



## Minutes of a Meeting of the Finance Committee held in Committee Room, Alderholt Village Hall at 7.00pm on Monday 28<sup>th</sup> November 2022

**Present:** Cllr S Butler (Chairman)  
Cllr A Hibberd  
Cllr G Logan  
Cllr R Stone  
Cllr D Tooke

Ms L Ellis (Clerk)

<b>9/22</b>	<b>WELCOME FROM THE CHAIRMAN &amp; APOLOGIES</b> The Chairman, Cllr S Butler, welcomed all in attendance to the meeting of the Finance Committee.  There were no apologies for absence.	
<b>10/22</b>	<b>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</b> There were no declarations of interest or granting of dispensations.	
<b>11/22</b>	<b>MINUTES OF THE FINANCE COMMITTEE MEETING ON 27TH JUNE 2022</b> It was resolved that the Minutes of the meeting held on the 27th June 2022 were a correct record of that meeting. <b>ALL IN FAVOUR.</b>	
<b>12/22</b>	<b>PUBLIC SESSION</b> There were no comments raised.	
<b>13/22</b>	<b>GRANTS</b> A report was submitted, a copy of which appears at Appendix 1.  An overview was provided by the Clerk and it was requested that the unspent monies from the 2022/23 General and Capital Grants be carried over to 2023/24.  <b>It was proposed by Councillor Hibberd and seconded by Councillor Tooke that the unspent funding of the General Grant and Capital Grant for 2022/23 be carried over to 2023/24. ALL IN FAVOUR</b>	
<b>14/22</b>	<b>DRAFT BUDGET PRECEPT FOR 2023/2024</b> A report was submitted, a copy of which appears as Appendix 2.  An overview was provided by the Clerk on the draft budget precept for 2023/24.  Members felt that there shouldn't be an increase to the precept by Alderholt Parish Council due to the current financial pressures on those who lived in Alderholt. Therefore, the precept should be kept to a zero increase and the Parish Council would use its general reserves to continue its services and projects for 2023/24.	



**Minutes of a Meeting of the Finance Committee held in  
Committee Room, Aldersholt Village Hall at 7.00pm on  
Monday 28<sup>th</sup> November 2022**

	<p>The Clerk confirmed that they were still awaiting the adjusted tax base for 2023/24 from Dorset Council, although this was expected to be confirmed shortly before the meeting of Aldersholt Parish Council to be held on 12<sup>th</sup> December 2022. Dependent on this figure, the Aldersholt Parish Council precept may change slightly.</p> <p>Members also agreed to the sum of £7,500 being transferred from General Reserves to the 97 Bus Fund for 2023/24.</p> <p>Following discussion Members agreed to recommend the budget precept for 2023/24 to Aldersholt Parish Council for agreement.</p> <p><b>RECOMMENDED that the draft budget precept for 2023/24 is agreed by Aldersholt Parish Council. ALL IN FAVOUR.</b></p>	
15/22	<p><b>BUDGET REPORT – 1<sup>ST</sup> APRIL 2022 UNTIL 22<sup>ND</sup> NOVEMBER 2022</b> A report was submitted, a copy of which appears at Appendix 3.</p> <p>The Clerk provided an overview on the budget report. <b>NOTED.</b></p>	
16/22	<p><b>RESERVES</b> A report was submitted, a copy of which appears at Appendix 4.</p> <p>It was confirmed that the general reserves fund would be amended to reflect the agreement by Aldersholt Parish Council, at Minute No 15/22 for the use of general reserves to continue its projects and services for 2023/24.</p> <p>Members also requested that the Recreation Ground Equipment Fund be amended to Recreation Ground Playground Equipment Fund to provide clarity on its purpose and that the 97 Bus Fund be amended to the Community Transport Fund to reflect potential, future projects.</p> <p><b>It was proposed by Cllr Logan and seconded by Cllr Tooke that the</b>  <b>a) Recreation Ground Equipment Fund be amended to Recreation Ground Playground Equipment Fund; and</b>  <b>b) 97 Bus Fund be amended to Community Transport Fund.</b>  <b>ALL IN FAVOUR.</b></p>	
17/22	<p><b>RISK MANAGEMENT</b> A report was submitted, a copy of which appears at Appendix 5.</p> <p>Members discussed the Winter Maintenance Policy and the Clerk agreed to research whether similar sized Parish Councils had adopted a Winter Maintenance Policy and if they did, what those policies contained.</p> <p>The Clerk also confirmed that research was currently being undertaken on a Health and Safety at Work Policy and it was expected that this would be brought to a meeting of Aldersholt Parish Council in early 2023, for agreement.</p>	



**Minutes of a Meeting of the Finance Committee held in  
Committee Room, Alderholt Village Hall at 7.00pm on  
Monday 28<sup>th</sup> November 2022**

	<b>It was proposed by Cllr Tooke and seconded by Councillor Hibberd that the Risk Management document was agreed. ALL IN FAVOUR.</b>	
<b>18/22</b>	<b>INTERNAL CONTROLS</b> A report was submitted, a copy of which appears at Appendix 6.  An overview was provided by the Clerk on the Internal Controls. In addition, it was confirmed that the new External Auditors for Alderholt Parish Council would be BDO, starting from 1 <sup>st</sup> April 2023 and this contract would continue for five years.  <b>It was proposed by Cllr S Butler and seconded by Cllr Logan that Internal Controls document was agreed. ALL IN FAVOUR.</b>	

Meeting closed 7.45pm

Minutes Approved.

Chairman's Signature.

Date:

**Aldersholt Parish Council**  
**Finance Committee – 28<sup>th</sup> November 2022**

**Grant Requests**

Aldersholt Parish Council has allocated the sum of £1,200 for General Grant and £1,000 for Capital Grants for the Financial Year 2022/23.

Applications are split into two timescales and are to be received by the Parish Office by either the 31<sup>st</sup> May or 31st October.

**General Grant**

For the deadline of 31<sup>st</sup> October 2022, no applications were received for General Grants. Therefore, the remaining balance for 2022/23 is £900.00. The next deadline comes under the 2023/24 financial year.

**Capital Grant**

For the deadline of 31<sup>st</sup> October 2022, no applications were received for Capital Grants. Therefore, the remaining balance for 2022/23 is £1000.00. The next deadline comes under the 2023/24 financial year.

**It is RECOMMENDED that Aldersholt Parish Council considers allocating the unspent funding of the General Grant - £900.00 and the Capital Grant - £1000.00 to the 2023/24 General and Capital Grants.**

## Alderholt Parish Council - Draft Breakdown of Budget 2023/24

Expenditure	2021/22 Budget	2021/22 Actual (E)	2022/23	2022/23 Actual (E)	2023/24 Budget	Comments
NOTE; COLUMN C 2022/23 ACTUAL (E); FIGURES IN BLACK ARE ACTUAL, FIGURES IN BLUE ARE ESTIMATED						
Salaries	40000.00	37000.00	42000.00	44000 (E)	45320.00	Added in 3% rise from 1st April 2023
Paye	5000.00	8221.02	6000.00	10000 (E)	10700.00	
Pension	8500.00	11242.56	9000.00	12000 (E)	12700.00	
Overtime Fund	0.00	0.00	0.00	0.00	0.00	
Salary contingency	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL STAFF COSTS</b>	<b>53500.00</b>	<b>56463.58</b>	<b>57000.00</b>	<b>66000.00</b>	<b>68720.00</b>	
Payroll outsourcing	350.00	310.59	400.00	318.35	350.00	
Parish Office Rent	4750.00	2375.00	4788.00	4788.00	5238.00	Please note APC is still awaiting an invoice to be submitted from AVH for 1st Set 2021 Total £2375.00
Annual Electricity PAT testing	170.00	170.00	200.00	0.00	200.00	
Broadband, phone, microsoft office	1000.00	965.00	1200.00	1000.00 (E)	1200.00	
Computer support	1500.00	2324.80	2000.00	1700.00 (E)	2000.00	Assist IT
Website hosting	255.00	255.00	255.00	265.00	300.00	
Office Supplies (postage/ stationery/ink etc)	600.00	915.00	900.00	500.00 (E)	500.00	
Audit fees	600.00	1035.00	1000.00	970.00	1050.00	Includes Internal Audit (Paul Reynolds) and External Audit (BDO to be confirmed).
Affiliation fees	1300.00	1066.00	1200.00	901.00	1200.00	
Unity Trust Bank					80.00	Fees for On-Line Banking (Unity Trust Bank)
Insurances	2500.00	2433.00	2600.00	2837.15	3100.00	
Seminars/ Training/ Travel	550.00	548.00	600.00	299.00 (E)	300.00	Will need to increase budget for 2024/25 due to new term of Alderholt Parish Council
Chairmans Allowance	50.00	22.00	50.00	57.00	50.00	Used for remembrance wreath and refreshments at village events.
Scribe	520.00	520.00	624.00	624.00	624.00	Annual Renewal. At present only provide an annual renewal.

<b>TOTAL ADMINISTRATION COSTS</b>	<b>13128.00</b>	<b>12419.39</b>	<b>14850.00</b>	<b>10760.50</b>	<b>16192.00</b>	
<b>TOTAL ESTABLISHMENT COSTS (A)</b>	<b>66628.00</b>	<b>68882.97</b>	<b>71850.00</b>	<b>76760.50</b>	<b>84912.00</b>	<b>Increase primarily staffing costs and increase associated with inflation, etc</b>
General Maintenance	1400.00	1200.00	1400.00	1200.00	0.00	Suggested to transfer £1400.00 from General Reserves (Total £1400.00). Annual repair of all recreation ground equipment, lights and signage. Reserve account also kept for larger repairs and Equipment power shower for 2020.
Equipment Inspections	300.00	360.00	400.00	635 (E)	150.00	Play/gym equipment. 3 x Qtr inspections. Annual is 4th Qtr. New company used for Qrt inspections at a lower cost per inspection.
Annual Inspection of Equipment	150.00	122.00	125.00	125.00	140.00	Annual Inspection
Dog Warden	650.00	332.50	0.00	0.00	0.00	Service no longer offered by DC. St Leonards PC have asked if interested in setting up a new East Dorset Dog Warden swervice. Have asked to be kept infomred of progress.
Dog bin emptying	1500.00	1414.00	1300.00	1456.00	0.00	Suggested to transfer £1600.00 from General Reserves (Total £1600.00). Annual repair of all recreation ground equipment, lights and signage.
Lamp Maintenance Contract	200.00	170.00	200.00	170.00	220.00	5 lamp columns owned by APC. Budget for Annual Inspection only-repairs to come out of general maintenance budget.
Electricity	250.00	222.00	250.00	222.00 (E)	250.00	Invoiced from sports and social club based on following formula; 5 lamps @70w x avge 9hrs per day x 365 days x cost in pence of electrcity.
<b>Subtotal costs for PC</b>	<b>4450.00</b>	<b>3820.50</b>	<b>3675.00</b>	<b>3820.00</b>	<b>760.00</b>	
Annual contribution to ARA	1628.00	1200.00	1200.00	1200.00	1200.00	As per lease agreement
SLA Maintenance costs	3600.00	3600.00	3600.00	3600.00	3600.00	As per SLA
ARA Insurance	650.00	616.00	650.00	649.00	700.00	Part of lease agreement.Allow small increase- Trustee insurance now included in main policy
<b>Costs paid to ARA</b>	<b>5878.00</b>	<b>5416.00</b>	<b>5450.00</b>	<b>5416.00</b>	<b>5500.00</b>	

<b>TOTAL RECREATION GROUND COSTS (B)</b>	<b>10328.00</b>	<b>9236.50</b>	<b>9125.00</b>	<b>9236.00</b>	<b>6260.00</b>	
Allotment annual rent	0.00	0.00	0.00	0.00	0.00	0.67p Paid for next 5 years until 2023
Allotment Water costs	<b>200.00</b>	<b>123.82</b>	<b>210.00</b>	<b>200.00 (E)</b>	<b>210.00</b>	
Allotment Maintenance	200.00	190.00	200.00	<b>50.00 (E)</b>	200.00	
<b>Allotment subtotal</b>	<b>400.00</b>	<b>313.82</b>	<b>410.00</b>	<b>391.00</b>	<b>410.00</b>	
War Memorial refurbishment	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Agreed by Alderholt Parish Council to fund total costs of repairs and cleaning to the War Memorial. Currently awaiting confirmation from Dorset Council whether Permitted Development or Planning Permission required alongside Listed Building/Monument permission. once permission gained from Dorset Council, a contractor would be instructed to undertake the relevant works. Quotation already obtained for works. Allocated Reserves of £6,000 held for the project.
Churchyard maintenance costs	<b>300.00</b>	<b>300.00</b>	<b>400.00</b>	<b>400.00</b>	<b>400.00</b>	Agreed to award grant to St James of £400 per year to end 2023/24 for maintenance of graveyard and area around the war memorial
General Village maintenance	<b>1000.00</b>	<b>300.00</b>	<b>1000.00</b>	<b>712.00</b>	<b>0.00</b>	<b>Suggested to transfer £1000 from General Reserves (Total £1000.00)</b> Includes grit bin top up/minor repairs to APC owned street furniture eg. n/boards/benches/bins/bus shelter signage and flowerbeds). Keep the same as often not used. Information to be looked into for a lengthsman/odd job man-(still outstanding). AVH Flowerbed upkeep removed as ongoing discussions and relates to 2020-consider adding funding next for flowerbeds depending on outcome. Meeting not yet taken place
Christmas tree and lights	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Remove from budgets.Tree donated for last 4 years. It was thought that tree would need to be purchased Dec 2019, but was donated again. Lights to come out of general maintenance (or special provision budgeted when its known replacement is required)
<b>TOTAL OTHER AMENITY COSTS ©</b>	<b>1700.00</b>	<b>913.82</b>	<b>1810.00</b>	<b>991.00</b>	<b>810.00</b>	

<b>TOTAL ANNUAL RUNNING COSTS</b>	<b>78656.00</b>	<b>79033.29</b>	<b>82785.00</b>	<b>64906.00</b>	<b>91982.00</b>	
<b>CONTINGENCY @ 5% OF A,B,C</b>	<b>4135.00</b>	<b>0.00</b>	<b>4135.00</b>	<b>0.00</b>	<b>4595</b>	
APC owned equipment at Recreation ground	5760.00	5760.00	5760.00	5760.00	0.00	Suggested to transfer £5760.00 from General Reserves (Total £5760.00) eg.Play Equipment, bins, benches, MUGA, Gym equipment, Youth shelter & Lights-Refer to asset register. Increased due to new gym equipment and table tennis table. Lights may need replacing soon.
Office Equipment	795.00	795.00	795.00	0.00	0.00	Suggested to transfer £500.00 from General Reserves (Total £500.00) Refer to asset register. Not Eligible for CIL Money since it relates to Establishment Costs.
Street Furniture	580.00	580.00	580.00	0.00	0.00	Suggest to transfer £500.00 from General Reserves (Total £500) Refer to asset register. Annual inspections to be set up including cleaning.
Allotment Gates and fences	472.00	472.00	472.00	0.00	0.00	Suggest to transfer £400.00 from General Reserves) Refer to asset register
Tree Inspection and works (3 year provision)	550.00	2805.00	550.00	0.00	550.00	Refer to asset register. Tree inspection undertaken 2020. Works undertaken to Recreation Ground, Rifle Range and Allotments
<b>TOTAL ASSET REPLACEMENT (RESERVES) (D)</b>	<b>8157.00</b>	<b>10412.00</b>	<b>8157.00</b>	<b>8157.00</b>	<b>550.00</b>	Asset Revaluation to take place in 2023/24
<b>SERVICE DEVOLUTION BUDGET (E)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Originally set up in 2017 in preparation for taking on devolved services from DCC and EDDC. New Unitary Council in 2019 so unsure of what will be passed down . No further update on devolved services from Dorset Council. Earmarked Reserve of £4000.00 in place
<b>GENERAL GRANT FUND (F)</b>	<b>1200.00</b>	<b>500.00</b>	<b>1200.00</b>	<b>300.00</b>	<b>300.00</b>	Suggested carry over of £900 from 2022/23 General Grant into General Grant Fund for 2023/24. Total for 2023/24 £1200.00



<b>CAPITAL GRANTS-VILLAGE PROJECTS (G)</b>	<b>1000.00</b>	<b>999.00</b>	<b>1000.00</b>	<b>0.00</b>	<b>0.00</b>	Suggested carry over of £1000.00 from 2022/23 into Capital Grants (Village Projects) for 2023/24. Total for 2023/24 £1000.00
<b>Planning Consultant (H)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Refer to Reserves Sheet. Planning Consultant and Neighbourhood Plan Reserves merged into Planning Earmarked Reserve of £12,497
<b>NEIGHBOURHOOD PLAN (I)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Income</b>	<b>2021/22</b>	<b>2021/2022</b>	<b>2022/23</b>	<b>2022/233</b>	<b>2023/24</b>	<b>Comments</b>
Allotment Potential Annual rent (29 rented plots & £25.00 each year)	725.00	725.00	725.00	725.00	725.00	Brownies community plots (2) agreed 2011 to stay free of charge until tenancy terminated. Variable due to not renting all plots and/or renting 1 plot more than once a year. Previously not included in budgets as insignificant after costs have been removed but included this year for greater transparency. All plots now taken and a waiting a list - Nov 2021
Scouts Rent	5.00	5.00	5.00	5.00	5.00	Part of lease-peppercorn rent
ARA rent	1.00	1.00	1.00	1.00	1.00	Part of lease-peppercorn rent
Interest (estimated)	500.00	281.00	180.00	300.00	320.00	Investments spread over three accounts - Nationwide, Bath BS and Cambridge BS
<b>TOTAL</b>	<b>1231</b>	<b>1012</b>	<b>911</b>	<b>1031</b>	<b>1051</b>	Previously agreed not be used in budget calculations as variable however, due to increased costs and for greater transparency all income deducted from expenditure in determining Precept demand.

# Alderholt Parish Council

## DRAFT Budget Summary 2023/24

BUDGET HEADING	2021/22	2022/23	2023/24
<b>ESTABLISHMENT COSTS (A)</b> Includes Salaries, NIC's & Pension, Office rent & operating costs, Insurance and Audit costs	66628.00	<b>71850.00</b>	<b>84912.00</b>
<b>RECREATION GROUND COSTS (B)</b> Includes maintenance of Amanda Harris Recreation Ground and funding to Alderholt Recreation Association for management of large Recreation Ground.	10328.00	<b>9125.00</b>	<b>6260.00</b>
<b>OTHER AMENITY COSTS (C)</b> Includes War memorial land maintenance and refurbishment, allotments and general street furniture upkeep and maintenance	1700.00	<b>1810.00</b>	<b>810.00</b>
<b>CONTINGENCY @ 5% OF A,B,C</b>	4135.00	<b>4135.00</b>	<b>4595</b>
<b>ANNUAL ASSET REPLACEMENT RESERVES (D)</b> Annual provision for replacement of APC owned assets eg, Play equipment, street furniture, office equipment	8157.00	<b>8157.00</b>	<b>550.00</b>
<b>SERVICE DEVOLUTION BUDGET (E)</b> Monies for services no longer provided by principal authorities eg, 97 Community Bus	0.00	<b>0.00</b>	<b>0.00</b>
<b>ANNUAL GENERAL GRANT FUND (F)</b> Grants for local organisations towards running costs (£300 max per application)	1200.00	<b>1200.00</b>	<b>300.00</b>
<b>ANNUAL CAPITAL PROJECTS (G)</b> Grants for local organisations towards Capital Costs	1000.00	<b>1000.00</b>	<b>0.00</b>
<b>PROVISION FOR PLANNING CONSULTANT COSTS (H)</b>	0.00	<b>0.00</b>	<b>0.00</b>
<b>PROVISION FOR NEIGHBOURHOOD PLAN (I)</b>	0.00	<b>0.00</b>	<b>0.00</b>
<b>SUBTOTAL FORECASTED COSTS</b>	93148.00	97277.00	<b>97427</b>

# Alderholt Parish Council

## DRAFT Budget Summary 2023/24

<b>ESTIMATED INCOME</b> Allotment rents and investment income	1231.00	<b>911.00</b>	<b>1051.00</b>
<b>NET BUDGET REQUIREMENT (PRECEPT)</b>	91917.00	96366.00	<b>96376</b>
Governance and Accountability for Local Councils 2010			
2.25 As councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs or for specifically earmarked purposes, whenever a council's year-end general reserve is significantly higher than the annual precept, an explanation should be provided to the auditor.			
2.26 Earmarked reserves, which are set aside for specific purposes and for savings for future projects, should be realistic and approved by the council. It is generally accepted that general (ie un-earmarked) revenue reserves usually lie within the range of three to twelve months of gross expenditure. However, the amount of general reserve should be risk assessed and approved by the Council.			

**ALDERHOLT PARISH COUNCIL  
2023/24 - DRAFT COSTS TO RESIDENTS**

<b>Column1</b>	<b>Code</b>	<b>Amount</b>
<b>2022/23</b>		
Net Budget required for 2022/23(Precept)	A	96366.00
Tax base	B	1251.90
Resulting Band D Council tax (A / B)	C	76.97
<b>2023/24</b>		
Net Budget required for 2023/24 (Precept)	D	<b>96376.00</b>
Adjusted tax base - Estimate	E	1251.90
Resulting Band D Council Tax (D/E)	F	<b>76.98</b>
Percentage change in Council Tax 22/23-23/24	G	0.00%
Annual Payment Band D 2022/23	C	76.97
<b>Annual Payment 2023/24 Band D</b>	F	<b>76.98</b>
<b>Monthly Payment 2023/24 Band D</b>	H	<b>6.42</b>
<b>Annual Increase £ per Band D</b>		<b>0.01</b>

**ALDERHOLT PARISH COUNCIL  
DRAFT BUDGETS 2023/24  
EXPLANATION OF PRECEPT**

**The budget forecasts of Alderholt Parish Council to carry out Parish Council activities on behalf of the village of Alderholt for the financial year 2023/24**

The budgets determine the Precept Demand which is the sum of money given to the Parish Council by the local billing authority (Dorset Council). It is received in two instalments during the financial year. The monies are raised through the Council Tax paid by Alderholt residents and collected by the local billing authority. In addition, residents will also make contributions via Council Tax payments to Dorset Police and Crime Commissioner, Dorset and Wiltshire Fire and Rescue Authority, and Dorset Council.

## Alderholt Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2022 and 31/03/2023)

Administration		Last Year 2021-2022				Current Year 2022-2023						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
1	Office Supplies			600.00	618.22				900.00	238.30			
2	Councillor Expenses			600.00	134.96				600.00	106.61			
3	Website			255.00	200.00				255.00				
4	IT Support			1,500.00	2,324.80				2,000.00	802.37			
18	Training and Councillor Exper			600.00	521.91				1,000.00	91.95			
19	BT			1,000.00	965.40				1,200.00	494.35			
20	Village Hall Rental			4,750.00	4,630.00				4,788.00	2,394.00			
21	Parish Council Insurance			2,500.00	2,433.73				2,600.00	2,837.15			
22	Payroll Services			400.00	310.59				400.00	318.35			
23	Chairmans Allowance			50.00	22.00				50.00	57.00			
26	Membership			1,300.00	1,105.22				1,200.00	901.17			
27	Advertising												
39	PAT Testing								200.00				
40	Audit Fees			600.00	865.00				1,000.00	835.00			
53	Accounts Software			650.00	520.00				600.00	520.00			
58	Electrician Office			200.00	207.50				200.00				
59	Officer Expenses			795.00	66.50				600.00	128.09			
60	Bank Charges			72.00	72.00					36.00			
62	Interest		281.92	500.00					190.00				
67	Office Maintenance									147.00			
68	National Civic									29.75			
<b>SUB TOTAL</b>			<b>281.92</b>	<b>16,372.00</b>	<b>14,997.83</b>				<b>17,783.00</b>	<b>9,937.09</b>			

# Alderholt Parish Council

22 November 2022 (2022-2023)

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2022 and 31/03/2023)

		Last Year 2021-2022				Current Year 2022-2023						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
28	Allotment Rents		666.00	725.00	3.35		640.00		790.00	30.00			
29	Maintenance			200.00	7.71				200.00				
30	Trees												
31	Water			200.00	123.82				210.00	159.08			
<b>SUB TOTAL</b>			<b>666.00</b>	<b>1,125.00</b>	<b>134.88</b>		<b>640.00</b>		<b>1,200.00</b>	<b>189.08</b>			

		Last Year 2021-2022				Current Year 2022-2023						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
48	Capital Grant Fund			1,000.00					1,000.00				
<b>SUB TOTAL</b>				<b>1,000.00</b>					<b>1,000.00</b>				

		Last Year 2021-2022				Current Year 2022-2023						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
47	General Grant Fund			1,200.00	500.00				1,200.00	300.00			
<b>SUB TOTAL</b>				<b>1,200.00</b>	<b>500.00</b>				<b>1,200.00</b>	<b>300.00</b>			

		Last Year 2021-2022				Current Year 2022-2023						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget

# Alderholt Parish Council

22 November 2022 (2022-2023)

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2022 and 31/03/2023)

55 HMRC VAT Refund

**SUB TOTAL**

Other Amenities		Last Year 2021-2022				Current Year 2022-2023			Next Year				
		Receipts		Payments		Receipts			Payments		Receipts	Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
24	PCC Churchyard Maintenance			300.00					400.00				
25	Flowerbed Upkeep				126.94								
36	Rifle Range Tree Maintenance												
43	General Village Maintenance			1,400.00					1,000.00	670.00			
49	Scouts Rent		5.00	5.00			10.00		5.00				
52	SID				600.00					8,438.00			
<b>SUB TOTAL</b>			<b>5.00</b>	<b>1,705.00</b>	<b>726.94</b>		<b>10.00</b>		<b>1,405.00</b>	<b>9,108.00</b>			

Precept		Last Year 2021-2022				Current Year 2022-2023			Next Year				
		Receipts		Payments		Receipts			Payments		Receipts	Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
51	Precept		91,917.15				96,366.00						
<b>SUB TOTAL</b>			<b>91,917.15</b>				<b>96,366.00</b>						

Recreation Ground		Last Year 2021-2022				Current Year 2022-2023			Next Year				
		Receipts		Payments		Receipts			Payments		Receipts	Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
9	Service Level Agreement			3,600.00	3,600.00				3,600.00	1,800.00			
10	Insurance Reimbursement			650.00	649.30				650.00	656.66			



# Alderholt Parish Council

22 November 2022 (2022-2023)

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2022 and 31/03/2023)

11	Electricity	250.00		250.00		
12	Equipment Inspections	450.00	140.00	525.00	538.50	
13	Maintenance	1,400.00	307.14	1,400.00	695.00	
14	Dog Warden	650.00	50.00			
15	Dog Bin Emptying	1,500.00	1,456.00	1,500.00	1,509.04	
17	Annual Grant	1,200.00	1,200.00	1,200.00		
38	Trees				80.00	
41	Annual Inspection	550.00	125.00	125.00		
42	Lamp Maintenance Contract	200.00	170.00	200.00		
50	ARA Rent	1.00		2.00	1.00	
69	Gym Equipment Inspection					
<b>SUB TOTAL</b>		<b>10,451.00</b>	<b>7,697.44</b>	<b>2.00</b>	<b>9,451.00</b>	<b>5,279.20</b>

### Reserves and Devolution

Code	Title	Last Year 2021-2022				Current Year 2022-2023						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
5	IT Equipment			255.00					795.00				
16	Playground Equipment			5,760.00					5,760.00				
32	Greenhouse Payment												
33	97 Bus		2,898.95		8,710.87		2,071.89				6,855.80		
34	Planning Consultant												
35	Interest		1.55	500.00					190.00				
37	War Memorial												
44	Street Furniture			580.00					580.00				
45	Allotment Gates and Fencing			472.00					472.00				
46	Service Devolution Budget												
54	Tree Inspections 3 yearly			550.00					550.00				
56	Legal Fees												
57	CIL Payment		10,631.43										

# Alderholt Parish Council

22 November 2022 (2022-2023)

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2022 and 31/03/2023)

61	Neighbourhood Plan			683.10						
63	Green Spaces Group	1,000.00	1,000.00	1,705.59			1,000.00	321.22		
64	Big Alderholt Jubilee Fete 202			90.00				2,112.39		
65	Website Upgrade			925.00						
66	Footpath Toolbox						300.00	213.93		
<b>SUB TOTAL</b>		<b>14,531.93</b>	<b>9,117.00</b>	<b>12,114.56</b>		<b>2,071.89</b>	<b>9,647.00</b>	<b>9,503.34</b>		

		Last Year 2021-2022				Current Year 2022-2023				Next Year			
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
6	Salaries			41,000.00	32,837.34				43,000.00	19,749.84			
7	HMRC			3,000.00	8,221.02				4,400.00	5,468.52			
8	Pension			8,500.00	11,242.56				9,000.00	6,948.72			
<b>SUB TOTAL</b>				<b>52,500.00</b>	<b>52,300.92</b>				<b>56,400.00</b>	<b>32,167.08</b>			

### Summary

<b>TOTAL</b>		<b>107,402.00</b>	<b>93,470.00</b>	<b>88,472.57</b>		<b>99,089.89</b>			<b>98,086.00</b>	<b>66,483.79</b>			
--------------	--	-------------------	------------------	------------------	--	------------------	--	--	------------------	------------------	--	--	--

**Alderholt Parish Council**  
**Reserves Balance**  
**2022-2023**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Contingency Fund	33,916.31				33,916.31
<b>Total Capital</b>	<b>33,916.31</b>				<b>33,916.31</b>
<b>Earmarked</b>					
Recreation Ground Equipment f	48,235.61	10,000.00			58,235.61
General Asset Repair/Replace F	6,228.57				6,228.57
War Memorial Refurbishment Fi	1,700.00	4,300.00			6,000.00
Establishment Repair Replace F	3,254.73				3,254.73
Election Fund	3,000.00				3,000.00
Devolved Services Fund	4,000.00				4,000.00
Allotment Greenhouse Deposits					0.00
Pavilion Project Fund	24,450.50				24,450.50
97 Bus Fund	201.73	6,500.00			6,701.73
Planning Fund	8,180.98	4,316.90			12,497.88
CIL Receipts Fund	33,966.18	-7,500.00			26,466.18
Big Alderholt Fete 2023 Fund	3,250.00	3,250.00	2,112.39		4,387.61
IT Development Fund		1,000.00			1,000.00
Green Spaces Group Fund	294.41	1,000.00	451.19		843.22
SID Fund	1,625.00	3,000.00			4,625.00
Footpath Toolbox	300.00	-86.07	213.93		0.00
Neighbourhood Plan	4,316.90	-4,316.90			0.00
<b>Total Earmarked</b>	<b>143,004.61</b>	<b>21,463.93</b>	<b>2,777.51</b>		<b>161,691.03</b>
<b>TOTAL RESERVE</b>	<b>176,920.92</b>	<b>21,463.93</b>	<b>2,777.51</b>		<b>195,607.34</b>
<b>GENERAL FUND</b>					39,500.74
<b>TOTAL FUNDS</b>					235,108.08

## ALDERHOLT PARISH COUNCIL- RISK MANAGEMENT 2022/23

This document is an overview of the potential risks to Alderholt Parish Council and the procedures in place for addressing this. This is a working document and Actions are listed for consideration at meetings; **Finance Committee 28/11/22 outstanding items for consideration in red**

RECREATION GROUND - AMANDA HARRIS RECREATION GROUND and APC OWNED EQUIPMENT		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Equipment damage Vandalism/fire/other	APC	Weekly visual inspection report – written report kept on file for insurance purposes Quarterly inspection by qualified inspector-written report kept on file for insurance purposes Minor repairs to be carried out by competent contractor with own Public liability insurance Major repairs to be carried out by-specialised contractor with own Public liability insurance Items insured under Insurance policy Annual provision for repair/replacement
Accident to clerk/councillors while carrying out weekly visual inspection	APC  ARA	Visual inspection only- Equipment to be taped off if safety issue and then reported to be dealt with by qualified contractor. Provision of gloves/high viz jacket/litter pickers if required for pick up of litter/glass Public liability insurance Employers liability insurance Recreation ground maintained regularly by groundsman(ARA-through SLA) <b>Winter maintenance policy to be set up.</b>
Accident/injury to the public	APC  Inspector ARA	Public liability insurance Weekly visual inspection report -written report kept on file for insurance purposes Quarterly inspection by qualified inspector -written report kept on file for insurance purposes Recreation ground maintained regularly by groundsman (ARA-through SLA) Accident report book maintained by clerk Safety signs in place Repairs to be carried out by qualified contractor efficiently Unsafe equipment/furniture to be fenced off/removed as soon as Council aware of problem (Refer to weekly inspection sheet) Closure signs put in place in children’s play area when work being carried out if appropriate Tree Inspection carried out by qualified inspector (Refer APC Tree policy) <b>Winter maintenance policy to be set up.</b>
Accident to contractors	APC	Contractors to have their own public liability insurance Recreation ground maintained in good condition regularly by groundsman(ARA-through SLA) Weekly visual inspection carried out to ensure no obvious safety issues <b>Winter maintenance policy to be set up.</b>
<b>ACTIONS FOR UPDATE;</b>		<b>Winter maintenance policy to be set up.</b> <b>Awaiting relevant documentation (Safeguarding Policy, Risk Assessment, Polices, etc) from ARA</b>

**ALDERHOLT PARISH COUNCIL- RISK MANAGEMENT 2022/23**

RECREATION GROUND- SPORTS FIELDS, PAVILION, TENNIS COURTS AND SPORTS AND SOCIAL CLUB		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Equipment Building damage Vandalism/fire/theft/other	APC  Aldersholt Recreation Association/ Sports and Social Club/Tennis Club	Lease to ARA and underleases to S&SC, and Tennis Club Insurance- APC insure pavilion and garage store buildings.  ARA take out own insurance for Trustees and public liability -reimbursed by APC . S&SC and Tennis Club are responsible for their own insurances ARA, S&SC and Tennis Club responsible for their own areas and maintenance of buildings
Accident/injury to the public	APC  Aldersholt Recreation Association/ Sports and Social Club/Tennis Club	Lease to ARA and underleases to S&SC, and Tennis Club Public liability insurance APC carry out Inspections and safety checks on APC owned equipment and land (as above) Winter maintenance policy to be set up. Recreation ground maintained regularly by groundsman(ARA-through SLA) ARA, S&SC and Tennis club to carry out their own inspections and risk assessment
Accident to contractors	APC  Aldersholt Recreation Association/ Sports and Social Club/Tennis Club	Lease to ARA and underleases to S&SC, and Tennis Club Public liability insurance Employers liability insurance Winter maintenance policy to be set up. ARA, S&SC and Tennis club are responsible for ensuring adequate Health and safety for contractors at large recreation ground
Trustee Liability	ARA/APC	Annual Insurance Policy (organised by Rec Assoc and paid for by APC)

## ALDERHOLT PARISH COUNCIL- RISK MANAGEMENT 2022/23

<b>ACTIONS FOR UPDATE;</b>	Awaiting relevant documentation (Safeguarding Policy, Risk Assessment, Policies, etc) from ARA
----------------------------	--

ESTABLISHMENT- ACCOUNTING PROCEDURES		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Incorrect accounting procedures	APC	RFO appointed (also clerk) Annual internal audit review undertaken by council Internal annual audit reported to council External annual audit reported to council Financial regulations adopted and reviewed annually Invoices and cheques signed by 2 councillors and clerk. New electronic banking policy incorporated into financial regulations Direct debits payments reported mthly at meetings Salaries including overtime reported mthly at meetings (not part of public minutes) Cashplus card transactions reported at next meeting Internal transfers between bank accounts reported mthly at meetings Items for sanction, details of items paid in between meetings & bank reconciliation reported mthly at meetings and Cllr now appointed monthly to confirm above Minute when agreed noted in cashbook Expenditure powers quoted for large spending or if unknown Invoices retained and filed Vat recorded separately
Budgetary controls	APC	Precept setting linked to budgets Budgets monitored mthly by RFO and reported at finance committee meetings and as necessary to main council Any anticipated budget overspend reported at next meeting and changes to budgetary forecasts agreed at meetings Committees financial powers are limited and detailed in terms of reference

## ALDERHOLT PARISH COUNCIL- RISK MANAGEMENT 2022/23

Fraud	APC	Insurance Internal annual audit External annual audit Invoices produced for officer and councillor expense claims Invoices and cheques signed by 2 councillors and clerk and new electronic banking policy ensures dual signatories Items for sanction , details of items paid in between meetings & bank reconciliation reported mthly at meetings and checked by a Cllr monthly
Safeguarding Council Monies	APC	Financial regulations Internal annual audit External annual audit Bank accounts reviewed to determine risk and return Balances of each financial institution reported monthly to council meetings
<b>ACTIONS FOR UPDATE;</b>		<b>None</b>

### ESTABLISHMENT- ADMINISTRATION PROCEDURES

RISK DESCRIPTION	OWNER	ACTION TAKEN
Health and safety in office	APC	Employers liability insurance Public Liability Insurance Health and safety at work policy to be set up and reviewed annually. Lone worker policy Regular Risk assessment carried out on premises (written policy not required for under 5 employees) but items noted by officers reported to Finance Committee (urgent safety items reported to Chairman for action) Fire inspection risk assessment introduced 06/17
Theft at office	APC	Insurance Computer Files Backed Up Confidential papers locked away each night Record of key holders kept on file and limited
Fire at office	APC Aldersholt Village Hall	Insurance Computer Files Backed Up in cloud Fireproof Box Electrical fire extinguisher in office Fire extinguisher in Committee Room Fire Exit procedure and notices displayed Landlord (Village Hall) has fire policy

## ALDERHOLT PARISH COUNCIL- RISK MANAGEMENT 2022/23

		Written risk assessment in place for fire procedures
Damage to equipment/documents	APC	Insurance for replacement of assets Budget provision for replacement of assets Computer files backed up Fireproof box Deeds in safe custody
Failure to follow policy and procedures	APC	Standing orders adopted and reviewed regularly Financial regulations adopted and reviewed regularly Policies in place and reviewed regularly Training available to all members and clerk New councillors signposted to policies page on website Internal and External auditor
Failure of working parties/project leaders to follow procedures for spending of public monies	APC	Standing orders/financial regulations/terms of reference for committees and working parties Use of template documents RA1 and RA2 for working parties and project leaders when investigating projects and quotes for works
IT-Cyber attack/Virus/ransomware/access to data	APC	Procedures, backups and software installed
<b>ACTIONS FOR UPDATE;</b>		<b>Health and Safety At Work Policy</b>

EMPLOYER LIABILITY		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Incorrect Salary and Employment Conditions	APC	NALC Pay scales followed and reported to Finance Committee NALC model employment contract in place Annual Appraisal of employees
PAYE procedures followed correctly	APC DC Payroll provider	Payroll outsourced Changes to salaries incl appraisals reported at meetings (usually budget meeting in Nov/Dec) Internal auditor annual check of PAYE files Staffing Committee to deal with employment issues
Appraisal/ /training/grievances	APC	Staffing Committee to deal with employment issues



## ALDERHOLT PARISH COUNCIL- RISK MANAGEMENT 2022/23

Sickness/holiday Employment	APC	Leave/Sickness Policy adopted Sickness leave to be reported to Chairman There are now two members of staff who will normally cover each other.
Health and Safety	APC	Risk assessment of office carried out by Cllr and reported to Staffing Committee annually Lone worker policy Winter maintenance policy to be set up.
<b>ACTIONS FOR UPDATE;</b>		<b>None</b>

PARISH OFFICE		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Fire in building Employees/Cllrs/ members of public and all users of Committee Room	APC Alderholt Village Hall	Fire Risk Assessment Policy reviewed annually by Cllr and reported to Council Public liability insurance Employers liability insurance
Accident to Employees/Cllrs/ members of public and all users of Committee Room in building	APC All employees	Health and safety reviewed annually by Cllr and reported to Council. Employees/Cllrs continuously review any obvious signs of health and safety issues Public liability insurance Employers liability insurance
Accident to Employees/Cllrs/ members of public and all users of Committee Room accessing building	APC All employees	Health and safety reviewed annually by Cllr and reported to Council Employees/Cllrs continuously review any obvious signs of health and safety issues Public liability insurance Employers liability insurance <i>Winter maintenance policy to be set up.</i>
Attack/violence to employees	APC	Lone Worker Policy
Alternative provision if parish office not able to be used eg fire	APC	<i>Cllr DT looking into.</i>
<b>ACTIONS FOR UPDATE;</b>		<i>Winter maintenance policy to be set up.</i>

## ALDERHOLT PARISH COUNCIL- RISK MANAGEMENT 2022/23

COUNCILLORS CODE OF CONDUCT		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Non declaration of Interests	Cllrs	Code of Conduct adopted by Council All members agreed and signed up to code of conduct Register of Pecuniary interests to be completed at beginning of term of office or when co-opted, via Dorset Council portal Register of pecuniary interests updated as needed by Member via Dorset Council portal Register of pecuniary interests available to public via Dorset Council and link from PC website to DC Website Agenda item for declaration of interests at all meetings Cllrs encouraged to attend training sessions
Compliance with code of conduct	Cllrs	Code of conduct adopted by council All members agreed and signed up to code of conduct Contact with Dorset Council monitoring officer for any concerns/queries Cllrs encouraged to attend training sessions
Interaction with public	Cllrs	APC policy of Cllrs not commenting individually on social media sites on behalf of Council. Media Policy adopted 2017
Decisions being challenged by members of public	Cllrs	Decisions agreed as a corporate body at council meeting No decisions delegated to an individual Cllr Officials Indemnity insurance
<b>ACTIONS FOR UPDATE;</b>		<b>None</b>

RISK TO CLLRS/OFFICERS/VOLUNTEERS FOR ODD JOBS		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Accident/injury	APC	APC Public liability insurance Authorisation to be agreed by resolution at Council/Committee meeting Risk assessment to be completed by person carrying out job (template doc RA3) Safety equipment available-litter pickers/high viz jackets/gloves. More available through DC Highway officers-eg signage and cones If activity being carried out by volunteers using their own insurance, email confirmation to be requested from them.
<b>ACTIONS FOR UPDATE;</b>		<b>None</b>

RISK TO CLLRS/OFFICERS/VOLUNTEERS FOR GREEN SPACES WORKING PARTY		
RISK DESCRIPTION	OWNER	ACTION TAKEN

## ALDERHOLT PARISH COUNCIL- RISK MANAGEMENT 2022/23

Accident/injury	APC	APC Public liability insurance Risk assessment to be completed by person carrying out job (template doc RA3) Volunteer Policy Environment Policy Safeguarding Policy If activity being carried out by volunteers using their own insurance, email confirmation to be requested from them.
<b>ACTIONS FOR UPDATE;</b>		<b>None</b>

### SPEED INDICATOR DISPLAYS

RISK DESCRIPTION	OWNER	ACTION TAKEN
Accident/injury	APC	APC Public liability insurance Risk Assessments completed by Dorset Council Training undertaken by Councillors and Officers on relocating of Speed Indicator Displays Risk assessment requirements to be adhered to by Councillors move the Speed Indicator Displays Safety equipment available high viz jackets.
<b>ACTIONS FOR UPDATE;</b>		<b>None</b>

### ALDERHOLT FETE

RISK DESCRIPTION	OWNER	ACTION TAKEN
Accident/injury	APC	APC Public liability insurance Authorisation to be agreed by resolution at Council/Committee meeting Overall risk assessment for event to be completed by Clerk. Individual Risk Assessments to be carried out by organisation taking part in the event and forwarded to Clerk. Safety equipment available-litter pickers/high viz jackets/gloves. If activity being carried out by volunteers using their own insurance, email confirmation to be requested from them.
<b>ACTIONS FOR UPDATE;</b>		<b>None</b>

### ALDERHOLT PARISH COUNCIL CHRISTMAS TREE AND LIGHTS

RISK DESCRIPTION	OWNER	ACTION TAKEN
Accident/injury	APC	APC Public liability insurance Risk assessment to be completed by person carrying out job (template doc RA3) Lights tested as part of PAT Testing
<b>ACTIONS FOR UPDATE;</b>		<b>None</b>

## ALDERHOLT PARISH COUNCIL- RISK MANAGEMENT 2022/23

ALLOTMENTS		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Accident/injury of a tenant	APC	APC Public liability insurance 3 Yearly Tree Inspection by qualified tree surgeon Twice yearly inspections of site by Cllr representative Tenants responsible for their own plots Tenants/AAA advised to report any problems
Fire/Vandalism/ damage to Plots	APC	Tenancy agreement Tenants to have their own insurance for items on plots
Discrepancies over plot entitlement	APC	Tenancy agreement
<b>ACTIONS FOR UPDATE;</b>		<b>None</b>

RIFLE RANGE/SCOUTS		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Accident/Injury to public	APC	APC Public liability insurance 3 Yearly Tree Inspection by qualified tree surgeon Maintained on a voluntary basis by neighbouring landowner with own public liability insurance Site currently not open to the public Gates locked, access difficult Any uses to site to have been given permission by Council, have carried out a risk assessment and have suitable insurance in place including public liability insurance Scouts currently using site for uses only given permission by APC and under their own insurance -lease ongoing
Fire	APC	Land only
<b>ACTIONS FOR UPDATE;</b>		

## ALDERHOLT PARISH COUNCIL- RISK MANAGEMENT 2022/23

WAR MEMORIAL		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Vandalism	APC	Low risk- no action required Insurance
Fire	APC	Low risk- no action required Insurance
Damage	APC	Low risk- no action required Insurance
Loss of names on memorial	APC	List of names kept on file PC and in fire safety box 07/17 Registered as Grade 2 listed building.
Accident to volunteers maintaining area around war memorial-St James' Church	APC/St James' Church	Insurance in place; Confirmed by email Oct 2017;the Church is providing insurance for authorised Church volunteers carrying out works to the Churchyard and War memorial. It also has insurance in place for public liability cover. APC insurers confirmed; in the event someone is injured or their property damaged as a result of a defect with the War Memorial, including if it were to fall, and the Parish Council are held legally liable, the policy we arrange will respond under the Public Liability section. In regards to a motor vehicle injuring people; we would expect any claim to be directed to the insurer of the responsible driver. However in the unlikely event that the Council are held legally liable, the policy will respond.
<b>ACTIONS FOR UPDATE;</b>		<b>None – work to repair/maintain War Memorial is currently being undertaken.</b>

GENERAL VILLAGE		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Major risk to residents through large scale accident/disaster	DC	Emergency planning document (confidential)
Emergency Action procedure when clerk not working	APC	Local Emergency planning document to be set up (DT)
<b>ACTIONS FOR UPDATE;</b>		<b>None</b>

## ALDERHOLT PARISH COUNCIL- RISK MANAGEMENT 2022/23

<b>Date</b>	<b>Min</b>	<b>Action</b>
09/03/15	PC 54/15	Adopted
30/11/15	P&F 45/15	Amended – refer to Minutes
27/02/17	P&F 07/17	Amended – refer to Minutes
02/10/17	P&F 27/17	Amended – refer to Minutes
22/11/21	Finance 20/21	Amended – refer to Minutes
28/11/22	Finance	

**ALDERHOLT PARISH COUNCIL  
INTERNAL CONTROL PLAN 2022/2023**

**SCOPE OF INTERNAL AUDIT**

When carrying out the internal audit, the auditor shall refer to the following documentation;

1. Joint Panel on Accountability and Governance - A Practitioner's Guide March 2020 <https://www.nalc.gov.uk/library/our-work/jpag/3223-practitioners-guide-2020/file>
2. Financial regulations adopted by Alderholt Parish Council
3. Alderholt Parish Council Risk Management Plan to ensure control procedures are being followed.
4. Documentation as per attached list.

**INDEPENDANCE**

1. The internal auditor should report to the RFO unless they consider it necessary to report directly to the Council (for example in the case of fraud) in which case this shall be done through liaison with the Chairman of the Council.
2. The internal auditor shall have no role in the financial or decision-making process of the Council
3. The audit may be reported on a negative basis i.e. only those items which require amendment or improvement be mentioned. But where the auditor finds that no matters have arisen from the audit which necessitates bringing to the attention of members, then the report should reflect this.

**COMPETENCE**

The Council must be confident that the internal auditor is competent to carry out the work. No formal qualifications are required but the following should be sought as a minimum;

1. An understanding of basic accounting processes
2. An understanding of the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management
3. Awareness of risk management issues
4. Understanding of accounting requirements of the legal framework and powers of local councils.
5. If possible, experience of auditing other local Councils.

**RELATIONSHIPS**

1. Responsibilities for officers and internal audit should be defined in relation to risk management, internal control and fraud and corruption matters. These will be set out in documents such as job descriptions and auditors engagement letter.
2. Council members should be clear on their own responsibilities for the "protection of the public purse" within the internal audit framework.
3. Alderholt Parish Council members have a duty to consider the annual internal audit report and will do so at the meeting following receipt of the report and will demonstrate that by inclusion in the minutes.

**ALDERHOLT PARISH COUNCIL  
INTERNAL CONTROL PLAN 2022/2023**

4. Alderholt Parish Council Finance Committee will make provision in the budget to provide Councillor training where necessary to ensure all members fully understand their role regarding points 2 and 3.

**AUDIT PLANNING AND REPORTING**

1. The Alderholt Parish Council Audit Plan takes into account the corporate risk ie. controls and procedures within the council which minimise the risk of the council not being able to function or carry out what it sets out to do
2. Alderholt Parish Council members shall review its Risk Management Plan on an annual basis and will demonstrate this by inclusion in the minutes
3. Alderholt Parish Council members will approve the Audit Plan annually and will demonstrate this by inclusion in the minutes
4. The Internal auditor will report in writing in accordance with the plan.

**Documentation Required for Annual Internal Audit**

1. Copy of Internal Audit Plan
2. Copy of Standing Orders
3. Copy of Financial Regulations
4. Copy of Risk Management Plan
5. Parish Council Minutes including Annual Budget Statement
6. Cashbook
7. Invoice and Payment Authorisations
8. Bank Statements
9. Cheque book counterfoils
10. Receipts and Payments and supporting statement
11. Bank reconciliation
12. Payments under General Power of Competence
13. Annual return
14. Records of Precept notification and receipts
15. Details of VAT reclaimed
16. Salary details including PAYE and pension returns
17. Asset Register
18. Insurance Documents

**APC Internal audit-review of effectiveness 22/23**

<b>Expected Standard</b>	<b>Achieved</b>	<b>Areas for development and actions</b>
Scope of internal audit	✓	
Independence	✓	
Competence	✓	
Relationships	✓	
Audit Planning and reporting	Two 'lite touch' internal audits undertaken in September 2021 and January 2022. End of Year Audit undertaken in April 2022 in	



**ALDERHOLT PARISH COUNCIL  
INTERNAL CONTROL PLAN 2022/2023**

	<p>line with Annual Return / AGAR. End of year Audit to be carried out between April and June in line with Annual Return.</p> <p>Interim Audits 20/09/21 and 12/1/21; Nothing to report End of year Audit 13/04/22; Audits For 2022/23 – Interim Audits 03/10/22 and 19/01/23. End of year Audit – 13/04/23</p>	
Any other areas noted for review	N/A	

<b>Date</b>	<b>Min</b>	<b>Action</b>
28/11/22	Finance	Reviewed and adopted