



Acting Town Clerk: Mr Matt Snowden

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Wednesday 13th September 2023

To all members of the Town Hall Advisory Working Group

Dear Councillor,

Town Hall Advisory Working Group

You are hereby summoned to attend the Town Hall Advisory Working Group of Beverley Town Council to be held at 12 Well Lane Beverley on **Thursday 21st September 2023** to commence at **6.30 pm**.

Yours faithfully,

Matt Snowden

Acting Town Clerk

- **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. Apologies**
To Receive Apologies for Absence.
- 2. Declarations of Interest:**
 - (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 officers in respect of the agenda items below.
- 3. VAT Registration**
To receive an update regarding the VAT registration process.
- 4. Business Plan**
To receive and consider updates from officers.
- 5. Risk Register**
To consider the risk register and agree actions to ensure insurance obligations are addressed (see attached).
- 6. Consultation**
To consider public consultation exercises relating to a Public Works Loan (for guidance see attached template – additional documents to be presented at meeting following further research).
- 7. Updates and Next Steps**
To consider any other updates and next steps.

GENERAL OBLIGATIONS (CONTINUED)

- iv) a person is appointed by **You** or the contractor who will watch for signs of smoke or smoldering or flames and will take immediate steps to extinguish any smoldering or flames discovered during works and for a period of 60 minutes after works have finished;
- b) use of asphalt, bitumen, tar, pitch or lead heaters if the heating is carried out in the open in a vessel designed for the purpose and, if carried out on a roof, the vessel is placed on a non-combustible heat insulating base;
- c) the Contractor(s) using the application of heat on the **Premises** shall have in place appropriate Public Liability insurance with an indemnity limit of no less than £2m and shall supply a copy of the insurance certificate to **You** prior to commencement of work;

otherwise all **Damage** arising from or caused by the **Defined Perils** of fire and explosion will be excluded and cover under Section 5 will not operate.

Inspections

You must ensure that:

- a) Immediately prior to or upon commencement of this insurance **You** or **Your** nominee must carry out a detailed inspection of all doors, windows and other access points to ensure that they are secure against unauthorised entry and document the inspection including any signs of forced entry or occupation by unauthorised persons and detail any action required;
- b) During the period of this insurance **You** or **Your** nominee must inspect the **Premises** every seven days, keeping a written record. All measures to prevent unauthorised entry or damage must be implemented but if such measures have proved inadequate, improvements to prevent further reoccurrences must be made and documented;
- c) If unauthorised entry or attempted threat is detected more than twice during the period of this insurance, immediate notice must be given to **Us**;

otherwise **Damage** caused by or arising from **Defined Perils** of fire and explosion will be excluded.

Mains Supply & Tanks

You must ensure that:

- a) all gas, water and electricity mains supplies are kept disconnected (except those supplies required to maintain the operation of automatic sprinkler installations, lighting or alarm systems which are to remain in operation for security or fire protection purposes), and
- b) all water tanks, apparatus, pipes and heating other than those connected to automatic sprinkler systems are drained down, and
- c) all tanks containing fuel or other flammable liquids are drained and purged unless fuel is required to run a heating system(s) that is in use to prevent sprinkler system pipes from freezing,

otherwise all **Damage** arising from or caused by the **Defined Perils** of fire and explosion will be excluded and indemnity under Section 5 will not operate.

Pipe Lagging

If the mains water supply is connected to support sprinkler systems **You** must ensure that

- a) there is a heating system linked to a frost-stat and a minimum temperature of 4°C is maintained between 31st October and 31st March, or
- b) all pipes are adequately lagged to prevent freezing,

otherwise indemnity under Section 5 will not operate.

Planning Permission

You must notify **Us** within 7 days if:

- a) an application for planning permission in respect of the **Premises** is withdrawn, or refused by any Planning Authority or government body;
- b) any application for consent to vary use of or de-list the building is denied;

otherwise the **Policy** will be treated as cancelled and all cover will terminate unless **You** have notified **Us** of any such changes to permissions or consents and at **Our** option **We** have agreed to vary the **Policy**.

Portable Heaters

You must not provide, use or store on the **Premises** paraffin, portable electric or gas heaters or gas containers unless specifically agreed in writing by **Us** prior to such use or storage otherwise all **Damage** arising from or caused by the **Defined Perils** of fire and explosion will be excluded and cover under Section 5 will not operate

Reasonable Precautions

It is a condition precedent to **Our** liability under this insurance that **You**:

- a) take all reasonable precautions to prevent occurrences which may give rise to **Damage**, accidents or legal liability;
- b) take all reasonable steps to comply with statutory requirements, obligations and regulations imposed by any authority;
- c) take immediate steps to make good or remedy any defect or danger which becomes apparent or take such additional precautions as circumstances may require;
- d) when undertaking **Renovations** to the **Property Insured**, take all reasonable precautions to prevent **Damage**. **You** must not undertake **Building Works** without **Our** express written agreement,

otherwise **We** may refuse to pay **Your** claim(s) or provide indemnity under this **Policy**.

GENERAL OBLIGATIONS (CONTINUED)

Security

It is important that **You** comply with requirements a) - e) below otherwise all **Damage** arising from or caused by **Defined Perils** of fire and explosion will be excluded.

- a) **You** must ensure that all protections provided for the safety and security of the **Premises** shall be maintained in good order and shall not be withdrawn altered or varied without **Our** prior consent and shall be in full and effective operation when the **Premises** are **Unoccupied**.
- b) **You** must ensure that any alarm and/or system forming part of the protections shall be maintained in full and efficient working order under a contract to provide both corrective and preventive maintenance with the installing company and/or in accordance with the manufacturer's recommendations.
- c) **You** must ensure that:
 - i) all external entry/exit doors are fitted with at least 5 lever mortice deadlocks complying to BS3621
 - ii) all windows and skylights that are readily accessible are either barred, grilled or fitted with key operated window locks.
- d) all letterboxes are sealed
- e) **You** must notify **Us** as soon as possible if **You** receive notice:
 - i) that the police authority attendance or any contractually provided attendance in response to alarm signals and/or calls from any alarm system may be withdrawn or the level of response reduced or delayed; or
 - ii) from a Local Authority or Magistrate imposing any requirement for abatement of nuisance in respect of any alarm system; or
 - iii) that any alarm system cannot be returned to or maintained in full working order.

Sprinkler Maintenance

It is important that **You** comply with requirements 1- 7 below in respect of any installation(s) of automatic sprinklers at **Your Premises** otherwise all **Damage** arising from or caused by the **Defined Perils** of fire and explosion will be excluded.

You must:

1. make a test every week for the purpose of ascertaining that the alarm gong is in working order and that the stop valve controlling the individual water supplies and the installation are fully open;
2. make a quarterly or half-yearly test if required by **Us** to do so for the purpose of ascertaining that each water supply is in order and record the particulars of each test;
3. make a test every weekday (holidays excepted) of:
 - i) the brigade connection;
 - ii) the circuit between the alarm switch and the control unit; and

- iii) the batteries in respect of each approved system for the transmission of alarm signals from sprinkler installations to a Fire Brigade;

Note 1: It is permissible for test i) to be carried out by the Fire Brigade if the latter are prepared to give a written undertaking to perform the duty.

Note 2: Where the circuits in i) and ii) are continuously monitored tests need only be made once per week.

4. remedy promptly any defect revealed by such tests;
5. notify **Us** before any installation is rendered inoperative or immediately in the event of an emergency;
6. allow **Us** access to the **Premises** at all reasonable times for the purpose of inspecting the sprinkler installation;
7. have in force during the **Period of Insurance** a contract with approved installing engineers providing for the maintenance of and half-yearly inspection of the installations(s) and to obtain from them following each inspection certification that they are in satisfactory working order.

Survey

In the event **We** have granted cover subject to a survey it is a requirement that **Your** full co-operation is provided to ensure that the survey is completed by the survey completion date stated in the **Schedule** or **Policy** endorsement, otherwise all cover will cease immediately unless an extension to the period has been agreed in writing by **Us**.

Following the survey, **We** reserve the right to cancel or vary this insurance with immediate effect or impose additional terms, conditions and exclusions and/or revise the premium rate.

You must implement all survey requirements within the time limits specified by **Us** and maintain implementation of such requirements during the currency of this insurance and any additional periods granted by **Us** unless otherwise agreed.

If **You** fail to implement the term(s) of the requirement(s) within the time limit(s) specified by **Us** then all cover under the **Policy** shall terminate and remain inoperative unless:

- a) an extension to the time limits has been agreed by **Us** in writing, or
- b) all the survey requirement(s) have been fully implemented at the time of **Damage**, or
- c) **We** have agreed to waive the survey requirement(s).

For the avoidance of doubt all terms and conditions of the **Policy** continue unless otherwise agreed by **Us** in writing.

In the event the **Policy** is cancelled due to the terms of this endorsement a return premium will be calculated on a pro-rata basis less the cost of the survey up to a maximum of £500.00 (or equivalent currency).

Date _____

Time _____

Questions	Yes	No	Issues/Actions Required
External			
Is the external signage still in place?			
Are there any signs of damage, deterioration or vandalism to the external façade of the building or any other health & safety issues?			
Are there any visual signs of forced or attempted entry?			
Are all doors and windows and points of entry/access secure?			
Are paths in good condition without trip hazards?			
Are the paths free from litter, glass, drug related materials?			
Is there nothing overhanging the path or projecting into it that children can run into?			
Are there any weeds along the path or garden?			
Is the hedge overgrown?			
Does the grass need cutting?			
Have all bins been emptied?			
Internal			
Has all the post been removed?			
Are the letter boxes sealed?			
Are there any combustible materials on site?			
Are there any signs of forced entry?			
Are all fire exits closed?			
Are there any fire or electrical hazards?			
Check all windows are secure?			
Are there any visible signs or structural or weather deterioration, e.g. check walls/doors?			
Is there any visual damage of water to any part of the property?			
Is power off to non essential services?			
Are fixtures and fittings secure and safe?			
Are there any signs of infestation or birdlife?			
Anything else to report?			
Signed	Dated		

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

Date: September 2023



BEVERLEY
TOWN COUNCIL
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>

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

General Project Consultation
& Precept Increase Survey

Item 6

(INSERT NAME OF PARISH/TOWN COUNCIL)

(Insert Name of Project)

- Are you in FAVOUR of the parish council going ahead with the **(INSERT NAME OF PROJECT)**? YES / NO
- Are you in FAVOUR of the parish/town council going ahead with the **(INSERT NAME OF PROJECT)** if it includes a council tax precept increase of **XX% (equivalent to £XX a year)** for the purpose of the loan repayments? YES / NO

Name	
Address	
Signed	
Date	

Please send this survey questionnaire to the parish/town council office at the address below by: **(INSERT DEADLINE)**

Any survey forms received after the deadline will be disregarded.

Address for the parish/town council office goes in this box