 2019</p> <p>Council signed up to Civility and Respect Programme</p> <p>3 P's Protocol in place 2020 – although not communicated to staff.</p> <p>Member/Officer Protocol in place – Feb 2019</p> <p>Awareness and training of Councillor/Officer roles</p>		Ongoing	Clerk/Full Council Personnel

Signed: _____

Signed: _____

Reviewed by Full Council at Meeting of _____

L Woodhouse
Assistant Town Clerk & Civic Officer
August 2023

Risk Management Scheme: St John's Ambulance Building (new Town Hall)

Date: September 2023



Item 9d

WORKING AS A COMMUNITY

RISK ASSESSMENT RATING CRITERIA

LIKELIHOOD	Highly probable 76-99%	4				
	Probable 51-75%	3				
	Possible 26-50%	2				
	Unlikely 1-25%	1				
			1	2	3	4
			Minor	Moderate	Serious	Major
			IMPACT			
FINANCIAL IMPACT			Loss of up to £1000	Loss of up to £10,000	Loss of up to £50,000	Loss of over £50,000
and/or REPUTATIONAL IMPACT			Minimal / localised damage to reputation	Damage to reputation within the town	Damage to reputation within the region.	National damage to reputation; intervention by Government
and/or HEALTH & SAFETY IMPACT			No health and safety impact	Minor injury, possibly requiring treatment by health care professional	Serious injuries	Fatality or life-changing injuries

Risk Appetite and Approaches to Managing Risk

LIKELIHOOD	Highly probable 76-99%	4		TREAT (take action to reduce risk exposure by introducing measures / controls)		TERMINATE (ie stop the activity that generates the risk)
	Probable 51-75%	3				
	Possible 26-50%	2				
	Unlikely 1-25%	1	TOLERATE (an informed view reached that the risk is accepted)			TRANSFER (usually via insurance or other contractual arrangement)
			1	2	3	4
			Minor	Moderate	Serious	Major
			IMPACT			

Risk Rating	Risk Appetite and Action
Green	Risks rated as GREEN are within the risk appetite of the Council. It is unlikely that further additional measures are required to control these risks. These risks may be <i>tolerated</i> by the Council.
Amber	Risks rated as AMBER are within the risk appetite of the Council, however further additional measures may be needed to <i>treat</i> (i.e. control) the risks and so reduce exposure OR to consider risk <i>transfer</i> e.g. via insurance, franchising or other contractual arrangement. The Council must be periodically advised of amber risks and the action planned and/or taken to control them.
Red	Risks rated as RED go beyond the risk appetite of the Council. Immediate action is required to bring the risk within the Council's risk appetite or, if this is not possible or desired, to <i>terminate</i> the activity that creates the risk. The Council must be immediately advised of red risks and regularly updated on the action planned and taken to control them until they are within the risk appetite of the Council. <i>Any action taken must be in accordance with the Council's Standing Orders and Financial Regulations.</i>

Beverley Town Council
Risk Management Scheme – St John’s Building (new Town Hall) – updated September 2023

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Purchase of St John’s Building							
Power to purchase/act	1	1		S111 Local Government Act 1972 S133 Local Government Act 1972 Full Council agreed purchase and disbursements at Meetings of 15 th August and 22 nd August 2022. Full decision and transaction record held.	Act within legal powers	Done	Full Council
Budget to purchase	1	1		Earmarked reserves of £350,000 had been set aside for the purchase of office space/building for meeting space or community use	Purchase and disbursements within EMR. Approximately £100,000 EMR currently budgeted available for refurbishment following purchase.	Done	Full Council
Initial surveys prior to purchase	1	1		Approved and undertaken prior to purchase – Lot 113 pack by St John’s Ambulance 25 th Aug 22 – Solicitor report into Lot 113 and report on title, 26 th Aug 2022 – Structural & Dampness Survey undertaken.	Surveyor did not identify any problem to prevent purchase. Solicitor advice also gained as a Report on Title prior to purchase.	Done	Full Council
Auction	1	1		Auction requirements on 1 st September 2022 to be undertaken by approval of the Council and purchased to within resolved upper limit		Done	Full Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Action Following Purchase							
Buildings Insurance	2	2		<p>Buildings insurance in place and following requirements in place or to be considered.</p> <p>Doors/windows/access points secured on purchase.</p>	<p>Buildings insurance reviewed May 2023</p> <p>Inspection checklist to be completed weekly (insurance requirement) – work currently being undertaken to achieve this.</p>	Ongoing	Full Council
Unoccupied Premises Risks (required by insurance)	2	2		<p>RFO has notified Police, ERYC and Insurers that premises is unoccupied.</p> <p>Emergency response plan (required by insurance company) as follows: In the event of fire, theft, flood or other disaster as notified to the Council by Councillors, Officers, members of the public or following routine maintenance checks, the relevant emergency service will be notified immediately by Cllrs, Officers or members of the public. Police, Fire and Ambulance are less than 15 minutes away. Town Clerk has delegated authority to spend up to £2,000 in an emergency and £2,000 to spend on the project if required to do so, alleviating the need to hold a meeting if an emergency arises. Town Clerk to take immediate steps to rectify or make good any defects.</p>	<p>Maintenance Contractor to undertake a weekly inspection check list (insurance requirement) – currently being worked on.</p> <p>Ensure water and mains electricity is disconnected except that which is needed to maintain sprinkler systems, fire alarm or alarm or lighting systems required for protection purposed.</p> <p>Drain down or lag pipes to prevent freezing (insurance)</p>	Ongoing	Full Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Assessment of crime risk of unoccupied property's location (required by insurance)	2	2		<p>Assessed as low risk. Previously no BTC CCTV cameras have been placed at this location as it is not assessed as crime risk area. This can be reviewed if required.</p> <p>Crime located more on the estates where BTC CCTV is in place.</p>	<p>Keep crime risk under review and check Police/ASB Stats when sent to the Council</p> <p>Shed assessed as fire risk by Project Manager – assessment of electric supply to the shed currently being undertaken prior to removal</p>	Ongoing	Full Council
Assessment of measures to deter crime (required by insurance)	3	2		<p>Hedge and grounds regularly maintained by JB Rural until work to redevelop the site commences – property stays visible and appears occupied.</p> <p>Locks were changed on purchase</p>	<p>Consider installing smoke detection, fire alarm, sprinkler system (maintenance schedule required by insurance) and security system and monitor from a remote location</p> <p>Consider routine inspection of detection, alarm and security systems</p> <p>Consider perimeter fencing and security lighting.</p> <p>Check all letterboxes are sealed</p> <p>Check locks comply with insurance requirement of complying to BS3621.</p> <p>Check windows and skylights are fitted with bars, grills or key operated window locks.</p>	Ongoing	Town Hall Working Group/Full Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Security (Required by insurance)	3	2		<p>Assistant RFO has contacted the Police to regarding a change of ownership and keyholders.</p> <p>Locks were changed on purchase. Keys are currently held in the Office key safe box and in the Office safe.</p> <p>All exterior doors are kept locked at all times. Personnel are not permitted to enter without the permission of the project manager due to health and safety requirements.</p>	<p>Consider installing smoke detection, fire alarm, sprinkler system (maintenance schedule required by insurance) and security system and monitor from a remote location.</p> <p>Consider routine inspection of detection, alarm and security systems</p> <p>Consider installing perimeter fencing and security lighting.</p> <p>Check all letterboxes are sealed.</p>	Ongoing	Town Hall Working Group/Full Council
Utilities (Required by insurance)	3	2		<p>Assistant RFO has registered ownership with water and electricity companies. There is no gas supply.</p> <p>Electricity is connected and switched on so that internal checks to the building can be carried out as much is in darkness.</p> <p>Water is currently not disconnected and is turned on.</p> <p>There are old wall heaters – switched off due their age and safety concerns.</p> <p>There is no heating to keep the building heated and ventilated to a minimum.</p>	<p>Check with the Project Manager whether to disconnect electric and water, and drain water/tanks and pipes down.</p> <p>Need to check that wall heaters are unplugged.</p> <p>Drain down or lag pipes to prevent freezing (insurance).</p> <p>No portable heaters (insurance)</p>	Ongoing	Full Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Business Rates	2	2		Assistant RFO has registered property with Business Rates and queried Business Rate Relief. Not eligible as rate relief is provided on current office space. Cannot provide business rate relief twice.		Ongoing	Full Council
Site Visit	2	2		This has been undertaken on 17 th October 2022 for Councillors and Officers to view the property.	Council to undertake a review and assessment of requirements.	Completed	Full Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Development of the Project							
Outside maintenance	1	1		Work to trim back hedge is ongoing by Maintenance Contractor Outside work completed in March 2023		Ongoing	Full Council
Business Case required to comply with FR 14.4	3	2		Business case to be completed – requirement of FRs, PWLB and Internal Auditor	Full Council July 23 - Cllr Boynton to undertake specification to provide to professional services – Full Council Sept.	ASAP	Full Council
Personnel/Contractor arrangements required to comply with FR 14.4	3	2		<p>Town Hall Working Group established to make recommendations to Full Council.</p> <p>Project Manager in place (Delaney Marling Partnership). Quoting and initial architect drawings being sourced.</p> <p>Project Manager will source contractors in conjunction with Full Council as a result of FRs and tendering processes.</p>	<p>THWG/Personnel to make recommendations for Staffing/Contractor arrangements to Full Council.</p> <p>THWG/Personnel to consider following staffing: Town Hall Facilities Manager – to oversee and manage use, health and safety, organizational aspects when project completed. Caretake and Relief Caretaker. Cleaner and Relief Cleaner. Reception/Bookings/Admin – can be achieved through revised Administration and Support Assistant post currently being reviewed and advertised</p>	Sept/Oct 23	Full Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Budgeting	2	2		<p>Budget for 2023-2024 set.</p> <p>Requirements for PWLB to be considered – business case and public consultation.</p> <p>Funding bid applications to be made.</p> <p>Emergency or power to authorize spending to be given to Clerk in FRs and SoD – June 2023</p>	<p>Town Clerk to source fund bid writers – July 2023.</p> <p>Consider Commuted Sums</p> <p>Budget to take into account adequate staffing requirements.</p>	Oct/Nov 2023 for next year	Full Council
Timetable	2	2		<p>Full Council to consider timeframes.</p> <p>Timetable for work to be arranged.</p>	<p>Timetable currently in place however being revised due to ongoing VAT registration and Architect availability.</p>	Ongoing	Full Council
Communications	2	2		<p>Demonstrate transparency.</p> <p>Demonstrate value for money.</p> <p>Communicate effectively the vision for the project.</p> <p>Communicate positively with members of the public from the start.</p> <p>Demonstrate effective consultation</p>	<p>Provide effective communications to residents.</p> <p>Newsletter to be undertaken as consultation and information</p>	Dec 23	Full Council
Planning and Renovations and Statutory Requirements (Insurance requirement)	2	2		<p>Permission required from the insurers prior to any renovations.</p> <p>Take all reasonable precautions to comply with statutory obligations and regulations</p>		When required	Full Council

Risks Identified	Impact	Likelihood	Risk rating	Controls in place	Additional controls required	Timeframe	Responsible officer/ Committee
Monitoring	2	2		Town Hall Working Group in place to monitor progress and report to Full Council.		Ongoing	Full Council
VAT	2	2		Temporary Assistant RFO has undertaken VAT Training VAT Specialist in place – DCK Accounting – June 23	VAT registration application has been made with HMRC and awaiting confirmation – Aug 23. Sept 23 – HMRC has asked questions which have been given to VAT Accountants to reply.	Ongoing	Full Council
Health & Safety	2	2		To consider ongoing as project is completed – obtain specialist advice and create inspection and maintenance schedules. Health & Safety to be monitored by FC and Project Manager whilst building work undertaken.	All persons entering the premises must be informed that it is a building site and be aware of dangers – no-one to enter (Project Manager directive). Asbestos and full condition surveys undertaken in Oct 22. Dangerous finial removed Nov 2022 as a result of surveys	Ongoing	Full Council

Signed Date

Signed Date

Libby Woodhouse
Assistant Town Clerk & Civic Officer, 5th September 2023

Virements

Item 10

As part of the Town Council's commitment to ensure there are ongoing budget reviews to positively address matters as they arise throughout the year, an informal meeting was held to consider such matters. From that discussion, the below summarises which budget lines require additional funds and from which other budget lines these can be vired. If required, the Town Clerk can explain this in more detail at Full Council and provide further context.

Please note that the Town Council does not hold any unallocated finances. As recommended and approved by the internal auditor, all monies are allocated for specific purposes. Therefore, there is not a general pot of unallocated reserves that can be used as and when required. This is why a resolution to officially vire finances in this way is required.

Budget Listing	Item Need	Amounts Required	VIRED FROM								TOTAL ALLOCATED
			Street Furniture	Allotment Taps	New Christmas Lights	Town Entry Signs	Flagpoles	Town Event	Pride	Beck Project	
4175	Alarm Maintenance	£189.00	£189.00								£189.00
4200	Allotments Upkeep	£1,970.00		£1,970.00							£1,970.00
4580	Audit Fees	£4,000.00	£200.00		£2,000.00		£1,500.00		£300.00		£4,000.00
4511	Councillors Travel	£250.00	£250.00								£250.00
4555	Legal Expenses	£25,000.00	£89.00			£13,411.00		£10,000.00		£1,500.00	£25,000.00
	TOTALS →	£31,409.00	£728.00		£2,000.00	£13,411.00	£1,500.00	£10,000.00	£300.00	£1,500.00	£31,409.00

CORRESPONDENT 1

From: [REDACTED]
Phone: [REDACTED]
Subject: Pride Flags in Beverley
Message Body:
Could you explain why we have Pride flags flying in the centre of Beverley please?

On Monday, 31 July 2023 at 13:29:04 BST, BTC Clerk <clerk@beverley.gov.uk> wrote:

Good afternoon

The Town Council is responsible for the Pride flags which are currently flying on some premises throughout Beverley. The Town Council asks properties and businesses in the town centre each year whether they would like to fly a flag and if so, we make arrangements for the flags to be flown. This is usually in August and this year it coincides with the Pride Festival at Beverley Rugby Club on 5th August 2023.

This is the third/fourth year that the Town Council has flown Pride flags.

The Town Council prides itself on being inclusive and demonstrating support for the LGBTQ community as do other areas throughout the country.

Best wishes

[REDACTED]
Beverley Town Council

From: [REDACTED]
Sent: Monday, July 31, 2023 8:14 PM
To: BTC Clerk <Clerk@beverley.gov.uk>
Subject: Re: Contact form "Pride Flags in Beverley"

Thank you for your reply to my query.
I thought "Pride" took place in June?
I note your comment about inclusivity. Can you inform me when you plan to celebrate heterosexuality in the name of inclusivity?
Could you also let me know how much it has cost to fly the "pride" flags.
Yours Sincerely
[REDACTED]

From: BTC Clerk <Clerk@beverley.gov.uk>
Sent: Wednesday, August 2, 2023 3:01 PM
To: [REDACTED]
Subject: Re: Contact form "Pride Flags in Beverley"

Good afternoon

This year, the Town Council flew Union flags in honour of the Coronation in May/June. Last year again, Union flags were flown in June to mark the Queen's Platinum Jubilee. The Town Council has flown Pride flags in August for the past few years.

I can let you know the cost of providing the flags:

A total of 74 Pride flags are installed through the town. We only needed to purchase 20 new flags this year as some always need replacing - the cost was £150. We do claim the VAT back on that and that figure is net.

We don't have the cost yet for installing the flags yet this year but in 2022 it was £330. It will be a similar amount this year as it is done by our maintenance contractors under the terms of their contract with the Town Council. They work for us for 15 hours per week and undertake work as required by the Town Council during those hours which includes installing the flags.

I will let Councillors know of your further comments with regard to inclusivity.

Kind regards
[REDACTED]

[REDACTED]

Thank you for your reply.

I'm astonished that you would seek to justify flying Pride flags by equating them to those flown celebrating our head of state. The monarch is the head of our country and political system. Ultimately the council represent and answer to the King or Queen. Of course flags are flown to commemorate their coronations and jubilees.

What on earth has that got to do with a choice to recognise the personal issue of homosexuality?

Thank you for giving me the, partial, costs. Can I just add that any unnecessary expenditure during a cost of living crisis is unacceptable. This event is funded by the council tax payer and council tax was increased this year.

I strongly object to this unnecessary expenditure. I trust it will not be repeated.

Yours Sincerely
[REDACTED]

CORRESPONDENT 2

The below email was forwarded to us by the office of Graham Stuart MP, asking for Beverley Town Council to respond to the resident (who does not live within the Beverley Parish).

[REDACTED]
Sent: 16 August 2023 12:02
To: "Graham Stuart MP"
Subject: LGBT Flags in Beverley since Pride Month ended in June

Dear Graham

Just got the excellent Beverley and Holderness Herald through my letterbox here in Skirlaugh and it shows how hard you work for us and I for one appreciate it.

I am writing to you about flags, a topic I raised last year and as a RAF veteran of 32 years Service, flags mean a lot to me.

Once again, my local town Beverley is emblazoned with LGBT flags and has been since 'Pride' month ended in June, that's longer than they kept the Union Flags up for the Coronation of King Charles and even then they were very slow at putting Union Flags up.

I have to add that I am in no way homophobic, having worked with persons of this persuasion without any problems. However, when the movement first started many years ago, I believe most heterosexual people accepted it and the attitude was 'That's okay, we accept it' as long as you don't try and influence our children. I now believe that this constant flag waving and pushing their agenda in our faces is causing division and in some cases, maybe even hatred, God forbid. There are many posts on Facebook where heterosexual people are absolutely furious about this.

Last year I contacted Beverley Council about this and asked them if they would be displaying East Riding flags on the 1st of August (Yorkshire Day) and the flag of St George on St George's day. Needless to say it never happened and they didn't even have the courtesy to reply.

They seem to have their priorities mixed up.

Hornsea on the other hand, still has Union Flags and Red, White and Blue bunting displayed everywhere from the coronation.

It beggars belief that although the LGBT community represent 3.2% of the community, this minority is over indulged, for fear of offending, above the majority.

Yours truly

[REDACTED]
Resident

CORRESPONDENT 3

From: [REDACTED]
Phone:
Subject: Yorkshire Day
Message Body:

Facebook Comment: Just back from visiting Beverley East Yorkshire, on Yorkshire Day. Flags everywhere. However not Yorkshire Flags but Rainbow Flags all over the town. Two fingers up from sexual perverts, to Yorkshire Day, as well as to Christian and Islamic tourists, from the towns Council and Chamber of Commerce. Just the Curry house refusing to comply with the decadent white locals.

D-DAY 80 - 6TH JUNE 2024

Dear Town and Parish Clerk,

RE: DORSET & D-DAY 80 - 6TH JUNE 2024

As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and at the site of the British Normandy Memorial, overlooking Gold Beach in Normandy, France, one of the five Beaches landed on 80 years ago on 6th June next year, in celebration and commemoration of this important occasion, as well as using the event to enable communities and individuals to pay their 'tribute' to those that gave so much during this campaign to help ensure the freedom we all enjoy today, with the flames from the Beacons representing the 'light of peace' that emerged from the dreadful darkness of war all those years ago.

We feel sure you will agree with me when we say that individuals and communities of all sizes were deeply affected in many and various ways during WWII, so with this in mind, we would like to encourage your Town or Parish Council to take part in D-Day 80 on 6th June next year, as we would like to achieve the lighting of at least **80 Beacons** per County, within England and Wales, as part of this 80th Anniversary event, so would be extremely grateful if you would be kind enough to discuss your possible involvement with your Council members at your earliest convenience please, with the view to ensuring we achieve the lighting of this number of Beacons in your County at 9.15pm on 6th June 2024.

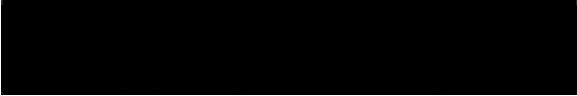
Those taking part will be sent the Certificate of Grateful Recognition found on page **46** of the Guide, enabling them to frame and display it as a lasting reminder of this moment in history commemorated/celebrated. The Guide, message from the Prime Minister encouraging local communities to take part in lighting Beacons and the logo for your use, are available to download from the D-Day 80 website - www.d-day80beacons.co.uk.

From pages **24** through to **28**, you will see there are various types of Beacons that can be used on 6th June, which could be lit on town and village greens, local farms and country estates, or other locations of your choice that night, so we do hope that your Town and Parish Council will take part, and look forward to hearing from you in due course.

My warmest regards to you all,

Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster
D-Day 80
6th June 2024


www.d-day80beacons.co.uk



Beverley's Fairtrade status is due for renewal next month. We have to send the Fairtrade Foundation a report of what we have done in the past two years and also a plan of action for the next two years. It would be very helpful to be reassured that we still have the support of the town council. We first became a Fairtrade town in 2007 and one of the criteria was to engage with and obtain the support of the local council. This was achieved. 5 years ago the town council agreed to support the installation of Fairtrade Town signs on the council's noticeboards. This helps to remind local residents that we are a Fairtrade and informs visitors to the town as well. We were very grateful for the town council allowing us to add them to the noticeboards.

If you are happy to endorse the council's continued support this would be very helpful in supporting our current reapplication. Covid lockdown and the introduction of a new process has delayed all reapplications by a couple of years. It normally should happen every 2 years.

Thanks for the council's help.

Yours sincerely

John Turner

Beverley Fairtrade group