

# THREAPWOOD PARISH COUNCIL

Meeting of the Parish Council

7.30 pm Wednesday 28 March 2018 in Chorlton WI Hall.

## MINUTES

### PRESENT

Cllr Miles Lewis – Chairman

Cllr Carol Bennion. Cllr Helen Grove. Cllr Betty Young. Cllr Steve Chewins

Cllr Stephen Ford Cllr Brian Holmes.

**CWaC** Cllr Chris Whitehurst (Arriving later in the meeting)

**PUBLIC** None

### DECLARATION OF INTERESTS.

None

### PUBLIC PARTICIPATION

None

### ACCEPTANCE OF MINUTES

60. **Resolved** the Minutes of the meetings held 31 January be accepted and signed as a true record.

### PLANNING

Council accepted the circulated planning register.

### ACCOUNTS

61. **Resolved** Council accepted the Cash Book, year to date as circulated and the following payments:

Cheshire Association of Local Councils (Subscription Fee)	91.80
Chorlton & Cuddington W.I. (Year)	120.00
Clerk, Stationery 7 Postage (Year)	17.91
Clerk, (Office, Travel Etc. (Year)	208.00

Council were unable to support a request from 617 (Heber) SQN ATC for a grant of £400 due to the limited funds available.

### RISK ASSESSMENT.

62. **Resolved** the circulated Risk Assessment be accepted (Appendix A)

### VILLAGE GATEWAY

The Clerk reported that he and Cllr Bennion had met with Mr Stuart Bateman (Cheshire West Highway) to discuss the speed reduction options into the village. Mr Bateman is to let council have his recommendations.

### ARMISTICE 100<sup>th</sup> ANNIVERSARY

Following considerable discussion on possible events to commemorate the centenary of the Armistice, it was agreed that the clerk should arrange a meeting at the Chorlton & Cuddington WI Hall on the 25<sup>th</sup> April 2018 to consider the way forward, inviting:

The Community Group  
The History Group  
Sir Jonathon and Lady Clark  
Canon Davenport  
Mr John Minoprio

Cllr Ford agreed to be the Parish Council lead.

Cllr Whitehurst to send the Malpas Provisional Programme for councillors' information.

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## DEFIBRILLATOR

Council noted the professional way Tattenhall First Responders conducted the defibrillator training for us in February and agreed that the clerk should thank them on behalf of the council and as a mark of appreciation council

63. **Resolved** to make a contribution of £50 to Tattenhall First Responders.

## OPERATION SHIELD

Councillors were concerned that almost twelve months after paying for Operation Shield, not all the properties have received their kit and very few signs have been posted.

Council agreed that the Clerk request the return of the monies from the police for those kits not supplied.

The meeting closed at 8.55 pm.

The next meeting 31st May 2018.

Signed.....

Dated.....

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## Appendix A Risk Assessment

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Minute – RFO check & action	Diary
	Not paid by CWaCC	L	Minute - RFO check & action	Diary
	Adequacy of precept	H	Ongoing review	Diary
Other income	Cash handling	L	Avoid cash	Annual review of controls
	Cash banking	L	Bank recon. at every ordinary meeting	Member to verify
Grants	Claims procedure	M	RFO check & action	Diary
	Receipt of grant	M	RFO check & action	Diary
Investment Income	Receipt	L	RFO check & action	Diary
	Surplus funds	L	Review annually	Diary
Salaries	Wrong payment	M	RFO check & action	Member to verify
Direct costs	Invoice & cheque accurate	M	RFO check & action	Member to verify
Grants	Power & conditions	M	RFO check & action	Member to verify
Election costs	Invoiced at correct rate	L	RFO check & action	RFO verify
VAT	Analysis	M	RFO check & action	RFO verify
	Claimed within time limits	M	RFO check & action	RFO verify
Reserves - General	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Reserves - Earmarked	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Assets	Loss, Damage etc	M	Annually review insurance cover	Diary
	Third party risk or damage	M	Annually review Public Liability insurance	Diary
Staff	Loss of Clerk	L	Manage risk as appropriate.	RFO / member view
	Fraud by staff	L	Fidelity Guarantee value appropriate	Council review
Loss	Due to damage or third party	L	Annually review insurance cover	Diary
Maintenance	Reduced value of assets	M	Inspect annually	Diary
Legal Powers	Illegal activity or payment	M	Educate Council	Diary
Financial Records	Inadequate records	L	RFO check & action	Diary
Minutes	Accurate & legal	L	Review at following meeting.	Diary
Members Interests	Conflict of interest	M	DoI to be minuted, conflicts, addressed	Diary

In all cases above the RFO / Clerk should regularly review and draw any unusual activity to the council's attention.

Likewise councillors should check the minutes and financial records for accuracy before agreeing them.