

Members are summoned to the meeting of
Sonning Common Parish Council

On Monday 21 May 2012 at 20.00 hrs in the Village Hall Wood Lane Sonning Common.
Public and Press are welcome to attend

AGENDA

- 13/018 Apologies for absence
- 13/019 Declarations of Interests by Members on Agenda Items: It is each Member's responsibility to advise the Clerk promptly of changes to his/her Register of Interests or Register of Gifts and Hospitality.
- 13/020 Public Question Time under Section 30 of Standing Orders
- 13/021 To ratify the Minutes of the Finance Committee meeting held on 9 May 2012
- 13/022 To receive and approve the Minutes of previous meetings:
 - 022.01 Planning Committee held on 16 April and 1 May 2012
 - 022.02 Parish Council meeting held on 16 April 2012
- 13/023 To receive the County Councillor's Report
- 13/024 To receive District Councillor's Report
- 13/025 Parish Clerk's Report: See Appendix A attached.
- 13/026 Widmore Pond: To review and ratify the amended constitution that conforms to SCPC Standing Orders and is attached as Appendix B
- 13/027 Neighbourhood Plan: Mr Greenwood will advise on progress and future events and activities
- 13/028 Audit matters: To review and approve:
 - 13/028.1 Risk assessment – Appendix C;
 - 13/028.2 Asset register – Appendix D;
 - 13/028.3 Internal Audit Report – circulated on 14 May 2012;
 - 13/029.4 Annual return (External audit) and associated papers (to be circulated by close on Friday)
- 13/029 Rollerpark (previously known as Skatepark): This situation remains fluid. Time is provided here to discuss steps that will have to be taken such as the issue of invitations to tender and lessons from Chalgrove visit on 19 May.
- 13/030 Village Gardeners: Mrs Phillips-Tilbury will provide an update on activities and plans.
- 13/031 Matters for future consideration:

The next Meeting will be on Monday 18 June 2012 at 20.00.



Philip Collings
Parish Clerk

Appendix A
SONNING COMMON PARISH COUNCIL
Parish Clerk's Report to the meeting on 21 May 2012

This report is circulated to assist in the effective use of Councillors' time by informing Members of matters by type:

- A. Progress with tasks specifically assigned to the Clerk;
- B. Progress with tasks being overseen by Members;
- C. Matters affecting the day-to-day running of the Council's business;
- D. Regulatory and legislative changes anticipated;

A	Notice Boards – all installed.	Clerk	Clerk	CLOSED
A	Letter sent to owners of land behind PO to enquire if it could be made available for parking. No response yet.	Clerk	Clerk	OPEN
A	2A Grove Rd site has been cleared under Forestry Commission Licence. Owners will discuss development options shortly.	Clerk	Clerk	OPEN
A	Co-op – plans for car park works awaited.	Clerk	Clerk	OPEN
A	Legal Title. Now believed that all Parish Council land property is registered with the Land Registry.	Clerk	Clerk	CLOSED
A	Freedom of Information Act 2008. Work continuing to ensure full compliance with publications scheme. Incomplete.	12/16a	Clerk	OPEN
A	Allotments – new agreement sent to all tenants – most now signed. Payments up to date less £27.50. Three on waitlist.	12/113	Mr Stoves + Clerk	OPEN
A	Play Area gates. Second replacement gate about to be installed.	Clerk	Clerk	OPEN
A	Play Area notices. All put up except 2 nd at Baskerville Road – to go up when new gate in place.	Clerk	Clerk	OPEN
A	Baskerville Road and Lea Road Play Areas 2 nd litter bins – SODC cannot supply at present but will supply larger bin outside Co-op and fix the one in Churchill Crescent Play Area.	Clerk	Clerk	OPEN
B	Register of Interests – Individuals must maintain own information.	12/46	Cllrs.	OPEN
B	Footpath repairs. Working with Mr Stoves to get action from OCC Highways – a long haul!	12/75	Clerk	OPEN
C	Internal Audit complete.	Clerk	Clerk	CLOSED
C	External Audit – ready to go once signed off by council.	Clerk	Clerk	OPEN
C	Quality Parish Council. Clerk developing portfolio to obtain CiLCA certification.	Clerk	Clerk	OPEN
C	Document standards. Work being done to standardise and index properly as part of assistant clerk developing operational manual.	Clerk	Clerk	OPEN
C	Data Protection Act and individual Councillors. Please discuss with the Clerk individually.	Clerk	Clerk	OPEN



Philip Collings
Parish Clerk

Appendix B
SONNING COMMON PARISH COUNCIL
WIDMORE POND COMMITTEE CONSTITUTION

1. The name shall be the “Widmore Pond Committee” and its objectives shall be:
 - To improve the Widmore Pond
 - To increase public awareness
 - To manage the pond and its surrounding habitats sympathetically
 - To monitor the pond and surrounding habitat for wildlife and amenity value
 - To prepare a management plan to safeguard the future of the pond
2. The Committee shall be a Standing Committee of Sonning Common Parish Council constituted under Parish Council Standing Order 16.
3. There shall be two Councillors appointed to the Committee at the Annual Meeting of the Parish Council. One of those Councillors shall Chair meetings of the Committee and shall report on its work to the Parish Council at least annually.
4. The appointed Councillors may co-opt willing parties to assist in its work and may, if they so wish, constitute the group as a Sub-Committee under Standing Order 17.
5. The Committee shall co-ordinate and oversee work on and around The Widmore Ponds, Sonning Common, Oxon.
6. The Committee’s financial affairs shall be governed by the Parish Council’s Standing Orders and Financial Regulations.
 - a) *Where the group is constituted as a Sub-Committee under Paragraph 4 above, in order to meet day-to-day running costs the RFO will provide the Sub-Committee with a cash float of £250 which will be replenished as required, or on production of receipts. The Sub-Committee may hold its own bank account in which to keep these funds.*
 - b) The Committee may request the Finance Committee to approve and release other funds from the Parish Council’s approved budget for agreed works which will be ordered and paid for through the normal processes of the Finance Committee.
7. Committee meetings shall be held at least **twice** each year and those meetings shall be the forum at which policy shall be decided for recommendation to the Parish Council or the Finance Committee as appropriate.
8. A record of all decisions taken or recommendations made at meetings shall be kept by an appointed officer.
9. Membership and contact details of members of the Committee shall be published on the Parish Council’s website and other publications as deemed necessary by the Committee.
10. The RFO will provide the Committee with a financial report as requested or at least annually.
11. Committee members shall be entitled to reimbursement of reasonable expenses incurred on the Committee affairs under the rules applied to members and officers of the Parish Council and payments will be approved by the Finance Committee.
12. If any member wishes to resign from the Committee they shall inform the Chairperson in writing and he/she will so advise the Parish Council.

Approved by the Parish Council on Minute

Appendix C

RISK ASSESSMENT SONNING COMMON PARISH COUNCIL (2012/13)											
RISK IDENTIFIED	LIKELIHOOD (L)	SEVERITY (S)	RISK (R)	ESTIMATE of MAXIMUM FINANCIAL EXPOSURE	MITIGATION & NOTES	L	S	R	MONITORING PROCESS	RESPONSIBLE	ACTION REQD.
PROPERTY & ASSETS											
Bus shelters (3) Damage by vehicles/vandals	2	3	6	Up to £3,100 per shelter.	Maintain adequate insurance. Vandalism most likely risk.	2	1	2	Maintain in good order	All councillors	Regular inspection
Street Furniture incl 7 notice boards and 7 seats. Damage by vehicles/vandals	2	3	6	£7,000	Maintain adequate insurance for loss or partial loss of /damage to any of these.	2	1	2	Maintain in good order.	All councillors Clerk	Regular inspection
Office	2	3	6	£5,100	Maintain adequate insurance	2	1	2	Maintain in good order	Clerk	Security of keys
Allotments	1	3	3	£1,000	Maintain adequate insurance	1	2	2	Regular Inspection.	Nominated councillor	Allotments to be kept clear of debris
Play areas (3) Loss/destruction by vandalism Personal injury	2	5	10	£148,000	Maintain adequate insurance	2	2	4	Annual ROSPA inspection Regular inspections by nominated councillors.	All councillors	Regular inspections by Councillors
Brinds Close	1	1	1	£250	Maintain adequate insurance	1	1	1	Regular Inspection	All councillors	Regular inspection
Widmore Triangle	1	1	1	£250	Maintain adequate insurance	1	1	1	Regular Inspection	All councillors	Regular inspection
Widmore Pond	1	1	1	£250	Maintain adequate insurance	1	1	1	Regular Inspection	All councillors	Regular inspection
LEGAL, FINANCIAL & PROFESSIONAL RISKS											
Theft/misuse of assets	1	1	1	£25,000	Maintain adequate insurance. Take up references on new appointees.	1	1	1	Annual internal & external audits/agreed financial regulations.	All councillors + Clerk	Regular checking of financial situation.
Breaches of regulations & Law	1	1	1	£250,000	Obtain advice from OALC.	1	1	1	Councillors have adequate training, know regulations and abide by code of conduct & standing orders. Comments made at public meetings are correctly recorded in minutes.	Chairman Clerk	New councillors to receive training.
Libel & slander	1	1	1	£250,000	Insurance cover.	1	1	1	Ensure interests declared	Chairman/Clerk	
Public liability Employer's liability	1	3	3	£10,000,000	Maintain adequate insurance.	1	3	3	Ensure PC duty of care is evident from maintenance of all property and land.	All councillors Clerk	Regular checks.
Subcontractors	2	1	2	uninsured	Offload risk to those employed ensuring that they have adequate liability cover.	2	1	2	Ensure all work is inspected before payment is released Contractors to produce health & safety documents.	Clerk/Chairman	Ensure that Health and Safety processes in policy are followed.
Data and documents	1	3	3	uninsured	Data locked within Office. Nominated Councillor has details.	1	1	1	Store back up in alternative location.	Clerk	Back up data as often as possible.

RISK ASSESSMENT SONNING COMMON PARISH COUNCIL (2012/13)

RISK IDENTIFIED	LIKELIHOOD (L)	SEVERITY (S)	RISK (R)	ESTIMATE of MAXIMUM FINANCIAL EXPOSURE	MITIGATION & NOTES	L	S	R	MONITORING PROCESS	RESPONSIBLE	ACTION REQD.
Precept not submitted	1	5	5	£55,000	Full PC minute – RFO to follow up	1	5	5	Clerk to administer	Finance Committee	Oversight
Precept not paid by District	1	5	5	£55,000	Check & report to Fin. Com.	1	5	5	Clerk to administer	Finance Committee	Oversight
Precept not adequate	1	3	3	£5,000	Monthly review of budget	1	3	3	Clerk to administer	Finance Committee	Oversight
Adequacy of Reserves	1	3	3	£5,000	Consider at budget setting.	1	3	3	Clerk to administer	Finance Committee	Oversight
Loss/Damage to Assets	2	3	6	£200,000	Review insurance policy annually.	1	2	2	Clerk to administer	Finance Committee	Oversight
Allotments - Invoicing	1	1	1	£500	Correct amount, sent out	1	1	1	Clerk to administer	Finance Committee	Oversight
Allotments – Banking of payments	1	1	1	£300	Collected, banked & invoices marked paid	1	1	1	Clerk to administer	Finance Committee	Oversight
Salaries Wrongly paid	1	1	1	£500	Use Inland Revenue Basic PAYE Tools for calculations/tables	1	1	1	Clerk to administer	Finance Committee	Oversight
VAT analysis or returns wrong	1	1	1	£500	Adequate software analysis	1	1	1	Clerk to administer	Finance Committee	Oversight
Financial Records Inadequate or lost	1	1	1	£5,000	RFO & Internal Auditor checks, computer back up taken.	1	1	1	Clerk to administer	Finance Committee	Oversight
Minutes Accurate and legal	1	1	1	Nil	Review and approved at following meeting, back up taken.	1	1	1	Clerk to administer	Chairmen and Clerk	Oversight
Members Conflict of interest	1	3	3	Nil	Remind Councillors update declarations of interest.	1	3	3	Clerk to administer	Chairmen and Clerk	Oversight

Risk Assessment Index	Likelihood:	Severity:	Risk:
Decide on the likelihood of an event happening (L)	3 - very likely to occur in the relevant period	5 – major injury, death or cost implication	10-15: very high risk – not acceptable. Apply control measures
Decide on the possible severity (S)	2 - likely to occur in the relevant period	3 – minor injury, time or cost implication	6-9: high/medium risk – Apply control measures and consult those involved if risk cannot be reasonably and practically reduced below this level
Calculate the index: Multiply the likelihood by the severity (R)	1 - unlikely to occur in the relevant period	1 – Little consequence	0-5: low risk – would be accepted if all reasonably practicable control measures in place

RISK ASSESSMENT updated May 2012

Philip Collings Clerk to Sonning Common PC

Appendix D
ASSET REGISTER

Sonning Common Parish Council Schedule of Assets 2011/12					
Year Acquired	Cost	AR Value	Insurance value	Description	Insured by:
1969	32,494	32,494	32,494	Baskerville Road Play Area	Zurich Municipal
2010	24,995	24,995	24,995	Churchill Crescent Play Area	Zurich Municipal
1965	29,386	29,386	29,386	Lea Road Play Area	Zurich Municipal
1999	4,931	4,931	4,931	Bus Shelters x 3	Zurich Municipal
2003		700	700	Seats x 7: Play areas x 3, Wood Lane x2, Grove Road, Pond	Zurich Municipal
2012	6,976	6,976	6,976	Notice boards x 7: Lea Rd, Wood Lane x 2, Peppard Rd x2, Woodlands Rd, Kennylands Rd	Zurich Municipal
1968		1		Brinds Copse	Zurich Municipal
1968		1		Widmore Triangle	Zurich Municipal
1968		1		Widmore Pond	Zurich Municipal
1973		298,006		Village Hall (Leased to SCVHMC)	Zurich Municipal
2011		5,000	2,000	Office Equipment	Zurich Municipal
2007		10,000	10,000	Speed Indicators x 2	Zurich Municipal
2009		258	258	Skipper Wheelie Bin	Zurich Municipal
TOTAL		£412,749			

ASSETS REGISTER updated March 2012

Philip Collings Clerk to Sonning Common PC