



16th February 2021

In accordance with Paragraphs 8 & 10(2) (b) of Schedule 12 of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, I hereby summon you to attend a Meeting of **PETERLEE TOWN COUNCIL** to be held online on **MONDAY 22ND FEBRUARY 2021 at 6.00pm**

Ian Morris, P.S.L.C.C
Town Clerk (Proper Officer of the Council)

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

To Join the online meeting in Zoom please click on this link:

<https://us02web.zoom.us/j/85743701715?pwd=VzltRWJ0WGgvam1XZktDbXB2M1Q3dz09>

Meeting ID: 857 4370 1715
Passcode: 850317

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Meeting ID: 857 4370 1715

BUSINESS TO BE TRANSACTED

1. Apologies for Absence
2. Public Participation Session
Will be held to allow Members of the public an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.
3. To receive declarations of interest
Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk **prior to the meeting** if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>
4. To Approve the Minutes of the last meeting of the 18th January 2021
The minutes of the previous meeting are attached for consideration and approval as a true and correct record. (attached)
5. Police Update
To welcome the Neighbourhood Police Sergeant covering Peterlee, Horden and Blackhall, T/Sgt 2722 Charlotte Burn
6. Internal Auditor's Report
To welcome the Durham County Council Internal Audit Manager to the meeting and receive the Internal Audit Progress report.
(attached)
7. Castle Eden Dene National Nature Reserve

To welcome Joe Davies, Senior Reserve Manager to the meeting to provide an update on activities at the Castle Eden Dene nature reserve.
8. Minutes of the Resources Meeting held on 8th February 2021
(attached for information)

9. COVID-19 Update
To receive an update from the Chief Officer on the Council's response to the COVID-19 situation.
(verbal report of the Chief Officer)
10. Risk Management: Annual review of risk

To receive a presentation and report from the Chief Officer on the annual review of risk.
(report of the Chief Officer, attached)
11. Council Budget 2021/22

To further consider the draft annual budget for the Town Council for the 2021/22 financial year. Members are reminded that the draft budget has already been considered by the Town Council in January 2021 and by Resources Committee in February 2021. Resources have asked for a few issues to be clarified and wish to further consider the budget in a meeting in March. (copy of draft budget, attached)
12. NEP Fund Application

To consider an application from Improtech Soccer, Bradley Improtech FC requesting £600-700 towards the cost of replacement of their playing strip

The Deputy Town Clerk shall provide further details at the meeting.
13. Updated Policies

The following policies are for consideration, approval and adoption by Peterlee Town Council (draft copies of the policies are available on the using the links given below, or in hard copy from the Deputy Town Clerk on request). The Officer's Code of Conduct and Whistle Blowing policy are a reviewed version rather than a new policy:-

(i) COVID-19 (<https://bit.ly/3tt8xOO>)
(ii) Officer's Code of Conduct (<https://bit.ly/3pUtHmK>)
(iii) Whistle Blowing Policy (<https://bit.ly/3tta2wp>)
14. Garden Competition

To receive a report from the Corporate Services Manager presenting Members with a new option for Peterlee in Bloom 2021

(Report attached)

15. Spokesperson of the North East Party's Report

16. Spokesperson of the Labour Political Party's Report

17. Exclusion of the Press & Public

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, paragraph 8.

18. CCTV

Report of the Facilities Manager requesting approval to upgrade the Council's CCTV hard-wear systems and the CCTV monitoring contract.

(attached)

19. The Pavilion

To receive a report from the Pavilion Centre Manager to seek approval to purchase a new water boiler at the Pavilion

(report attached)

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN COUNCIL

HELD ONLINE USING VIDEO CONFERENCING TECHNOLOGY

ON MONDAY 18TH JANUARY 2021 at 6.00PM

PRESENT:- COUN T DUFFY (CHAIR)

Mesdames:- S Simpson, K Liddell, K J Duffy, L Fenwick, K Hawley, M A Cartwright & D Howarth

Messrs:- S Miles, G Johnson, G Carne, R Moore, S Franklin, S D McGlen, A Wilkinson, C Watkins & A Watson

107. Apologies for Absence

No apologies for absence were offered to the meeting.

108. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were offered. **RESOLVED the information given, be noted.**

109. Police Update

The Chair welcomed the new Neighbourhood Police Sergeant covering Peterlee, Horden and Blackhall, T/Sgt 2722 Charlotte Burn. T/Sgt Burn reported she had been working in the town for two months and appreciated the opportunity to join the meeting, and she invited feedback Councillors. Several issues were discussed including a quad bike using Woodhouse Park, the annual school leavers' party, and frustration with lack of feedback from calls to 101. She then provided a brief update on issues the Neighbourhood Team had been dealing with. She thanked the Council for the opportunity to join the meeting and offered to attend/join future meetings. **RESOLVED the Council's thanks be recorded for the Police attendance.**

110. To Approve the Minutes of the last meeting of the 21st December 2020
The minutes of the previous meeting were attached for consideration and approval, subject to the time Councillor Watkins left the meeting being amended to read 8.55pm. **RESOLVED the minutes be accepted and signed as a true and correct record.**
111. The Minutes of the Resources Meeting of the 11th January 2021
The minutes of the meeting of this meeting had been circulated for Members' information. **RESOLVED the information given be noted.**
112. COVID-19 Update
The Town Clerk gave a verbal update to Members on the Council's response to the COVID-19 situation. He confirmed that there had been no further confirmed cases of COVID 19 in the workforce, whilst there had been several tests taken. He gave an update with the Shielding Support Scheme and the fantastic appreciation being expressed by those receiving the telephone calls and care packages. He confirmed that the next round of food and support packages were due to go out that week. Changes to regulations and the roll out of the vaccination were eagerly awaited. **RESOLVED the information given, be noted.**
113. Town Council Draft Budget 2021/22 and Precept Demand
Members were requested to consider the draft budget for 2021/22 and agree the level of precept to be set for 2021/22 and the report of the Clerk had been previously circulated to each Member.
- In considering the budget the Clerk stressed the Council were going to have to make significant decisions in order to address the deficit budget over the next year, either increasing income and/or decreasing expenditure. A surplus budget would need to be set to contribute back into reserves to return them to an acceptable/prudent level.
- The Resources Committee had previously considered the competing priorities of protecting reserves and protecting local residents from increased charges. Members of the committee expressed a concern that the current harsh economic climate and likely problems in the global, national and local economy due to the ongoing COVID crisis put additional pressures on the Council to avoid increasing charges to Peterlee residents. The Committee resolved to recommend to Council that a 0% precept 'freeze' be provided for 2021/22, and this was debated by Council before it was
- RESOLVED:**
- (i) the Peterlee Town Council outline budget for 2021/22 as detailed in this report be approved; and

- (ii) the precept figure for 2021/22 be set at £1,294.911.44, equivalent to a Band D Council Tax figure of £287.56 - a 0% increase from 2020/21

Councillor Kyle joined the meeting at 7.00pm.

114. Updated Policy

The following policy was for consideration, approval and adoption by Peterlee Town Council and was an updated and reviewed version rather than a new policy:-

- PTC Annual Leave Policy <https://bit.ly/3sbC8f8>

RESOLVED the policy be approved for immediate adoption by the Town Council.

115. Exclusion of the Press & Public

RESOLVED that in view of the confidential nature of the items to be discussed, the committee passed the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, paragraphs 11.

116. Spokesperson of the North East Party's Report

At the last meeting, whilst appreciating there was investment needed to carry out at least essential repairs for the building to operate as a community building, Members felt a future operating model should be considered and the Clerk asked Councillors to consider what this would be and what their thoughts and feedback were. At this meeting Councillor A Watson said he felt optimistic with the roll out of the vaccine which he felt was amazing and one of the best in Europe. With this in mind he suggested facilities at Shotton Hall should be advertised and bookings be made. The Clerk advised that whilst anything was possible he would be reluctant to advertise unless there was full business plan/operating model on how Shotton Hall would be run. **RESOLVED the Clerk work with the Facilities Manager to prepare a basic concept and pricing structure for Shotton Hall Banqueting Suites and report back to the next meeting.**

Councillor Watson encouraged everyone to stay safe, and sent out a huge thankyou to everyone involved in delivering the vaccine, he said the NHS were fantastic. He asked everyone to stay safe again and his hopes the figures would improve and we could get back to normal soon. **RESOLVED the information given be noted.**

117. Spokesperson of the Labour Political Party's Report

Councillor Fenwick commented it was great news the vaccine was being rolled out so quickly. She felt there was still a long way to go and we were facing difficult times ahead. She felt things would be tough for a new council and councillors with times of austerity ahead and she wished them luck. She suggested that parents involved in home schooling should hang in there and do their best. **RESOLVED the information given be noted.**

118. CCTV

This item had been withdrawn and would be re submitted to the next meeting.

In closing the Mayor thanked one of our councillors who was involved in doing the paperwork involved to deliver the Covid vaccines and this appreciated was echoed by all present.

PETERLEE TOWN COUNCIL MEETING
22 February 2021
INTERNAL AUDIT PROGRESS REPORT



REPORT OF THE HEAD OF INTERNAL AUDIT

Purpose of the Report

1. The purpose of this report is to advise Members on work undertaken by Internal Audit between 01 April 2020 and 31 March 2021 with coverage provided in accordance with our agreed SLA. The report aims to:
 - Provide a high level of assurance, or otherwise, on internal controls operating across the Authority that have been subject to audit.
 - Advise the Committee of significant issues where controls need to improve to effectively manage risks.
 - Advise the Committee of any amendments to the approved Internal Audit plan.
 - Advise the Committee of changes to audit processes and terminology.
 - Track progress on the response to internal audit reports and the implementation of agreed internal audit recommendations.
 - Provide an update on our performance indicators comparing actual performance against planned.

2. The appendices attached to this report are summarised below. Those marked with an asterisk are considered as being not for publication (Exempt information under Part 3 of Schedule 12a to the Local Government Act 1972, paragraph 3).

Appendix 1	Risks and Implications
Appendix 2	Progress against the Internal Audit Plan
Appendix 3	Internal Audit Performance Indicators
Appendix 4	Overdue Actions

Progress against planned work

3. A summary of the agreed plan showing the status of each audit at the time of writing this report is attached at Appendix 2.

4. Delivery of the audit plan was impacted following the onset of the coronavirus pandemic which resulted in our agreeing to a new way of working with the Council through remote access and where visits needed to be made and records collected following the completion of risk assessments for each individual and location.

5. The Appendix shows that three reviews included within the 2020/21 plan have been deferred to the Internal Audit Year 2021/22, that three reviews are planned and that two reviews have been completed (final or draft report) with the following report recently issued:

Key Financial Systems

6. This is the Internal Audit Service's biggest review and is undertaken on an annual basis. It considers arrangements in place with regards to income, expenditure, payroll, financial management, budgetary control and Asset Registers. In 2020/21, the work undertaken provided the Council with a Substantial Assurance opinion in this key area.
7. Assurance reviews incorporate a consideration of the Council's Risk and Governance arrangements within each activity inspected.
8. The assurance level, if applicable, for each piece of work where a final report has been issued is shown in Appendix 2.

Amendments to Annual Audit Plan

9. The following amendments have been made to the plan;

Audit	Reason
Shotton Hall Bar and Catering	Agreed to defer this review until the IA Year 2021/22 as this venue is closed for business due to the COVID pandemic
Pavilion	Agreed to defer this review until the IA Year 2021/22 as this venue is closed for business due to the COVID pandemic
Cemetery	Agreed to defer this review until the IA Year 2021/22 to allow a new Cemetery Management software to be implemented

Outstanding management response to draft reports

10. There are no management responses to outstanding Draft Reports overdue.

Response to Audit Recommendations

11. To provide independent assurance that adequate progress is made in the implementation of agreed recommendations at the appropriate service operational level, all high and medium recommendations contained within the action plans of individual audit reports are followed up by internal audit. In addition, listings of all recommendations outstanding at the end of each quarter are produced and issued to the Town Clerk to assist the Council in its own internal monitoring processes.
12. To allow the progress made at an operational level to be tracked and monitored, the numbers of all recommendations made arising from each audit complete, and evidenced as implemented, are shown in Appendix 4. It should be noted that Internal Audit will not follow up Best Practice matters raised.
13. A summary of outstanding audit recommendations i.e. those not implemented within original agreed or revised target dates, as evidenced through Internal Audit follow up, is given in the table over page:

Risk	Actions	Total	Implemented			Overdue	Target	Overdue
Category	Raised	Due	(Due)	(Not due)	Total	Original	Revised	Revised
2017/18								
High	0	0	0	0	0	0	0	0
Medium	20	20	18	0	18	2	2	0
Total	20	20	18	0	18	2	2	0
2018/19								
High	3	3	3	0	3	0	0	0
Medium	26	26	25	0	25	1	1	0
Total	29	29	28	0	28	1	1	0
2019/20								
High	0	0	0	0	0	0	0	0
Medium	2	2	2	0	2	0	0	0
Total	2	2	2	0	2	0	0	0
2020/21								
High	0	0	0	0	0	0	0	0
Medium	4	2	1	0	1	1	1	0
Total	4	2	1	0	1	1	1	0

14. There are four Medium priority recommendations overdue against original target implementation dates. Revised target dates have been agreed in all cases with no recommendations overdue. Details of the four overdue recommendations are shown in Appendix 4.

Unplanned work carried out this quarter

15. There has been no unplanned activity carried out during the period.

Reports issued with a Limited Assurance Opinion

16. There were no reports issued in the period that resulted in a Limited Assurance Opinion.

Performance Indicators

17. A summary of target performance indicators is given in Appendix 3.

Recommendation

18. Members are asked, when deliberating over the content of the report, to:
- consider the outturn position on progress made in delivering the internal audit plan for 2020/21 together with that made by managers in responding to the work of internal audit to gain assurance on the adequacy and effectiveness of the internal control environment.

Tracy Henderson, Interim Audit Manager, Tel: 03000 269668

Appendix 1: Risks and Implications

Finance -

The programme of work undertaken by Internal Audit supports the Council in maintaining safe and efficient arrangements for the proper administration of its financial affairs

Staffing –

None

Risk -

None

Equality and Diversity / Public Sector Equality Duty -

None

Accommodation -

None

Crime and Disorder -

None

Human Rights -

None

Consultation -

None

Procurement -

None

Disability Issues -

None

Legal Implications -

None

Other Risks

Control risks identified / considered in relation to reviews undertaken

Appendix 2: Summary of the status of work undertaken and recommendations made and implemented

INTERNAL AUDIT SERVICES				High		Medium		Best Practice
Reviews	Schedule	Status	Opinion	M	I	M	I	M
Corporate Governance Risks								
Corporate Governance Arrangements	Q1-4	In Progress		0	0	0	0	0
Risk Management Arrangements	Q4	Planned		0	0	0	0	0
Financial Management								
Key Financial Systems	Q3-4	Draft Report	Substantial	0	0	2	0	7
General Data Protection Regulations (GDPR)	Q4	Planned		0	0	0	0	0
Shotton Hall Bar and Catering		Cancelled	N/A	0	0	0	0	0
Pavilion		Cancelled	N/A	0	0	0	0	0
Leisure Gardens	Q4	Planned						
Cemetery		Cancelled	N/A	0	0	0	0	0
Unplanned Activities								
None								
Management								
Audit Planning and Reporting	Q1-4	In Progress	N/A	0	0	0	0	0
Brought Forward 19-20								
Risk Management Arrangements*	Q1	Final Report	Substantial	0	0	2	1	0
Total				0	0	4	1	7

Note: The Report for the Risk Management Assurance Review* was finalised on 09 April 2020 as part of the 2020/21 reporting period and actions are being tracked accordingly

Appendix 3 Performance Indicators for 2020/21

Efficiency		Objective: To provide maximum assurance to inform the annual audit opinion	
KPI	Measure of Assessment	Target & (Frequency of Measurement)	Actual
Planned audits completed	% of planned assurance work from original approved plan complete to draft report stage as at 31 March 2021	90% (Quarterly)	33% (2 out of 6 reviews completed)
Timeliness of Draft Reports	% of draft reports issued within 30 calendar days of end of fieldwork/closure interview Average time taken is also reported for information	90% (Quarterly)	100% (2 report issued) 5 days
Timeliness of Final Reports	% of final reports issued within 14 calendar days of receipt of management response Average time taken is also to be reported for information	95% (Quarterly)	N/A
Terms of Reference	% of TOR's agreed with key contact in advance of fieldwork commencing	95% (Quarterly)	100% (4 TORs issued)
Quality		Objective: To ensure that the service is effective and adding value	
KPI	Measure of Assessment	Target & (Frequency of Measurement)	
Recommendations agreed	% of Recommendations made compared with recommendations accepted	95% (Quarterly)	100% (11 agreed out of 11 recommendations made)
Post Audit Customer Satisfaction Survey Feedback	% of customers scoring audit service good or above (3 out of 5) where 1 is poor and 5 is very good Average score is also reported for information	100% (Quarterly)	N/A
Customers providing feedback Response	% of Customer returning satisfaction returns	70% (Quarterly)	N/A

Appendix 4 Outstanding Audit Recommendations Quarter Ended 31 December 2020

	Audit	Year	Action Owner	Priority	Report Issued	Original Target	Revised Target	Recommendation	Progress Update
01	Core Financial Systems	2017/18	Town Clerk	Medium	19/12/2017	31/03/2018	31/03/2021 30/09/2020 31/03/2020 30/06/2019 31/03/2019 31/12/2018 31/07/2018	The approval of the fees and charges be included in the minutes of the relevant Council meeting so that the approval process can be evidenced.	Fees and charges for main council activities of football pitch hire and cemetery fees have been completed. Overall review of fees and charges was due to be presented to Annual Meeting in May however this meeting has been suspended so will look to present to council for approval in June 2020. Update provide in January 2021 indicated that a review of fees and charges is being prepared for submission to Council before the end of 20/21 financial year.
02	Capital	2017/18	Town Clerk	Medium	03/01/2018	30/06/2018	31/03/2021 30/06/2020 31/03/2020 30/06/2019 31/03/2019 31/12/2018	A Service Asset Management Plan be developed and approved by Council.	Updated provided in January 2021 indicated that the draft format and will be presented to Council for approval before 31/3/2021
03	Pavilion	2018/19	Pavilion Centre Manager	Medium	20/05/2019	31/05/2019	31/03/2021 30/09/2020 31/03/2020 30/06/2019	The Council should examine the feasibility of upgrading / replacing the tills at the reception and bars so void reports can be produced.	Updated provided in January 2021 indicated that Shotton Hall has ceased commercial operations for the foreseeable future and The Pavilion has been closed throughout COVID and has had a substantial refurbishment and rebranding. Pavilion Manager to bring report to Council before end of 20/21 financial year to coincide with budget request.
04	Risk Register	2020/21	Town Clerk	Medium	09/04/2020	30/06/2020	28/02/2021	The Risk Register to be reviewed by council on, at least, an annual basis.	Updated provided in January 2021 indicated that the annual review of risk is scheduled to be carried out during the February 2021 Council meeting

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE

HELD ONLINE USING VIDEO CONFERENCING TECHNOLOGY

ON MONDAY 8TH FEBRUARY 2021 at 6.00PM

PRESENT:- COUN A WATSON (CHAIR)

Mesdames:- K Hawley, D Howarth, S McDonnell, K J Duffy, M A Cartwright,
K Liddell & L Fenwick

Messrs:- C Watkins, R Moore, R Kyle, T Duffy, A Wilkinson, S Franklin, G Carne,
& S Miles

4. Apologies for Absence

Apologies for absence were offered to the meeting from Councillor S Simpson & S McGlen.

5. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were offered. **RESOLVED the information given, be noted.**

6. Budget 2021/22

Prior to discussions the Chair wished to squash the rumour and stressed there were no plans for redundancies. Members were invited to give consideration to the latest version of the detailed draft budget for 2021/22. The draft budget was being provided for feedback and the Chair took Members through each page of the document and allowed for question and comment. Items

It was **RESOLVED:-**

- **Other than training already committed to, a freeze be made on the staff training budget;**
- **The Mayor's Personal allowance be reduced by £1,000 to £500.00;**

- **Participation allowances be frozen at their current level;**
- **A further report be prepared on the subscriptions to local authority bodies;**
- **Appointment of a Bistro chef be kept on hold until the Bistro was to open;**
- **Room hire and sports letting fees be part of the MTFP**

At this point the Chair asked for the following exclusion clause to be approved.

7. Exclusion of the Press & Public

RESOLVED that in view of the confidential nature of the items to be discussed, the committee passed the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, paragraphs 3 & 4.

8. Budget 2021/22

Members spoke about Hill Rigg House and the Clerk confirmed the entirety of the Town Council's building portfolio needed to be considered in conjunction with the MTFP.

It was suggested the sports and well being classes, groups, clubs, walks etc be considered in more detail at the Scrutiny Committee. It was suggested a group be formed to consider planting, growing our own plants, using volunteers, grant funding and sponsorship engaging local groups. The Clerk advised the parks Manager and Democratic Services Manager/Deputy Town Clerk had a joint task to develop Friends of Groups and this would cover this type of task. In considering the provision and hire of skips it was suggested PTC should look to reducing the number of units hired, with perhaps a green initiative target of a 10% reduction in the number hired each year. Various ways of potentially providing arbor services in the town was discussed and the Clerk assured options for raising income would be considered as part of the MTFP.

RESOLVED

- **The NEP budget be suspended for a year and not included in the 2021/22 budget;**
- **A representative of Natural England, (CEDNNR) be invited to a future meeting to update Council on their work in the Dene and what the contribution goes towards;**
- **The youth provision be suspended for the next year;**
- **A decision be made no later than the end of March 2021 regarding the Peterlee Show.**

S Franklin left the meeting at 8.15pm (work commitments)

9. Medium Term Financial Plan 2021 – 2025

Members received a presentation by the Town Clerk on the development of a four – year Medium Term Financial Plan for the Town Council to cover the period 2021/22 to 2024/25. He explained this was a plan of the Council's finances over this four year period and was a model, and a way of predicting, where possible, the financial impact of future internal and external events. It was then to consider the scale of risk exposure and the options to address this. It was **RESOLVED the MTFP be referred to a Scrutiny Meeting to begin work on the model and the assumptions/scenarios within the report with a report being made back to the Resources Committee after the May 2021 elections.**

Item 10: Review of the Town Council's Approach to Risk and Risk Register

Report to: Peterlee Town Council

Date: 16th February 2021

Subject: Review of the Town Council's approach to risk, Risk Policy and Risk Register

Report of: Ian Morris, Town Clerk

Purpose: This report is intended to provide Members with an overview of the Council's approach to managing risk, outline the key internal risk controls, and to carry out the annual review of the Council's Risk Register as required by regulation.

Introduction: The document 'Governance and Accountability for Smaller Authorities in England: A Practitioner's Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements' (March 2018)¹ defines risk and risk management thus:

"Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of an authority's objectives. Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities.

*Risk management is not just about financial management; it is about protecting the achievement of objectives set by the authority to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, and can impact on the ability to achieve desired outcomes. The authority generally and members individually are responsible for risk management."*²

In the Annual Governance Statement (AGS) that the Council submits each year as part of its annual financial returns, the Council is required to make an assertion about Risk Management as follows:

Assertion 5: Risk Management

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

¹ see: <https://www.nalc.gov.uk/library/publications/2655-governance-and-accountability-for-smaller-authorities-in-england-2018-sections-1-5/file>

² Governance and Accountability for Smaller Authorities in England)March 2018), ss5.87-5.88

This report is intended to provide information to Members about the current assessment of risks facing the authority and the controls that are in place to manage those risks.

The Town Council identifies, records, controls and manages risk through multiple activities that include:

What we do	What this does
Maintaining and reviewing a Strategic Risk Register	Identifies the key risks facing the council and the controls in place to mitigate those risks
Providing Strategic Risk Management training for managers of council services	Makes sure that our Managers have an up to date appreciation of risk and risk management
Deploying an annual internal audit programme that is predicated on risk and risk controls	Adds two layers of risk control: the first layer being that the annual internal audit programme is planned on key risk areas; the second layer is that each individual internal audit goes through a 'Control Risk Assessment (CRA) process that is based on detailed risk assessment of each service activity/process being audited.
Including identification of risk in all key decisions including budget setting.	Ensures that Officers and Members take account of risk when making key decisions about the council's resources and services.
Basing our Insurance arrangements of key risk areas to the Council	Ensures that the Council adequate insurance cover for the financial impact of key risks as well as access to specialist risk advice, for instance Risk Engineering assessments of Shotton Hall.
Outsourcing specialist advice on specific risk areas: DCC (Health & Safety; Internal Audit & Risk); Zurich (Risk Engineering); Hutton Fire (Building specific fire risk assessments & plans)	Provides access to specialist H&S advice and support from trained professionals for service managers. Can also be utilised for specific risk controls eg advising on risk approach to opening up of parks & play areas or fire plans for our main buildings

Risk Policy: In April 2020 the Town Council adopted a Risk Policy in line with recommendations from Internal Audit. A copy of this policy is attached as an appendix to this report and Members are recommended to review and approve the document as part of this annual review.

Risk Register: A copy of the Council's Corporate Risk Register is attached as an appendix to this report.

The risk register was initially developed in conjunction with a risk specialist from the Council's insurers in 2015. The Town Council's SMT has reviewed the risk matrix and recommends that Members take this opportunity to review and adopt the matrix in the form presented here.

The risk assessment will be reviewed by SMT on a regular basis and any significant deviations will be reported to Council and/or Resources Committee.

Audit: Members may recall from past presentations by the DCC Internal Audit Manager that the internal audit process is predicated on the identification, control and monitoring of risk.

The annual audit plan is based on identified risk areas for Council in terms of finance, governance and service delivery.

Each separate Internal Audit is then subject to a separate detailed Critical Risk Assessment (CRA) which looks at specific risks to the service area and suitable evidenced controls. An example of a CRA is attached as appendix 4 to this report.

Training: In September 2018 a Senior Risk Consultant delivered a bespoke buildings risk, health, safety and liability training session for a group of the Council's Managers and facilities-based staff. The session incorporated a reminder of the legal context for buildings, claims defence, investigation and management, and identification of specific risks. The interactive session included tools and techniques for dealing with operational risk.

Outsourcing: The Town Council is a relatively small public sector organisation and does not have the resources to directly employ qualified risk specialists. Instead the Council has taken a pragmatic approach and established formal SLAs/contracts with specialist providers to advise the council on specific risk areas. Current SLA/contracts in place include:

Organisation	Services
Durham County Council	Internal Audit & Risk Health & Safety Human Resources Corporate Procurement
Zurich Municipal	Insurance, including insurance-related risk engineering
Hutton Fire	Building-specific fire risk assessments and fire plans
Summers Inman	Planned & Preventative Maintenance (PPM) buildings

	surveys that include Health& Safety items
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Insurance: The Town Council reviewed and renewed its insurance arrangements with one of the largest local authority insurance providers in March 2020. Current insurance cover includes:

- Public Indemnity
- Pollution/products Indemnity
- Employers' Liability
- Motor Insurance
- Business travel insurance
- Local Council insurance (includes: material damage; business interruption; play equipment; civic regalia; CCTV; lighting; hired plant; IT equipment; furniture; cash on premise; fidelity guarantee; libel and slander; legal expenses and uninsured loss recovery)

Conclusion: Regulations require that the Town Council adopt, deliver and review a system of internal controls for the identification and control of risk. This report has provided a summary of some of the different ways that the Council meets the requirement, from a high-level corporate register of key risks and controls, through to detailed investigation of risk controls right across the Council's administrative and service delivery functions at the internal audit level.

The Council continues to bring in external support to enable it to control and mitigate risk, including formal SLAs in a number of specialist areas and through comprehensive insurance provision.

The Council also routinely reviews and amends its key governance documentation including Standing Orders, Financial Regulations, Code of Conduct (for Officers and Members), Scheme of Delegation and a wide range of operational policies and procedures.

Recommendation: Members are recommended to note the contents of this report and to review and approve the Council's corporate risk assessment and matrix and Risk Policy (as provided in appendices to this report).

APPENDIX 1: IMPLICATIONS

Finance – none

Staffing – none

Risk – This report sets out the Town Council’s approach to identifying and managing risk

Equality and Diversity, Cohesion and Integration – none

Crime and Disorder – none

Consultation & Communication – none

Procurement – none

Legal – none

Data Protection - none

APPENDIX 2: RISK POLICY

APPENDIX 3: RISK ASSESSMENT AND MATRIX

APPENDIX 4: EXAMPLE CONTROL RISK ASSESSMENT FOR INTERNAL AUDIT

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
INCOME AND DEBTORS													
01	1,4	Income is not accounted for/misappropriated.	Financial Management	Loss of monies.	Major	Possible	Medium	There is a list of charges to cover all services provided that has been formally agreed and is regularly reviewed.	Y				
			IT	Fraud/theft.				Debtor accounts are raised promptly following the receipt of an authorised request, are in accordance with agreed charges and are supported by the relevant paperwork.	Y				
			Fraud and Corruption	Reputational damage.				There is a debt recovery process in place for unpaid accounts and this is adhered to.	Y				
				Non compliance with Financial policies and procedures.				Uncollectable debts are written off in accordance with procedures and are appropriately authorised.	Y				
				All income received is appropriately recorded inc cash and cheques by post and in person, dr/cr cards etc				Y					
				Income is securely held prior to banking.				Y					

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								Income is banked in a timely manner.	Y				
								There are secure banking arrangements in place.	Y				
								Income is appropriately reconciled to GL and bank account.	Y				
ORDERING AND PAYMENTS													
02	2,4	Unauthorised orders and payments are made.	Financial Management IT Fraud and Corruption	Overspent budgets. Inappropriate spend. Fraud/theft. Poor VFM. Loss of monies.	Major	Possible	Medium	Orders are authorised by the budget holder prior to being raised	Y				
								Delivery notes are held on file for all goods received.	Y				
								Creditor invoices are matched to purchase orders, to delivery notes, and are appropriately authorised prior to being paid.	Y				
								All orders are made in line with contract procedure rules and financial thresholds.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								A record is held detailing all petty cash spend.	Y				
								<p>The payment card is held in the safe when not in use and a control record is maintained for the issuing of the card to the employee.</p> <p>Access to the safe is restricted to authorised personnel.</p> <p>Appropriate maximum spending limits have been pre-set on each card for</p> <p>a) each transaction</p> <p>b) each billing cycle</p> <p>Receipts are presented for each transaction and reconciled to the monthly statement.</p>	Y				
								A record of all floats is maintained, balances are checked, and monitored for correct use and appropriateness.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
PAYROLL													
03	3,4	Staff are unaware of the payroll procedures to follow.	Performance management	Loss of staff motivation.	Major	Possible	Medium	The organisation's financial regulations/rules define payroll responsibilities.	Y				
			Financial management	Inconsistencies in treatment.				The organisation has established written payroll procedures for all areas of operation.	Y				
			People	Confusion over duties and responsibilities.				Payroll procedures ensure that payments are not made unless specified employee information has been provided.	Y				
			IT	Employees under- or overpaid.				Payments in respect of mileage are only made to staff insured for business use, upon receipt of a suitably detailed and authorised claim, supported by receipts.	Y				
				Reputational damage				Travel, subsistence, and civic expenses claim are made on appropriate documentation, supported by receipts and appropriately authorised before payment.	Y				
								Payroll procedures have been communicated to all staff.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								Staff are aware of, and appropriately trained in Data Protection Act (DPA), equalities and diversity, health and safety, the DCC officers code of conduct, declarations of interest, dealing with complaints, whistle blowing arrangements, etc.	Y				
								Procedures are reviewed on a regular basis to confirm they are up to date.	Y				
04	3,4	Payroll payments are not in accordance with the authorised establishment	Financial management Fraud & Corruption	Fraudulent payments are made. Incorrect and unauthorised payments Reputation Damage	Major	Possible	Medium	The organisation's establishment is authorised by the managing body.	Y				
								Procedures ensure that data is only processed where authorised posts exist.	Y				
								Post gradings are controlled independently of payroll.	Y				
								All data changes are approved by an authorised signatory.	Y				
								Exception reports are regularly produced and independently examined.	Y				
								Payments made against permanent adjustment codes periodically reviewed.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
05	3,4	Payroll transactions are not initiated and recorded promptly	Performance management	Employees receive late payments	Major	Possible	Major	Timetables have been established for the payroll process and are adhered to.	Y				
			Financial management	Leavers continue to be paid.				All staff have been made aware of deadline dates.	Y				
			Fraud & corruption	New employees are not paid.				All documentation received is input onto the payroll system in a timely manner.	N				DCC Payroll Audit 2015/16
				Reputational damage				Checklists have been developed covering all required tasks that need to be carried out and are utilised by all staff	N				DCC Payroll Audit 2015/16
06	3,4	Payroll payments are incorrectly calculated	Performance management	Over or underpayments occur.	Major	Possible	Medium	All salary payments correspond to authorised documentation received from Peterlee Personnel.	Y				
			Financial management	Loss of monies.				Where employees start/leave during the month, appropriate pay calculations have been undertaken.	Y				
			Fraud & corruption	Fraudulent payments are made.				Authorised documentation is on file for all non-statutory deductions to pay.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
			IT	Reputation Damage				Controls are in place to ensure that any requests for additional payments/variations to pay are only actioned if they are on official forms and have been properly authorised.	Y				
								All leavers forms are promptly received and actioned, including all additional payments in lieu/deductions from pay.	Y				
								Appropriate manual checks are carried out when calculating maternity/paternity pay to ensure that any outstanding enhancements (relating to the previous month) are paid when due.	Y				
								Checks and reconciliations are undertaken to ensure the validity of the system and data.	Y				
								All amendments to standing data (e.g. Pay Awards/Tax/NI/Increments) are input by one officer and checked by a second independent officer. Notification passed to DCC for input	Y				
07	3,4	Payroll payments are not made	Staff do not receive payment	Employees receive late payments				Submission of BACS files verified by an independent employee.	Y				
				Reputational damage	Major	Possible	Medium	The production of cheque runs are checked by an independent officer.					
								Timesheets are batched and entered promptly.	N				DCC Payroll Audit 2015/16

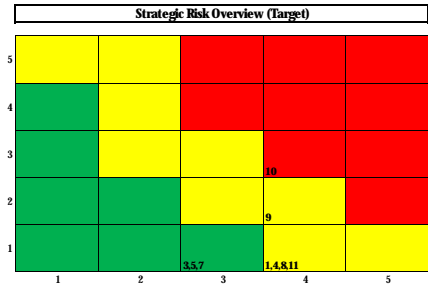
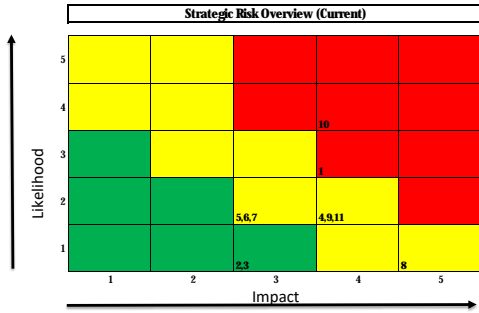
Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								Appropriate contingency arrangements are in place in the event of a system failure.	Y				
08	3,4	Inadequate financial management within the service	Performance management Financial management	Budget overspent leading to inadequate performance within the service. Impact on service provision.	Major	Possible	Medium	The payroll budget is allocated to a nominated budget holder.	Y				
								The Payroll system is reconciled to the financial management system and bank account to ensure that all payment details have been correctly transferred to the general ledger	Y				
								The payroll suspense account is regularly reviewed and cleared.	N/A				DCC Payroll Audit 2015/16
								Data exported from the Payroll system cannot be amended prior to upload into the GL	N/A				DCC Payroll Audit 2015/16
09	3,4	The organisation does not comply with HMRC, Department for Work and Pensions and superannuation scheme requirements.	Legislation	Fines incurred for non-compliance with legislation and regulations. Statutory deductions made incorrectly. Deductions not paid over to relevant	Critical	Possible	High	Tax parameters have been correctly input into the payroll system.	N				DCC Payroll Audit 2015/16
								Correct tax/pay periods are used.	Y				
								Sufficient information is received to ensure that appropriate tax /NIC legislation is applied to the complex areas of payments, for example termination payments	N				DCC Payroll Audit 2015/16
								Appropriate systems are in place to identify any self-employed contractors, contractors paid off payroll, appointees, personal service companies.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
				organisations on time. Confusion over superannuation fund membership. Reputation Damage				A timetable has been developed to document key dates of submission of information to HMRC, including end of year information, and providing information to employees and this is adhered to.	Y				
								Accurate payments of PAYE are made to HMRC by the due date.	Y				
								P35 (Year end) totals are balanced to payments made to HMRC	Y				
								EAS and FPS information is sent to HMRC for each pay run using EDI and confirmation of submission is received.	Y				
BUDGETARY CONTROL													
10	4	Budgets are not allocated in accordance with the priorities of the council.	Financial Management Performance Management	Stakeholder expectations are not met. Resources are not allocated in accordance with stakeholder expectations.	Critical	Possible	High	Financial procedure rules stipulate responsibilities for budget setting and approving of the budget. (Financial Regulations June 2014, Section 4 – Budgetary Control and Authority to Spend)	Y				
								The approved budget is appropriately disaggregated under delegated powers to each service grouping by way of identified cost codes.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
				Impact on ability to deliver key priorities. Restricted ability to deliver resources. Link between resources and outputs aren't identified.				Virements are made only with prior approval in line with corporate policy. Adequate reserves are maintained to allow for unexpected expenditure in line with the needs of the council.	Y Y				
11	4	Budget and actual financial information is inaccurate.	Financial Management Performance Management	Budget is likely to be overspent. Committed expenditure is not in line with priorities. Reputational damage.	Major	Possible	Medium	Timetables are in place to ensure relevant financial information is recorded on the FMS in a timely manner. Validation checks on the FMS to ensure correct coding of income/expenditure. Reconciliation of the approved budget to the budget on FMS to ensure accurate entry. Access to amend budget information is restricted to authorised officers. Regular budget monitoring meetings with responsible budget holders.	Y Y Y				
12	4	Budget performance is not monitored.	Financial Management	Budget is likely to be overspent.	Major	Possible	Medium	Budgets are broken down to an appropriate level to allow adequate monitoring to take place.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
			Performance Management	Committed expenditure is not in line with priorities.				Disaggregated budgets are assigned to individual budget holders in line with the management structure.	Y				
				Restricted ability to transfer resources between activities				Budget targets are communicated to budget holders.	Y				
				Reputational damage.				Staff have the necessary skills and support to undertake budget monitoring responsibilities on a monthly basis.	Y				
								Consistent budget information is provided to all budget holders on a monthly basis to allow effective monitoring to take place.	Y				
								Appropriate action taken to remedy adverse variances.	Y				
								The financial position and any financial issues are regularly reported to council.	Y				
								The short and long term financial position and financial issues are regularly reported to council.	Y				
ASSET REGISTER													
13	5	Asset and Investment registers are inaccurate.	Financial Management Performance Management	Qualification of final accounts	Critical	Possible	High	An Asset and Investment policy is in place and includes the treatment of acquisitions, disposals, and depreciation, and complies with the Cipfa code of practice.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								The asset and investments registers are reviewed on a periodic basis for completeness and accuracy.	Y				
								Acquisitions and disposals are reported to finance to ensure that they are appropriately recorded in the register.	Y				
								The asset register is updated with capital/fixed asset expenditure where appropriate.	Y				
								Appropriate documentation to support ownership, value, terms etc is retained for assets and investments where necessary.	Y				



	Very High Consideration to be given to whether the risk can be accepted, transferred or avoided. If accepted swift action required.
	High Consideration to be given to whether the risk can be accepted, transferred or avoided - if accepted requires a SMART action plan to implement mitigating actions.
	Low Consideration required challenging whether risk is "over controlled". Some controls may require removing or resources redirected to focus on high priorities.

REF	RISK TITLE (HEADLINE)	CAUSE	CONSEQUENCE	CURRENT WORKING CONTROLS	CURRENT RISK RATING			FURTHER ACTION REQUIRED	TARGET COMPLETION DATE(S)	TARGET RISK RATING			RISK LEAD (initials)
					LIKELIHOOD	IMPACT	RISK RATING (LxI)			LIKELIHOOD	IMPACT	RISK RATING (LxI)	
1	Corporate Strategy & Medium Term Financial Plan	The Council fails to develop, implement and monitor a suitable Corporate Strategy and Medium Term Financial Plan	Lack of focus, no clear sense of direction; Priorities not defined/understood; Prevents effective business planning; Inappropriate resource allocation; Wasted resource; No measure of success; Poor public perception	There is no Corporate Plan or MTFP in place currently.	3	4	12	Members have agreed that the Council will develop a new Corporate Strategy and MTFP in 2021/22 following the election of the new Council	Mar-22	1	4	4	IM
2	Successful Events	The Council fails to employ a suitable number of experienced and competent staff to deliver successful events; Events are held at short notice with allowing sufficient time to suitably plan and resource the event; The Council are unaware of or have insufficient resource to monitor and review 'third party' events taking place on Council land.	Poorly organised events that fail to attract visitors; Financial impact - loss of income; cost overruns; Accident or injuries; Negative publicity - seen as wasting public money; Unsuitable events take place on Council land	The Council previously employed an events coordinator, and bolstered this with a SMT role with specific responsibility for Town events. Events are regularly discussed at Council and Committee meetings to ensure Members involvement. Controls include health and safety, risk assessment, appointment of competent contractors, Safety Advisory Group membership. Etc. The 2017 internal audit of events returned a 'substantial assurance' report, and the one significant recommendation arising has been completed.	1	3	3	n/a				0	Jhugli
3	Sports funding	The Council fails to respond to reductions in Sports funding due to government and governing body cuts.	Opportunities to identify additional funding streams missed; Continue to try and deliver the same service with less financial resource - resulting in reduction in quality of existing service; Increased pressure on staff; Lack of focus - "trying to achieve everything"	The Sports Development Officer and Town Clerk have fortnightly 1:1s that include reviewing current and potential future sports funding opportunities. In the previous 2 financial years the department has exceeded budget targets for attracting funding. New funding opportunities are routinely identified.	1	3	3	Continuing work by the SDO to identify new opportunities for sustainable sports funding in line with agreed priorities.	ongoing	1	3	3	SP
4	Asset Management	The Council fails to develop a suitable asset management strategy;	Poor asset condition; Inappropriate and/or wasteful investment; Inappropriate decisions on asset sales leading to loss of revenue; Negative community impact; Reputation damage;	The Council implemented an asset and investment strategy in October 2018 following internal audit recommendations	2	4	8	Asset and investment management to be included in annual core financials audit as well as specific audits as part of 3 year cycle	ongoing	1	4	4	IM
5	Workforce	The Council fails to effectively manage the ageing workforce profile; The Council fails to effectively manage key person dependencies; The Council fails to implement suitable workforce development programmes;	Loss of valuable knowledge, skills and experience; Negative impact on employee health and wellbeing; Increased sickness absence; Reduced morale; Reduced productivity; Increased staff turnover; Unable to attract new staff	All staff receive basic training including food safety (for relevant staff), COSHH, fire, and manual handling. All staff have also received absence management and code of conduct training. Regular Team meetings are in place across the council structure. Significant progress has been made on reviewing and adopting a range of new policies including absence management, no smoking, mental health and wellbeing, code of conduct, etc. The 2018 restructure reshaped the staffing structure and a number of new staff have started with the Council since then, bringing new skills and experience into the Council. The Council will undertake a staffing review as part of the MTFP process in 2021/22	2	3	6	The continuation of the formal Appraisal and Personal Development process that was introduced in late 2018 will help to ensure that all staff are clear on their roles, priorities, and expected standards of behaviour.	ongoing	1	3	3	IM & SMT
6	Partnership Working	The Council fails to fully embrace and develop partnership working; The Council fails to manage risks associated with partnership working	Missed opportunities; Misalignment of objectives and outcomes - Council v Partner - conflict of interest; Drain on Council resources - time and effort in building partnerships; Additional costs arise through lack of implementation planning; Negative reputation impact - failure of partner = failure of Council	Opportunities for partnership working are routinely discussed at the Council's SMT meetings and in Management 1:1s. The Council also scrutinises formal proposals for partnership working, e.g sponsored work with CAB East Durham since 2016/17; new partnership with Skill Mill Durham for environmental improvements; 'The Project' youth engagement scheme, partnership with Groundwork NE for support with a UTCF tree planting grant, etc	2	3	6	n/a	ongoing	0	0	0	IM & SMT
7	Sports and Play	The Council fails to develop and implement a strategic approach to Sports and Play in the town;	Lack of clear direction and focus and priorities not identified; Misdirected resources; Additional funding opportunities missed; Sports/Play provision fails to meet the needs or expectations of the community; Under used sports and play facilities; Sports and play environments deteriorate	The Council has previously set aside reserves and has now delivered a significant investment in play areas. This involved consultation with park/play area users as well as local residents and Members. Another substantial play area renewal project is currently planned for 2021/22	2	3	6	Council will continue to review the quality of play areas in the	Nov-20	1	3	3	IM, IH
8	Financial Management	The Council fails to implement robust financial management and control of budgets; The Council sets budgets based on historical data and anticipated spend but with little room for unforeseen changes	Poor use of finances; Budget over/under spend; Service provision reduced; Increased Council Precept; Reliance on income investment to balance budget	The Council regularly reviews its Standing Orders, Financial Regulations and Scheme of Delegation in consultation with Internal Audit and DCC Corporate Procurement. T. In Addition Internal Audit review of Financial Controls has resulted in a number of significant improvements to internal processes including control of debit card, cash collection, and various areas of record keeping and these have been implemented, resulting in an improvement from 'limited' to 'substantial' assurance levels between 2017 and 2020.	1	5	5	Ongoing use of Internal Audit to review key services and systems, with regular updates on progress reported to Council. SMT to continue to monitor budget expenditure on 1/4ly basis, with exception reports to Council/Resources Committee as appropriate.	Quarterly and annual report from internal audit	1	4	4	IM

REF	RISK TITLE (HEADLINE)	CAUSE	CONSEQUENCE	CURRENT WORKING CONTROLS	CURRENT RISK RATING			FURTHER ACTION REQUIRED	TARGET COMPLETION DATE(S)	TARGET RISK RATING			RISK LEAD (initials)
					LIKELIHOOD	IMPACT	RISK RATING (LxI)			LIKELIHOOD	IMPACT	RISK RATING (LxI)	
9	Legal Challenge	A governance review of the Town Council is undertaken (by the County Council) in response to a petition from the local community or on the County's own initiative.	Additional time spent by officers responding to review Uncertainty for staff Additional cost to implement recommendations Merger with other Town Council	The Town Clerk and SMT work to ensure that all decisions that go in front of the Council and its committees are lawful and appropriate.	2	4	8	n/a		2	4	8	IM
10	Commerciality	The Council fails to actively promote its services and facilities with the local Community. The Council fails to actively identify potential/additional income streams and/or fails to maximise revenue generation.	Community fails to recognise the benefits/support provided by the Town Council Services/facilities not used Missed opportunities to generate additional income Over reliance on public funding (precept)	The COVID situation has put extreme strain on the council's revenue income since March 2020 and this has been closely monitored on a quarterly basis by Council and Scrutiny Committee. Shotton Hall is currently closed for commercial operations due to COVID and the Council is considering future options. Steps have been taken to reduce expenditure as much as practicable, not filling vacancies as they arise and ceasing support services such as licenses, stock taking, etc.	4	4	16	A monthly report on COVID impact is presented to Council and SMT will continue to explore ways to minimise costs. Scrutiny Committee will be taking forward the development of a MTFP in 2021 which must address some of the 'big issues' that the Council is facing.	Monthly reports	3	4	12	IM
11	Health and Safety	The Council fails to ensure an effective safety management system.	Accident or Injuries Lost time following accidents Increased costs - investigation costs, fines, compensation claims. Enforcement action	Health and Safety and other forms of risk assessments in place for main council functions; Health and Safety committee in place to review H&S incidents/issues; Insurance contract reviewed in 2016/17 included review of key risks and exposure; Council approved a new Health and Safety Policy for the Council in October 2019	2	4	8	Building and Access risk assessments have been reviewed for all Council-owned buildings in the wake of COVID; Standard Operating Procedures have been updated and COVID secure posters are in place. Staff are briefed on latest safe working guidance/measures on a regular basis	Ongoing	1	4	4	IM & SMT
12							0					0	



RISK MANAGEMENT POLICY

April 2020

SUMMARY

This Risk Management Policy sets out the Council's approach to managing risk. It was adopted by the Council in April 2020 and will be reviewed on an annual basis alongside the annual review of the Corporate Risk Framework.

Ian Morris

Chief Officer & Town Clerk

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Peterlee Town Council Risk Management Policy

Introduction

Peterlee Town Council recognises that Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as per the Accounts & Audit Regulations 2015:

A relevant authority must ensure that it has a sound system of internal control which—
(a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
(b) ensures that the financial and operational management of the authority is effective; and
(c) includes effective arrangements for the management of risk.¹

In March 2020 the Town Council's internal auditors carried out a formal review of the Town Council's approach to risk management and provided a 'substantial assurance' opinion with two medium priority actions including a recommendation that the Council develop and adopt a Risk Management Policy.

This Risk Management Policy sets out the Council's approach to managing risk. It was adopted by the Council in April 2020 and will be reviewed on an annual basis alongside the annual review of the Corporate Risk Framework.

Definition

For the purposes of this policy, Risk is defined as the chance or possibility of loss, damage, injury or failure to achieve the Council's policies and objectives caused by an action or event for which the Council may be unprepared.

Risk management is the process of identifying those risks which could either threaten the Council through affecting governance, finance, people, buildings or other forms of well-being, and wherever possible reducing (mitigating) such risks to the lowest possible level.

Legal Requirements

Peterlee Town Council will make best efforts to comply with all legal requirements relating to risk, and in particular:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Accounts & Audit Regulations 2015

Policy Statement

Peterlee Town Council has acknowledged through its Standing Orders, Financial Regulations and other core policies that it has a responsibility to manage its risks effectively in order to protect its

¹ The Accounts & Audit Regulations 2015, part 2, regulation 3 <http://www.legislation.gov.uk/uksi/2015/234/regulation/3/made>

employees, assets, liabilities and community against potential losses and to minimise any impact of unforeseen problems that could occur.

The Council is aware that not all risks can be eliminated fully, however it will put in place a planned and focussed approach to managing risk.

The Council expects all Members and employees at all levels to make best efforts to understand the nature of any risks present in decisions and activities that they are involved in and accept responsibility for risks that exist within their area of authority, as follows:

Councillors - To set the overall policy approach to risk and oversee effective management of risk by council staff;

Senior Officers - To ensure that the Council manage risk effectively through the development and delivery of the risk management process; and

Employees - To manage risk effectively within their roles.

Objectives

The Town Council will:

- i) Ensure that Risk Management forms an integral part of the Council's procedures;
- ii) Manage any risk in accordance with best practice;
- iii) Anticipate and respond to changing social, environmental and legislative requirements;
- iv) Identify risks and the impact of those risks when adopting policies and making operational decisions; and
- v) Positively and actively promote an awareness of risk management across all council services and activities.

Implementation

The Town Council will:

- i) Establish clear roles, responsibilities and reporting lines within the Council's committee and staffing structures;
- ii) Inform relevant Committees of the Council of potential risks identified by including risk assessments as a standard part of committee reporting;
- iii) Maintain a Corporate Risk Register and review this formally at least once a year;
- iv) Provide training of staff in risk management procedures and ensure that they have the knowledge and ability to identify and raise concerns where working practices or issues have led to increased risk or they have concerns that risks and or actions to mitigate need to be improved;
- v) Carry out risk assessments in all relevant areas of the council's activities;
- vi) Continue to monitor procedures and assessments periodically;
- vii) Prepare contingency plans for potential risks which could have a significant effect on the Council and or the community;
- viii) Include risk management as a subject for review in the annual Internal Audit programme.

Risk Assessments

Risk assessments will be carried out for all significant projects, functions and services. Risks will be determined according to the impact of the risk on the project, function or service and the likelihood of it occurring.

From the risk assessments an Action Plan will be produced if required. Where relevant, the Risk Assessment and Action Plan will be reported to the responsible Committee, along with any mitigation proposals and financial consequences that may require funds to achieve.

Risk assessments will be monitored and reviewed at appropriate points, either during the progress of a particular project, or in the case of functions and services provided by the Town Council, whenever there is any significant operational or legislative change impacting on that function or service. Every report requiring action submitted to Council committees for decision will contain a paragraph entitled Risk Assessment, wherein the risk of any proposal will be assessed and mitigation proposals suggested where appropriate.

Level of Risk Impact will be viewed in terms of the consequences of the identified risk on the Service, (i.e. the extent to which it may cause failure or unavailability). Impact will be classified using the following criteria:

Extreme (5) e.g. total failure of process

Very High (4) e.g. serious disruption to the process

Medium (3) e.g. disruption to the process

Low (2) e.g. some minor impact to the process

Negligible (1) e.g. annoyance but does not disrupt the process.

An assessment of the likelihood of the identified risk occurring within a relevant timeframe will be carried out using the following classification:

Almost Certain (5)

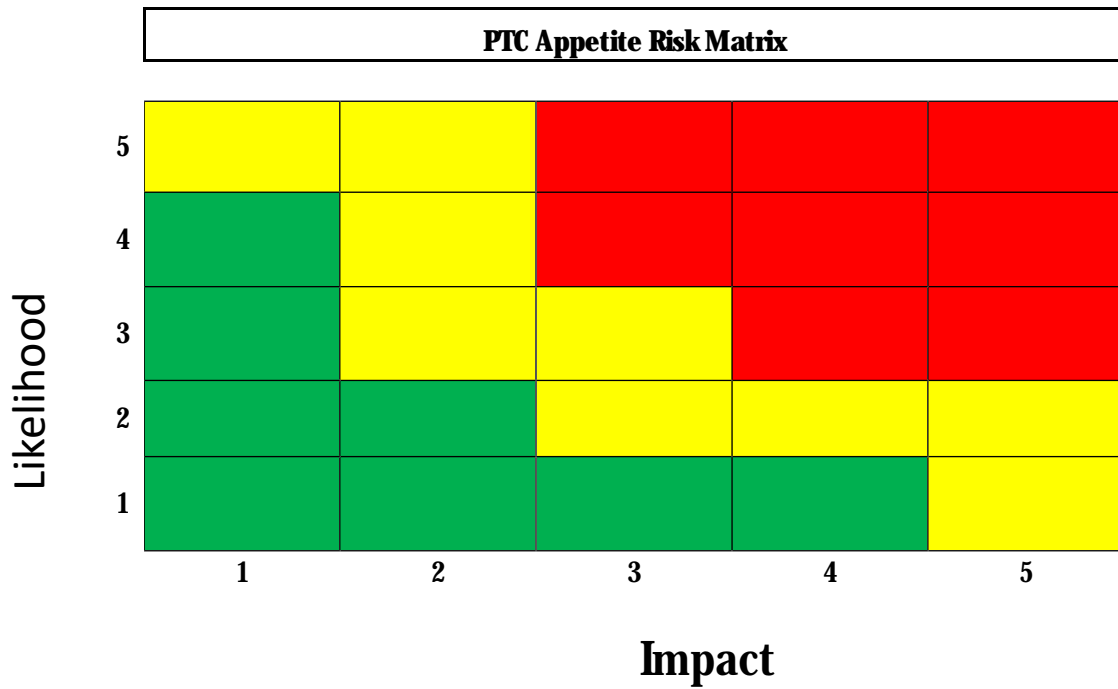
Likely (4)

Moderate (3)

Unlikely (2)

Rare (1)

Based on the above, each level of impact will be multiplied against each level of likelihood, providing a 'risk rating' score and enabling the council to set out a general 'risk appetite' as follows:



Prioritisation of Risk

Using the table and the results of the risk ratings, all the identified risks will be categorised into three levels. This will enable attention to be focused on the highest priority area.

H:25-12 Risks requiring immediate response, active monitoring and management

M:10-5 Risks requiring management and monitoring

L: 4- 1 Risks which do not require specific management attention but may be monitored, as appropriate

Delivery of this Policy

This policy will be implemented by the Council's Chief Officer and Senior Management Team and will be reviewed on a regular basis by Council.

Peterlee Town Council
Annual Budget 2021/22

101	<u>Central & Civic HQ Costs</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	327,813	331,259	3,446
4003	Overtime	1,000	0	-1,000
4006	Building Maint. Contracts	300	300	0
4010	Cleaning Wages	8,176	21,324	13,148
4011	Facilities Staff - Wages	12,591	0	-12,591
4099	Pension Cont - Former Staff	4,500	4,500	0
4100	Training & Development - Staff	15,000	15,000	0
4175	Personnel Services	7,000	7,000	0
4190	Wages Processing DCC	7,000	7,000	0
4200	Electricity	3,151	3,500	349
4201	Gas	2,000	2,000	0
4202	Water	1,021	1,000	-21
4205	Rates	3,750	3,750	0
4209	Trade Refuse Costs	0	0	0
4210	Alarm System & CCTV	1,400	3,500	2,100
4211	Ins XS/Vandalism	250	500	250
4213	Hygiene Services	0	250	250
4220	Window Cleaning	200	250	50
4225	Cleaning Materials	5,000	5,500	500
4230	Furniture	1,500	1,500	0
4240	Miscellaneous Expenditure	1,000	1,500	500
4250	Repairs & Decoration	5,000	2,000	-3,000
4350	Small Plant & Tools	1,000	2,000	1,000
4400	Telephones	2,500	2,600	100
4401	Mobile Phone	2,000	1,500	-500
4405	Postage	1,500	1,500	0
4406	Petty Cash	200	200	0
4410	Office Machine Hire & Mtce	18,000	18,000	0
4412	Stationery & New Office Equip	6,000	6,000	0
4420	Publicity/Council Publications	6,000	8,000	2,000
4425	Insurance	80,000	95,000	15,000
4498	Health & Safety	2,500	2,000	-500
4499	Occupational Health	3,000	3,000	0
4500	Fuel & Oils	9,000	9,000	0
4501	Road Fund Tax	750	800	50
4502	Vehicle Maintenance/Spares	10,000	15,000	5,000
4503	Motor Insurance XS	500	500	0
	Central & Civic HQ Costs :- Expenditure	550,602	576,733	26,131
		2020/21 Budget	2021/22 Budget	variance
1312	Miscellaneous Income	0	0	0
	total income	0	0	0
	Net expenditure/(income)	550,602	576,733	26,131

102	<u>Democratic Costs</u>	2020/21 Budget	2021/22 Budget	variance
4101	Training & Dev - Councillors	1,500	1,500	0
4102	Youth Council	2,000	0	-2,000
4103	Dene School Awards	1,000	1,000	0
4125	Mayors Personal Allowance	1,500	500	-1,000
4126	Mayors Civic Duties	500	500	0
4127	Participation Allowances	28,000	28,000	0
4470	Civic Regalia	500	500	0
4530	Twinning	0	0	0
	total expenditure	35,000	32,000	-3,000
	Net expenditure/(income)	35,000	32,000	-3,000

103	<u>Corporate Management</u>	2020/21 Budget	2021/22 Budget	variance
4426	Subs to L.A. Bodies	4,400	4,500	100
4430	Elections	0	15,000	15,000
4450	Audit Fees	10,000	10,500	500
4455	Banking Pick Up Service	1,500	1,000	-500
4458	Card Machine/Bank Fees	7,000	5,000	-2,000
				0
	Corporate Management :- Expenditure	22,900	36,000	13,100
				0
	Net expenditure/(income)	22,900	36,000	13,100
				0
				0

105	<u>Other Costs and income</u>	2020/21 Budget	2021/22 Budget	variance
4460	General Fund	500	700	200
				0
	Other Costs and income :- Expenditure	500	700	200
1045	Precept Received	1296004	1294911	-1093
1046	Precept Support Grant	264276	258646	-5630
1312	Miscellaneous Income	0	0	0
				0
	Other Costs and income :- income	1560280	1553557	-6723
				0
	Net expenditure/(income)	-1559780	-1552857	6923
				0

201	S/Hall Banqueting Suite	2020/21	2021/22	variance
		Budget	Budget	
4000	Salaries, Wages, Superan, NI	102,541	72,818	-29,723
4003	Overtime	1,500	0	-1,500
4005	Bar Gas	250	0	-250
4006	Building Maint. Contracts	1,200	1,200	0
4010	Cleaning Wages	11,095	4,265	-6,830
4030	Bar Wages - Casuals	35,000	0	-35,000
4070	Wages - Shotton Hall Grounds	27,573	27,784	211
4174	Clothing & Uniforms	3,000	0	-3,000
4200	Electricity	12,000	10,000	-2,000
4201	Gas	7,500	5,000	-2,500
4202	Water	2,000	2,000	0
4205	Rates	10,500	12,000	1,500
4208	Licences	2,500	1,500	-1,000
4209	Trade Refuse Costs	1,500	1,500	0
4210	Alarm System & CCTV	2,500	4,500	2,000
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	1,000	1,000	0
4214	Stocktaking Fees	1,000	0	-1,000
4215	Refreshments	1,500	250	-1,250
4220	Window Cleaning	600	650	50
4230	Furniture	5,000	0	-5,000
4240	Miscellaneous Expenditure	1,000	1,000	0
4250	Repairs & Decoration	10,000	5,000	-5,000
4420	Publicity/Council Publications	4,000	500	-3,500
4421	Shotton Hall Events	5,000	0	-5,000
4570	Bar Purchases	45,000	0	-45,000
4572	Catering Expenditure	75,000	0	-75,000
				0
	S/Hall Banqueting Suite :- Expenditure	370,009	151,216	-218,793
	Income			0
1301	Day Delegate Charges	0	0	0
1302	Concessionary Use	10,000	0	-10,000
1312	Miscellaneous Income	0	0	0
1315	Bar Income	145,000	0	-145,000
1319	Hire Income	45,000	0	-45,000
1320	Refreshment Income	3,500	0	-3,500
1321	Hire of Equipment	2,000	0	-2,000
1322	Shotton Hall Events	45,000	0	-45,000
1323	Hire Chair Covers, Swags etc.	1,000	0	-1,000
1324	Hire Discos, Lights etc.	250	0	-250
1325	Hire Sweetie Cart	0	0	0
1327	Hire Bouncy Castle	0	0	0
1328	5K Wedding Package	0	0	0
1330	Catering Income	120,000	0	-120,000
				0
	S/Hall Banqueting Suite :- Income	371,750	0	-371,750
				0
	Net expenditure/(income)	-1,741	151,216	152,957
				0

<u>221</u> <u>The Pavilion</u>		2020/21	2021/22	
		Budget	Budget	variance
4000	Salaries, Wages, Superan, NI	181,888	180,587	-1,301
4003	Overtime	1,000	0	-1,000
4005	Bar Gas	600	600	0
4006	Building Maint. Contracts	2,000	2,000	0
4009	Bistro Expenditure	25,000	20,000	-5,000
4010	Cleaning Wages	27,446	8,530	-18,916
4030	Casual staff	34,000	32,000	-2,000
4174	Clothing & Uniforms	600	1,000	400
4200	Electricity	18,840	19,000	160
4201	Gas	5,000	5,000	0
4202	Water	5,500	5,600	100
4205	Rates	14,744	13,000	-1,744
4208	Licences	6,200	6,400	200
4209	Trade Refuse Costs	1,300	1,000	-300
4210	Alarm System & CCTV	3,000	6,500	3,500
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	525	500	-25
4214	Stocktaking Fees	1,500	1,500	0
4215	Refreshments	0	150	150
4217	Lift Maintenance Costs	3,500	3,500	0
4220	Window Cleaning	1,000	1,000	0
4230	Furniture	3,500	2,000	-1,500
4240	Miscellaneous Expenditure	3,000	3,000	0
4250	Repairs & Decoration	3,500	3,000	-500
4400	Telephones	2,500	2,500	0
4410	Office Machine Hire & Mtce	3,000	2,000	-1,000
4412	Stationery & New Office Equip	1,750	2,000	250
4420	Publicity/Council Publications	1,500	1,500	0
4570	Bar Purchases	36,000	26,000	-10,000
4581	Pool Table Costs	100	200	100
4584	Sattelite TV Costs	3,800	4,000	200
4585	Loan Repayment	50,450	50,452	2
	The Pavilion: Expenditure	442,993	404,769	-38,224
				0
1312	Miscellaneous Income	2,000	2,000	0
1314	Bistro Sales	60,000	50,000	-10,000
1315	Bar Income	85,000	52,000	-33,000
1319	Hire Income	66,000	50,000	-16,000
1320	Refreshment Income	400	500	100
1321	Hire of Equipment	50	250	200
1341	Pool Table Income	400	400	0
	Concessionary Use	0	10,000	10,000
	The Pavilion: Income	213,850	165,150	-58,700
	Net expenditure/(income)	229,143	239,619	20,476

240	<u>Sport & Leisure</u>	2020/21 Budget	2021/22 Budget	variance
4050	Wages-Eden Lane B/Green	4,731	6,674	1,943
4051	Wages - Eden Lane Rugby	4,731	3,337	-1,394
4055	Wages - Lowhills Rd F/Fields	0	0	0
4056	Wages-Helford Rd Cricket Fld	14,194	13,348	-846
4057	Wages-Helford Rd F/Fields	18,926	16,685	-2,241
4059	Cricket Roller Hire	1,800	3,000	1,200
4061	Wages-Helford Road MUGA	4,731	3,337	-1,394
4075	Wages-General Open Spaces	104,766	100,112	-4,654
4300	Equipment & Supplies	0	7,000	7,000
				0
	Sports & Leisure: Expenditure	153,879	153,493	-386
				0
1501	Eden Lane Bowling Green	550	550	0
1502	Eden Lane Football Fields	800	1,500	700
1506	Lowhills Road Football Field	1,800	4,000	2,200
1507	Helford Road Cricket Facility	1,000	1,000	0
1508	Helford Road Football Field	1,100	2,500	1,400
1509	Helford Road MUGA	25,000	25,000	0
	Sports & Leisure: Income	30,250	34,550	4,300
	Net expenditure/(income)	123,629	118,943	-4,686

241	<u>Hill Rigg House</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	1,168	853	-315
4200	Electricity	5,359	8,600	3,241
4202	Water	2,425	3,100	675
4205	Rates	1,021	1,100	79
4209	Trade Refuse Costs	0	700	700
4210	Alarm System & CCTV	1,000	4,100	3,100
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	100	100	0
4220	Window Cleaning	100	100	0
4240	Miscellaneous Expenditure	500	500	0
4250	Repairs & Decoration	3,000	3,000	0
4400	Telephones	200	200	0
				0
	Hill Rigg House: Expenditure	15,123	22,603	7,480
				0
1307	Water Refunds - Surestart	800	1,000	200
1308	Electricity Refund - Surestart	3,300	3,000	-300
1319	Hire Income	6,100	6,200	100
	Hill Rigg House: Income	10,200	10,200	0
	Net expenditure/(income)	4,923	12,403	7,480

242	<u>Lowhills Road Bowling Club</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	0	0	0
4200	Electricity	297	0	-297
4240	Miscellaneous Expenditure	0	500	500
	Lowhills Road Bowling Club :- Expenditure	297	500	203
	Hire Income	0	1	1
	Net expenditure/(income)	297	499	202

261	<u>Eden Lane Community Fac</u>	2020/21 Budget	2021/22 Budget	variance
4201	Gas	0	0	0
4202	Water	0	0	0
4213	Hygiene Services	0	0	0
4250	Repairs & Decoration	1,000	0	-1,000
	Eden Lane Community Fac :- Expenditure	1,000	0	-1,000
1210	Communication Mast Rental	6,000	6,000	0
1310	Gas Refunds - Rugby	0	0	0
1319	Hire Income	1	1	0
	Eden Lane Community Fac :- Income	6,001	6,001	0
	Net expenditure/(income)	-5,001	-6,001	-1,000

262	<u>Eden Lane Depot</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	5,840	4,265	-1,575
4200	Electricity	4,727	7,500	2,773
4202	Water	729	500	-229
4205	Rates	4,595	4,500	-95
4210	Alarm System & CCTV	1,575	4,500	2,925
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	0	70	70
4230	Furniture	250	250	0
4240	Miscellaneous Expenditure	500	500	0
4250	Repairs & Decoration	2,000	2,000	0
4400	Telephones	750	750	0
4410	Office Machine Hire & Mtce	500	500	0
4412	Stationery & New Office Equip	2,000	1,500	-500
	Eden Lane Depot: Expenditure	23,716	27,085	3,369
	Net expenditure/(income)	23,716	27,085	3,369

263	<u>Eden Lane Bowling Club</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	584	426	-158
4240	Miscellaneous Expenditure	0	500	500
4250	Repairs & Decoration	1,000	1,000	0
	Eden Lane Bowling Club :- Expenditure	1,584	1,926	342
1501	Eden Lane Bowling Green	0	500	500
	Net expenditure/(income)	1,584	1,426	-158

280	<u>Woodhouse Park</u>	2020/21 Budget	2021/22 Budget	variance
4010	Cleaning Wages	4,088	2,985	-1,103
4078	Wages-Woodhouse Park	38,190	36,708	-1,482
4200	Electricity	2,000	2,500	500
4202	Water	350	350	0
4206	Rent	1,500	1,500	0
4210	Alarm System & CCTV	3,800	5,000	1,200
4211	Ins XS/Vandalism	250	250	0
4213	Hygiene Services	0	70	70
4240	Miscellaneous Expenditure	500	500	0
4250	Repairs & Decoration	2,000	2,000	0
4400	Telephones	500	700	200
	Woodhouse Park: Expenditure	53,178	52,563	-615
	Net expenditure/(income)	53,178	52,563	-615

290	<u>Sports & Wellbeing</u>	2020/21 Budget	2021/22 Budget	variance
4062	Wages - Sport Development	70,615	73,046	2,431
4065	Marketing	1,000	1,000	0
4067	Activities/Events	23,000	20,000	-3,000
4068	Equipment	500	500	0
4073	Licences, Membership Ins	400	400	0
4174	Clothing & Uniforms	200	200	0
4215	Refreshments	50	50	0
4412	Stationery & New Office Equip	150	150	0
	Sports Development: Expenditure	95,915	95,346	-569
1510	Activities Ex Classes & Events	40,000	40,000	0
1511	Funding Grant	9,500	10,000	500
1513	Taste Buddies Funding	0	1,600	1,600
	Sports Buddies funding	0	8,000	8,000
	Sports Development: Income	49,500	59,600	2,100
	Net expenditure/(income)	46,415	35,746	-2,669

<u>301</u>	<u>Parks General</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	43,799	46,386	2,587
4003	Overtime	6,000	4,000	-2,000
4071	Wages-Dene Parks	52,383	50,056	-2,327
4074	Wages-Misc. None Site Duties	4,731	3,337	-1,394
4076	Wages-Play Areas	28,726	26,696	-2,030
4084	Yoden Quarry Landscape Works	0	0	0
4174	Clothing & Uniforms	3,000	3,250	250
4202	Water	213	200	-13
4211	Ins XS/Vandalism	500	250	-250
4240	MiscellaneousExpenditure	250	250	0
4300	Equipment & Supplies	6,200	5,000	-1,200
4305	Manures,Fertilizers & Seeds	11,000	11,000	0
4310	Bedding Plants,Shrubs & Bed Ma	20,000	16,000	-4,000
4360	Play Equipment-Repairs	2,000	2,000	0
4370	Tree Maint, Surveys & Services	5,000	5,000	0
4371	Public Seats & Bins	2,500	1,500	-1,000
4373	Hire of Skips	7,000	6,300	-700
4375	Vehicle Leasing	15,000	15,000	0
	Parks General: Expenditure	208,302	196,225	-12,077
1312	Miscellaneous Income	0	0	0
	Net expenditure/(income)	208,302	196,225	-12,077

<u>325</u>	<u>Cemetery & Burials</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	57,116	53,393	-3,723
4200	Electricity	827	700	-127
4240	MiscellaneousExpenditure	1,000	1,000	0
4300	Equipment & Supplies	2,000	1,000	-1,000
	Cemeter & Burials: Expenditure	60,943	56,093	-4,850
1702	Burials and Charges	22,000	23,000	1,000
	Net expenditure/(income)	38,943	33,093	-5,850

<u>350</u>	<u>Allotments</u>	2020/21 Budget	2021/22 Budget	variance
4000	Salaries, Wages, Superan, NI	4,731	6,674	1,943
4200	Electricity	0	250	250
4202	Water	1,531	1,000	-531
4211	Ins XS/Vandalism	250	250	0
4240	Miscellaneous Expenditure	9,000	9,000	0
4250	Repairs & Decoration	0	300	300
4300	Equipment & Supplies	1,000	2,000	1,000
	Allotments: Expenditure	16,512	19,474	2,962
1754	Allotment Rents & Water	3,500	3,500	0
	Net expenditure/(income)	13,012	15,974	2,962

<u>410</u>	<u>Town Activities</u>	2020/21 Budget	2021/22 Budget	variance
4427	Donations	11,000	0	-11,000
4434	Concessionary Use	10,000	10,000	0
4435	Road Safety Initiative	25,000	0	-25,000
4436	Friends of the Parks Project	1,000	1,000	0
4437	Shielding Support Scheme	0	0	0
4461	Castle Eden Dene Centre	5,000	5,000	0
4462	CAB Case Worker Project	20,000	20,000	0
4464	Youth Provision	10,000	0	-10,000
4720	Gritting Service & Bins	2,000	0	-2,000
4725	Dog Fouling Maint. & Bins	2,250	0	-2,250
4726	Remembrance Parade/Armed	6,000	6,000	0
	Town Activities: Expenditure	92,250	42,000	-50,250
	Net expenditure/(income)	92,250	42,000	-50,250

<u>430</u>	<u>Town Events</u>	2020/21 Budget	2021/22 Budget	variance
4730	Peterlee Show	76,000	70,000	-6,000
4733	Garden Competition	1,500	1,500	0
4740	Fireworks Display	10,000	10,000	0
4742	Xmas Tree Lighting Event	7,500	5,000	-2,500
4751	Senior Citizens	1,800	1,800	0
4756	Summer Events	6,000	0	-6,000
4757	Childrens Pantomine	3,500	3,500	0
4759	Soapbox Derby	7,500	0	-7,500
	Town Events: Expenditure	113,800	91,800	-22,000
1851	Peterlee Show	15,000	10,000	-5,000
1854	Soap Box Derby	0	2,500	2,500
	Town Events: Income	15,000	12,500	-2,500
	Net expenditure/(income)	98,800	79,300	-19,500

901 Capital Projects		2020/21	2021/22	
		Budget	Budget	variance
4912	New Vehicles	0	40,000	40,000
4913	Capitalised Maint - S/Hall	0	0	0
4914	Pavilion - emergency lighting	10,000	0	-10,000
4920	Consultants Fees	10,000	10,000	0
4925	Emergency Works	0	5,000	5,000
4930	Eden Lane Works	20,000	0	-20,000
4940	Helford Road MUGA Sinking Fund	60,000	6,000	-54,000
4942	Thorntree Gill LG Shelter	70,000	0	-70,000
4943	Dene Parks	0	25,000	25,000
4955	Play Equipment	45,000	107,000	62,000
	Capital Projects: Expenditure	215,000	193,000	-22,000
1980	Disposal of Assets	0	10,000	10,000
	s106 funding	0	107,000	107,000
	AAP NB funding	0	23,000	23,000
	Capital Projects: Income	0	140,000	140,000
	Net expenditure/(income)	215,000	53,000	-162,000
		2020/21	2021/22	
		Budget	Budget	variance
	Total Expenditure	2,473,003	2,153,527	-319,476
	Total Income	2,282,331	2,008,559	-273,772
	Net Expenditure/(income)	190,672	144,968	-45,704
	Of which:			
	Revenue	-24,328	91,968	116,296
	Capital	215,000	53,000	-162,000
	Income less precept	986,327	713,648	-272,679

Report to: Peterlee Town Council Full Council Meeting

Date of Meeting: Monday 22nd February 2021

Subject: Peterlee Town Council Garden Competition 2021

Report of: Janet Hugill, Corporate Services Manager

Report Purpose: To present Members with a new option for Peterlee in Bloom 2021.

Background: Peterlee Town Council annual Peterlee in Bloom and the allotments gardens competition have been held for over 30 years in which Peterlee residents and allotment plot holders have had the opportunity to enter. The prizes were varied from 1st to 5th place for the size of the garden and plots. Peterlee in Bloom also included 5 categories of best hanging basket, best container, Mayors favourite, best water feature and best newcomer. All entrants have been invited to a presentation lunch at Shotton Hall where there was a buffet lunch, quiz, raffle, and the presentation of the gardens and allotment photos of all winners. The competition takes place in July, however over the past few years the number of residents entering the competition have decreased. This decrease could be due to several reasons, including moving to a new house, age and some are no longer interested in the upkeep of their garden for competitions. In 2019 there were 16 gardens entered and 12 allotments. Following conversations with some of the entrants in 2019 which most of them are elderly, they find it difficult to carry out the work in their garden due to health problems and mentioned that they would not be entering again. Over the past few years various types of advertising has been carried out to encourage more people to enter and includes:

- the use of social media

- flyers advertising the competition were available in the Pavilion for the regular customers who live in Peterlee
- posters sent to local garden centres and community buildings.
- Letters posted through letter boxes of residents with a nice front garden trying to encourage them to enter.
- Members have also encouraged their neighbours to enter too.
- A £10 gift voucher donated from a local garden centre to anyone entering.

Possible Option: The competition could not be held in 2020 due to COVID 19 and there is no guidance yet to whether the competition could go ahead this year and being able to visit residents' gardens. With this in mind, a possible change to the competition could be a photo competition of the 3 following items:

- Best hanging basket,
- Best container/tub
- Best use of recycling an item, i.e., old sink as a container.

The prize money in the past has been in total of £1,170 for both gardens and allotments with an extra cost of approximately £500 for the presentation lunch. This included 1st to 5th place for large and small gardens and 5 different categories. For the allotment's, the prize money was for 1st to 5th for full and half plots.

The prizes this year could be 1st, 2nd, and 3rd place in all 3 categories with prize money being £50, £30, and £20, which would be a total of £300.

The allotments competition can be judged without the plot holder being present, it is usually the judge with one of the Parks team leaders. It is only the plot holders who enter the competition that are judged, not every plot. It could be possible that this still goes ahead. This prize money for the allotments would be £560.00.

The spring issue of the Peterlee magazine 2021 will include a step-by-step guide including photos to plant up a hanging basket

by one of the Parks team. Details of the garden competition will be included too. If it was to change this could be added as a detailed write up and with the step by step guide to planting a hanging basket could hopefully encourage more people to enter.

Appendix 1: Implications

Finance – the financial implications would be a saving of approximately £700.

Staffing – no implications

Risk – depending on the COVID 19 government guidance, a safer option for the event to take place.

Equality and Diversity - no direct implications

Crime and Disorder – no direct implications.

Consultation & Communication – communication would be the Peterlee magazine and social media and website.

Procurement – no direct implications

Legal – no direct implications.