

Wednesday 13<sup>th</sup> December 2023

**There was a meeting of Chawleigh Parish Council on Wednesday 13<sup>th</sup> December 2023 at 7.30pm held in the Chawleigh Village Hall.**

**Members Present:** Parish Councillors Steve Godley (Chairman); Daphne Cockram; Henry Martin; Jan Flavin; Roger Ayling; Clive Eginton; Bert Batty.

**Also Present:** District Councillor Steve Keable

**In attendance:** Rob Martin, Clerk

**No members of the general public.**

## MINUTES

### 2324-116 APOLOGIES

Apologies were received from Cllr. Dave Stewart because he was attending a work event. The apologies were accepted by the parish council.

County Cllr. Margaret Squires had also apologized for her absence.

### 2324-117 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

The following personal interests were declared:

- The Chairman in relation to anything on the playing field & CCT
- Cllr. Cockram in relation to anything on the playing field and the small shed as she was on both of the committees involved.
- Cllr. Flavin whose husband was involved with the CCT
- Cllr. Martin as a trustee of the Parish Lands Charity

### 2324-118 MINUTES

On a proposal by Cllr. Martin, seconded by Cllr. Batty, it was **Resolved** to approve, as a correct record, the minutes of the Parish Council Meeting held on 27<sup>th</sup> September 2023.

### 2324-119 COUNCIL REPORTS

#### a) To receive the Clerk's Report

The clerk reported that when he had visited the Village Store manager, he had suffered a car accident whilst driving home, followed by an unexpectedly intrusive operation three days later which had left him somewhat unwell for some time following the last meeting. As a result, a number of tasks had not been completed in the interim.

#### b) To receive the Chairman's Report

The chairman reported that the repair of the bus stop glass would not be done until the new year.

An email had been received from Mr & Mrs Wellman about a potential breach of planning laws, so the clerk would respond to the email and pass the matter on to MDDC enforcement.

He had also seen speed limit stickers on wheelie bins whilst on a visit to Yorkshire

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which he thought were an effective way of reminding drivers to keep to the speed limit. He would research the availability and cost of providing these for the general public to have.

**c) Other Councillor Reports**

- Cllr. Eginton was concerned about sunken manhole covers in the centre of the village, particularly at the Earl of Portsmouth Crossroads, which he believed were the responsibility of the utility companies. The utilities should be contacted to request that these were rectified.
- Cllr. Eginton also expressed concern about contacts, email or letter, from the MDDC Waste and Recycling team to some residents saying that they were not recycling properly. This seemed to be fairly arbitrary, and the message was very blunt. District Cllr. Keable said that he was aware of this and action was being taken to ensure that any future correspondence would be less blunt.
- Cllr. Eginton also had concerns that the Moortown properties appeared to be having other peoples rubbish placed on top of their bins late at night or early morning on collection day, which would be a real problem when MDDC stopped collecting 'side-waste' in the new year. District Cllr. Keable undertook to have this investigated and to try and identify the culprits.
- Cllr. Ayling had reviewed some policy documents which he had sent to the clerk. These would be considered by the clerk and presented for adoption at a future meeting. He had also reported a blocked drain just above his house on the DCC website.
- Cllr. Flavin was concerned about the telephone box, which looks a bit scruffy, and its surroundings needed weeding. The telephone box was used as an information kiosk.
- Cllr. Cockram reminded the clerk that he was going to write to the Highways team about the appalling state of the A377 at Eggesford Crossroads. She also brought up the issue of dying trees in the Rectory which she might mention when she next goes that way.

*The Chairman declared the meeting closed.*

**2324-120 PUBLIC AND OTHER BODIES' SESSION**

To hear reports from and allow questions to be asked to District and County Councillors and to take any questions from members of the public.

**a) County Councillor**

County Cllr. Squires was not present and had not sent a report.

**b) District Councillor**

District Cllr. Keable reported as follows:

1. The on-going Devolution Deal for Devon aims to ensure fair funding for the entire county, allowing local decision-making on how funds are allocated. Despite Plymouth withdrawing from the deal, the County and Districts are continuing their progress.
2. Following strong representation to oppose the closure of rail ticket offices, the proposal has been abandoned, we were pleased to play our part in this.
3. Efforts to secure the vital mobile library service were unsuccessful, with Devon County Council voting to discontinue the service from February 2024.
4. Recent legal enactments led to the adoption of new policies on Damp and Mould, as

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- well as Recharges. This reflects a commitment to tenant satisfaction and housing standards. Tenant engagement initiatives, including drop-in events, neighbourhood walks, and discussions on planning applications, have proven successful.
5. A detailed report by the Waste Team highlights that 50% of residual waste could be recycled by residents at no extra cost. Efforts to educate the public and attend strategic waste committee' s aim to increase recycling rates.
6. The Bin It 123 initiative has positively impacted recycling rates, and there is new guidance in relation to the collection of side waste. The Net Zero Advisory Group has been reinstated to support sustainability goals, and collaborations with various organizations aim to address environmental concerns.
7. Updates on projects under 3 Rivers Development Limited showcase progress. Plans for the closure of 3 Rivers Development Limited are underway, targeting a cessation of trading by March 31, 2024.
8. The Quarter 2 Outturn Budget Performance shows a significant improvement, with a forecast General Fund overspend of £196k, a remarkable £800k underspend against the approved budget.
9. There is ongoing work in relation to the Medium-Term Financial Plan (MTFP) and the 2024/25 budget process, including proposed savings and tax base approval. There is an emphasis on reducing the deficit and encouraging member input for revenue growth.
10. The launch of the Customer Portal (My Mid Devon) has seen over 1000 registrations, with waste collection being a popular service. The annual Residents Survey is live, providing an opportunity for community input until December 13th.
11. We are continuing to collaborate with 3 other local authorities on a Joint Strategy, focused on developments such as Culm Garden Village, Cullompton Station, High Street Relief Road, and M5 Junction 28. Draft Masterplans for Crediton and upcoming plans for Tiverton signal future developments. As a sub-regional strategy this document will be used to the case for Government investment into Mid Devon.
12. Initiatives to increase car park usage include tariff adjustments and incentivising permits. A working group with local community representatives has been established as a consultative and policy recommending group.
13. Mid Devon Leisure has implemented sustainable initiatives, discontinuing single-use plastic shoe covers, removing large vending machines, and installing recycling bins for sports drink bottles. Challenges in swimming pool chemical supply were addressed by eliminating single use packaging and opting for containers made from at least 30% recycled polymer.
14. Our Leisure Centres supports low-income members through concessionary discounting and introduces services for younger demographics including affordable access for young people has been prioritised, with efforts to counter inflationary impacts. Care leavers up to age 25 now enjoy a 100% discount on leisure memberships. Strategic pricing absorbs inflationary increases, reinvesting in services. There are ambitious plans for further improvements are underway and will be announced through the local media.

#### **Chawleigh**

15. Butts Close tree: Parish Council may proceed at their own risk to light the tree for festive seasons.

*This was noted.*

16. Butts Close Green: Request is being considered by Mid Devon for gates to be installed and the area to be used for dog walking – Parish Council views sought.

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*Chawleigh Parish councillors did not actively support this proposal and local views would be sought from all houses in Butts Close.*

17. Road rainwater run-off while there are localised concerns within the village the A377 at Eggesford junction is of major concern. Reports have been submitted and followed through.

*The parish council will be making its own representations on this.*

18. Fly-tipping in Rougemont's Lane have been reported earlier in October – does the Parish Council view this as a problem.

*The parish council was not aware of this, so it is not a general problem here, maybe just a one-off incident.*

19. Waste Collection – are there any issues reported through Parish Councillors. Dealt with under councillors reports above.

c) **Members of the public**

There were no members of the public present.

*The Chairman reconvened the meeting.*

**2324-121 FOOTPATH WORKS**

Cllr. Batty reported that there was a pothole at Stone Mill which had turned into more of a trench than a hole. This had been reported but was unlikely to be progressed until the new year.

**2324-122 ROAD SIGNS**

The chevron sign at the bottom of Chawleigh Hill had been repaired. There was another finger sign that was broken and the chairman undertook to see whether all the parts were there so he could repair it.

**2324-123 BUS SHELTER**

As mentioned in the chairman's report above, the repairs would now have to wait until the new year.

**2324-124 MUD ON ROAD**

This had been caused by the removal of a hedge which had not been fully cleared. The chairman would look to discuss the situation with the owners of the property and ask what long term plan there was to rectify this.

**2324-125 SHED LEASE**

Still no progress on this, but the clerk would attempt to get the solicitor to push harder to finalise the document.

**2324-126 BANK RECONCILIATION**

The 30<sup>th</sup> November 2023 Bank Reconciliation statement was approved.

**2324-127 RECEIPTS & PAYMENTS COMPARED TO BUDGET**

The statement of Receipts and Payments compared to Budgets for the period from 1<sup>st</sup> April

Chawleigh Parish CouncilWednesday 13<sup>th</sup> December 20232023 to 30<sup>th</sup> November 2023 was received and noted.**2324-128 RECEIPTS & PAYMENTS SCHEDULE**

On a proposal by Cllr. Eginton, seconded by Cllr. Batty, it was **Resolved** to approve the payment of the invoices on the schedule below for the period since the last meeting:

**PAYMENTS**

Payment to	Services	Amount £	Payment No.
<b>2023/2024</b>			
Lilian Jones	Caretaker – December 2023	152.08	SO
RJ Martin	Salary December 2023	332.92	2324-24
HMRC	Tax Deduction December 2023	83.20	2324-24
IONOS	Website Domain – Dec 2023	4.80	Card
IONOS	Email Access – Dec 2023	7.20	Card
MDDC	Verge Cutting	656.28	2324-27
Lapford Parish Council	Training	100.00	2324-28
Chawleigh Village Store	Two instalments of subsidy	3,000.00	Transfer

**RECEIPTS**

Receipt from	Services	Amount £	Method
<b>2023/2024</b>			
Jane Hall	Shop Rental	213.45	BAC
NatWest Bank	Interest	4.86	BAC

In addition, payments will be made for invoices received since the agenda was set.

**2324-129 PLANNING APPLICATIONS**

To consider the following Planning Applications and to agree comments:

**a) Planning Applications made since the last meeting**

Reference	Location	Proposal
None		

**b) Decisions made by Mid Devon District Council since the last meeting**

Reference	Location	Proposal	Decision
23/01540/HOUSE	Oak Barn Chawleigh Chulmleigh Devon	Erection of double garage with games room above	Full Permission Granted

**c) Other Planning Matters**

None

## Chawleigh Parish Council

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### 2324-130 2024/2025 BUDGET AND PRECEPT

A revised set of budget papers had been circulated by the clerk, taking into account actual spending up to and including 6<sup>th</sup> December 2023 in order to have a solid starting point for the consideration of budgets and reserves.

The decisions required were to adopt the detailed budget, review the reserves and to set the precept for the coming year.

On a proposal by the Chairman, seconded Cllr. Batty, the following were **Resolved**:

- a) The detailed **Budget** was adopted as presented (see Appendix A)
- b) The **Earmarked Reserves** would be adjusted so that a balance could be built up in order to replace the dilapidated playground unit which had an estimated cost of £18,000 but was likely to be up to £20,000 given the time that had elapsed since a quotation had been sought. The adjustments were that the reserve shown as 'Chawleigh Playing Field Event 2019' (£1,076.88) would be reallocated to the Equipment Reserve and that £5,000 would be taken from the General Reserve and also used to enhance the equipment funds. Alongside the £2,000 already earmarked this means that £8,076.88 would go towards the equipment. The clerk would contact County Cllr. Squires to see if a further £1,000 could be obtained from her Community Grant fund.
- c) The **Precept** for 2024/2025 would be set at **£15,000**, an increase of £830 over the current year. The Band D charge would rise from its current £54.23 to £57.11 (5.3%), a difference of £2.88 for the year, or just 24 pence a month.

The clerk noted that, if everything goes to plan, the **General Reserve** balance by 31<sup>st</sup> March 2025 would stand at just over **£10,000** or 67% of the precept, well within the advised range for this size of parish council.

### 2324-131 MEETING DATES 2024

It was agreed that, subject to the clerk's other commitments the schedule of meeting dates would be as follows:

31<sup>st</sup> January 2024, 27<sup>th</sup> March 2024, 15<sup>th</sup> May 2024, 26<sup>th</sup> June 2024, 31<sup>st</sup> July 2024, 18<sup>th</sup> September 2024, 30<sup>th</sup> October 2024, 11<sup>th</sup> December 2024.

### 2324-132 DATE OF NEXT MEETING

The next meeting of Chawleigh Parish Council is scheduled to be Wednesday 31<sup>st</sup> January 2024, in Chawleigh Village Hall at 7.30pm.

### 2324-133 CONFIDENTIAL MATTERS

On a proposal by the chairman, seconded by Cllr. Cockram, it was **Resolved** to close the meeting to the public and press on the basis of confidential business and personal details that needed to be considered.

### 2324-134 CHAWLEIGH VILLAGE STORE AND POST OFFICE

The effect on the village store of providing the stock subsidy, currently amounting to £3,000, had been remarkable with the shelves full and many more lines being available. It was unanimously agreed that the clerk, with assistance from Cllr. Batty, would be delegated to manage the remaining possible subsidy to ensure that the vast improvement continues.

### 2324-135 MEETING CLOSURE

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The meeting closed at 9.15pm

Signed:.....

Date:.....

**ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST**

**clerk@chawleighparishcouncil.uk**

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**From:** Roger Ayling <rayling@chawleighparishcouncil.uk>  
**Sent:** 13 November 2023 16:31  
**To:** clerk@chawleighparishcouncil.uk  
**Subject:** Re:Website governance updates

Hi Rob

I didn't get a chance to ask you about updating governance and priorities. Perhaps you can advise order or anything that needs adding, current things on website:

1. Website management - draft sent
2. Training and development - draft sent
3. Staff Appraisal
4. Risk Management
5. Reserves
6. Privacy
7. Investment Policy and Strategy
8. Grant Funding
9. Freedom of information
10. Co-option
11. Complaints
12. Communications and media
13. Code of conduct
14. Allowance and subsistence
15. Standing orders
16. Financial Regulations
17. Accessibility Statement

Regards  
Roger

On 13/11/2023 15:53 GMT clerk@chawleighparishcouncil.uk wrote:

AK?

Attached are some draft minutes for last week's meeting. Your observations asap, please as I would like comments sorted before I publish.



**DOCUMENT CONTROL/RISK MANAGEMENT POLICY**

**Author** Dr Juliet Cross/Rob Martin, Clerk and Responsible Financial Officer

Date	Version	Status	Description
22/07/19	0.1	Draft	Draft document circulated to councillors.
01/08/19	1.0	Final	Document approved at Council Meeting with amendments held on 1 August 2019 (Minute: 19.188).
<u>1.1/23</u>	<u>2.1</u>	<u>Draft Revision</u>	<u>Draft document circulated to councillors.</u>

1.1/23  
**Review Cycle** Every four years at the Annual Meeting of the Council after the election of the parish councillors or in response to new or amended statutory requirements. Next review due May 2023.  
2.2  
 Document approved at Council Meeting with amendments held on ..... 2023 (Minute);

**Legislation and Regulation** Accounts and Audit Regulations 2015 Governance and Accountability for Smaller Authorities in England 2019 Chawleigh Parish Council's related documents: Risk assessment form Risk Register

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**1. INTRODUCTION**

1.1	Chawleigh Parish Council (the Council) recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities, business, services, reputation and the community against potential losses and to minimise uncertainty in achieving its goals and objectives.
1.2	The objectives of this Strategy and Policy are to: Further develop risk management and raise its profile across the Council; Integrate risk management into the culture of the organisation; Embed risk management through the ownership and management of risk as part of all decision-making processes; and Manage risk in accordance with best practice.

**2. WHAT IS RISK MANAGEMENT?**

2.1	<i>'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'</i> Audit Commission, Worth the Risk: Improving Risk Management in Local Government. (2001: 5).
2.2	Risk management is an essential feature of good governance. An organisation which manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.
2.4	Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive: Strategic Risk – Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, and in a

	<p>worse-case scenario Government intervention. Compliance Risk – Failure to comply with legislation and regulations, agreed procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts. Financial Risk – Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased precept and impact on Council reserves. Operational Risk – Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.</p>
2.5	<p>Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered</p>
2.6	<p>Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones. —</p>
	<p><b>3. WHY DOES THE COUNCIL NEED A RISK MANAGEMENT STRATEGY?</b></p>
3.1	<p>Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.</p>
3.3	<p>The Risk Management Strategy will help to ensure that the councillors and Clerk have an understanding of risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.</p>
3.4	<p>Strategic risk management is an important element in demonstrating continuous service improvement.</p>
3.5	<p>There is a requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk.</p>
	<p><b>4. RISK MANAGEMENT POLICY STATEMENT</b></p>
4.1	<p>The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk. Risk management is an integral part of the Council's management processes.</p>
4.2	<p>Definitions Hazard is something (e.g. an event, a situation, an activity) which can cause an adverse effect or harm. Harm includes injury, damage to property, financial losses, increased liabilities, service interruption. A risk is the likelihood that a hazard will actually cause its</p>

	adverse effects or harm, together with a measure of the impact or consequence that this will have.
4.3	Like all organisations, the Council is exposed to risk. Not all of the risks to which it is exposed can be insured against, but they can be managed and controlled by proactive measures to identify and assess their likelihood and impact.
4.4	The aim of the Council's Risk Management Policy is to identify and manage the risks to the Council's business, including: Its employees; Its assets, including property; Its liabilities, including inspections and compliance statutory duty; Its business and service provision; Its reputation; and The community and general public.
4.5	The Council will: Review and assess the impact of potential events upon the Council's activities and implement; Emergency plans and contingency arrangements; Disaster recovery and business continuity plans; Evaluate risks in terms of likelihood and impact at both strategic and operational levels; Make every effort to control the identified risks by managing and monitoring the Council's Risk Register; Review the possibilities of self-insuring risks where any potential loss will not significantly affect our business; Carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in such other circumstances as considered necessary from time to time; and Embed the culture of risk management throughout the Council and ensure it becomes an integral part of all the Council does.
<b>5. IMPLEMENTING THE STRATEGY</b>	
5.1	<b>Risk Monitoring:</b> The risk management process does not finish with putting risk control procedures in place. The effectiveness of procedures in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection. The Council's Risk Register will be managed and monitored at least once a year and updated when appropriate.
5.2	<b>Risk Management System:</b> Risk Identification- Identifying and understanding the risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions should be recorded on a risk assessment form so that they can then be managed effectively. Risk Analysis - Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk. Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored on a scale from 1 - 5 with 1 being low and 5 being high. Scores for impact and likelihood are multiplied and risk scores of 8 and above will be subject to detailed consideration and preparation of a contingency/action plan to control the risk (see Appendix A).

<p>5.3</p> <p><b>Risk Control</b> Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level. Options for control include: Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists; Reduction – control measures are implemented to reduce the impact/likelihood of the risk occurring; Acceptance – documenting a conscious decision where the Council accepts or tolerates a risk after reviewing the existing controls that are in place; Transfer – the risk or part of the risk is passed to others e.g. by revising contractual terms or taking out insurance. Some risks, e.g. reputational risk, cannot be transferred; or Sharing – the risk is shared with another party, such as professional services for planning and design.</p>	<p><b>6. ROLES AND RESPONSIBILITIES</b></p> <p>6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below are designed to ensure that risk is managed effectively across the Council and its operations, and responsibility for risk are shared appropriately. The process must be driven from the top and must involve the employees of the organisation.</p> <p>6.2 <b>Councillors</b> Risk management is seen as a key part of the councillors' stewardship role and there is an expectation that councillors will lead and monitor the adopted approach, including: Approval of the Risk Management Strategy and Policy; Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed; Consideration and approval of the Annual Governance Statement; and Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.</p> <p>6.3 <b>Employees</b> The Clerk is the only Council employee. <u>They/She</u> will undertake <u>her/his</u> job within risk management guidelines ensuring that <u>their/her</u> skills and knowledge are used effectively. The Clerk will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. <u>She/They</u> will work to control risks or threats within <u>her/his</u> job, monitor progress and report on job related risks to the Chairman or Vice Chairman of the Council.</p> <p>6.4 <b>Clerk and Responsible Financial Officer</b> The Clerk will act as the lead officer on risk management, and be responsible for overseeing the implementation of the Risk Management Strategy and Policy. The Clerk will: Provide advice as to the legality of policy and service delivery choices; Provide advice on the implications for service areas of the Council's corporate aims and objectives; Update the Council on the implications of new or revised legislation; Assist in handling any litigation claims; Provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury; Advise on health and safety implications of the chosen or proposed arrangements for service delivery; Assess the financial implications of strategic policy options; Provide assistance and advice on budgetary planning and control; Ensure that the accounting systems allow effective budgetary control; Maintain the Council's Risk Register; Effectively manage the Council's investment and loan portfolio; and Assess and</p>
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	implement the Council's insurance requirements.
6.5	<b>Internal Audit</b> Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively. Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud. Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.
6.6	<b>Training</b> Risk Management training will be provided to councillors and the Clerk through a variety of methods, to ensure everyone has the skills necessary to identify, evaluate and control the risks associated with the services the Council provides.
6.7	In addition to the roles and responsibilities set out above, the Council will promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.
<b>7. FUTURE MONITORING</b>	
This Strategy and Policy will be reviewed every four years. Review and future development of the Risk Management Policy and Strategy will be overseen by the Full Council.	
<b>8. CONCLUSION</b>	
The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that Chawleigh Parish Council is committed to continuous service improvement and effective corporate governance.	

**APPENDIX A – RISK SCORING MATRIX**

**Method**

All identified risks are subjected to a robust scoring method to ensure the consistent scoring of risks. The risk score is determined by using a risk scoring matrix and multiplying the risk impact score with the risk likelihood score. This provides a quantitative basis upon which to determine the urgency of any actions.

**Low risk**

Risks with a score of 0 are defined as risk no longer existing as the actions have been completed, for example where a new piece of equipment has been obtained and replaced an obsolete piece of equipment.  
Risks with a score of 1 – 3 are defined as a very low risk where further risk reduction may not be feasible or cost effective.

Risks with a score of 4 – 6 are defined as a low risk where risk control is required, so far as is reasonably practicable. The majority of control measures are already in place, or the likelihood of harm or its consequence is small. - Actions may be required in the long term.

**Medium risk**

Risks with a score of 8 – 12 are defined as a medium risk where prompt action is required, so far as is reasonably practicable. - There is moderate probability of major harm or high probability of minor harm if control measures are not implemented. - Action may be required in the medium term.

**High risk**

Risks with a score of 15 – 25 are defined as a high risk where there is a significant probability that major harm will occur if control measures are not implemented. - Urgent action is required and stopping the activity or procedures should be considered.

**Risk Likelihood Score**

Score	Description	Example
1	Rare	Would only occur in exceptional circumstances
2	Unlikely	Could occur at some time
3	Possible	May occur or re-occur at some time
4	Likely	Will probably occur but is not a persistent issue
5	Almost certain	Is expected to occur or is a persistent issue

**Risk Impact Score**

Score	Description	Example – Adverse publicity, loss of reputation
1	Insignificant	Rumours, potential for public concern.
2	Minor	Short-term reduction in public confidence, elements of public expectation not being met.
3	Moderate	Long-term reduction in public confidence, local media coverage.
4	Major	National media coverage of less than 3 days, service well below reasonable public expectation.

5	Catastrophic	National media coverage for more than 3 days, service well below reasonable public expectation, total loss of public confidence, MP concern (questions in the House).
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**Risk Score**

Risk score = Likelihood x Impact

By using the equation, a risk score can be determined ranging from 1 (low severity and unlikely to happen) to 25 (almost certain to happen with catastrophic and widespread consequences).

Impact	Likelihood	1	2	3	4	5
1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost certain		
1 - Insignificant	4	2	3	4		5
2 - Minor	2	4	6	8		10
3 - Moderate	3	6	9	12		15
4 - Major	4	8	12	16		20
5 - Catastrophic	5	10	15	20		25

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		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

**DOCUMENT CONTROL**

<b>Author:</b> <del>Dr Juliet Cross</del> Rob Martin, Clerk and Responsible Financial Officer			
<b>Date:</b>			
20/07/19	0.1	Draft	Draft document circulated to councillors.
01/08/19	1.0	Final	Document approved at Council Meeting with amendments held on 1 August 2019 (Minute: 19.193).
<del>1.1.23</del>	<del>2.1</del>	<del>Draft Revision</del>	<del>Draft document circulated to councillors.</del>
<del>1.1.23</del>	<del>2.2</del>	<del>Final</del>	<del>Document approved at Council Meeting with amendments held on ..... 2023 (Minute: .....</del>
<p><b>Review Cycle:</b> Every four years at the Annual Meeting of the Council or soon after the election of the pParish eCouncillors, or in response to new or amended statutory requirements. Next review due May 2023.</p>			
<p><b>Legislation and Regulation</b> Freedom of Information Act 2000; Chawleigh Parish Council's related documents: Communications and Media Policy; Freedom of Information Policy; Publication Scheme</p>			

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**1. INTRODUCTION**

This policy covers the design and management of the Chawleigh Parish Council's (the Council) website and should be read in conjunction with the Council's Communications & Media Policy. The purpose of the website is to:

- Make formal public Council documents available to residents of Chawleigh Parish.
- Provide information about the activities of the Council and to provide links to other sources of information about Local Government activities that affect the residents of Chawleigh Parish.
- Provide information about plans, proposals and other activities which might have an impact on the lives of parish residents, together with information about how the Council has responded.

**2. WEBSITE HOSTING ARRANGEMENTS**

2.1	The Council's website is hosted by a third-party provider, IONOS. The current system is a content management system where the Council has direct control of day-to-day editing and content management while maintenance, backups and updating of the system itself is carried out by IONOS.
2.2	The website may place and access certain cookies stored on visitors' computers. All cookies used by the website are used in accordance with current UK and EU Cookie Law <u>ensuring compliance with General Data Protection Regulation (GDPR)</u> . Certain features of the website may depend upon cookies to function. UK and EU Cookie Law deems these cookies to be "strictly necessary".
2.3	The Council reserves the right of use services such as, but not limited to, Google Analytics to provide information to the Council to enable them to optimise the website for future best use.

2.4	The analytics services used by this website may use cookies to gather the required information. Some of these cookies may be placed immediately when a user decides to visit the website and it may not be possible to obtain a user's prior consent. Cookies may be removed and the future use of them may be prevented via the options provided by the user's browser.
<b>3. WEBSITE CONTENT</b>	
3.1	Subject only to the requirements of the law, the Council has the right to determine what should or should not be included on the website.
3.2	The website shall contain material that arises from Council business such as agendas, minutes, policies and factual information about the Council and councillors. It may also include any material that has been commissioned by the Council, such as reports, surveys or material that is directly derived from these.
3.3	The website may contain other material, such as the history and geography of the Parish, news of local events, or any other material of a non-controversial nature which is appropriate for the website on a "custom and practice" basis.
3.4	The website may possess interactive functionality, customary for such local authority websites, such as questionnaires, visitor response facilities, links to other sites.
3.5	The footprint of the website may change from time to time according to requirements and circumstances, subject to approval by the Council for significant changes.
3.6	On principle, the website shall not contain material of a deliberately contentious, offensive or disputatious nature, or material that criticises or implies criticism of one or more members of the public, individual councillors, groups of councillors or the Council as a whole.
3.7	The website shall not contain any material that is libellous or defamatory or in any way against the law or which could expose the Council to legal challenge.
3.8	The Council does not permit commercial advertising on the website.
3.9	The Council will make every effort to keep file sizes to a minimum although in some cases this may be controlled by an outside source. The Council will endeavour to use the most open and accessible file formats where possible.

3.10	The content of the Council's website is managed by the Website Administrator. However, it is the responsibility of all councillors to check the website regularly for any issues of inaccuracy or omissions and inform the Website Administrator if issues arise.
<b>4. RESPONSIBILITIES OF THE WEBSITE ADMINISTRATOR</b>	
4.1	The Clerk has responsibility as the Website Administrator and retains overall control of the website. The role of the Website Administrator is to manage the website and its design, adding or deleting material and editing pages as required.
4.2	The Website Administrator is accountable to the Council as a whole, not to any individual councillor.
4.3	The Website Administrator is authorised to routinely update the website as <del>she</del> they sees fit without prior reference to the Council. Examples of routine updates include: Correcting errors of spelling, syntax or grammar and factual errors; Replacing out-of-date documents with current versions; Removing material that is out-of-date or no longer relevant; Repairing and restoring links that have ceased to work properly; and Making routine structural and design changes where this improves the website.
4.4	Any councillor may submit material for inclusion on the website provided that it is consistent with this Policy, and also falls within any limits of technical feasibility to upload.
4.5	The Website Administrator is authorised to edit or exclude any material submitted for uploading to the website, e.g. requests from other organisations to include links to their websites.
4.6	Archival material will be preserved without change to its internal content, but it may be reorganised or re-structured as required. External content referenced within the archival material may change or be deleted after the archive event. Archival material will be retained in accordance with the Council's Retention and Disposal Policy.
4.7	Significant changes to the website will require Council approval.
4.8	The Website Administrator may ask for professional help as necessary, subject to reasonable cost limits and prior agreement with the Council. Such expenditure should normally be planned and budgeted for the year ahead.

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**TRAINING AND DEVELOPMENT**

**Author:** Rob Martin, Clerk and Responsible Financial Officer

Date	Version	Status	Description
22/07/19	0.1	Draft	Draft document circulated to councillors.
01/08/19	1.0	Final	Document approved at Council Meeting with amendments held on 1 August 2019 (Minute: 19.xxx)
../11/23	2.0	Draft	Draft document circulated to councillors.
../11/23	2.1	Final	Document approved at Council Meeting with amendments held on ..... 2023 (Minute:

**Review Cycle:** Every four years at the Annual Meeting of the Council or soon after the election of the Parish Councillors or in response to new or amended statutory requirements. Next review due May 2027.

**INDEX**

1.	INTRODUCTION	2
2.	COMMITMENT TO TRAINING	2
3.	IDENTIFICATION OF TRAINING NEEDS	3
4.		

**1. INTRODUCTION**

Chawleigh Parish Council (the Council) is committed to the ongoing training and development of all councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for people of the parish.

This training and development policy applies to all councillors and Council employees.

**2. COMMITMENT TO TRAINING**

2.1	Training can be defined as "a planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation".
2.2	The Council recognises that it's most important resource, apart from its councillors, is its officer and is committed to encouraging individuals to enhance their knowledge and qualifications through further training and development. Some training may be necessary to ensure compliance to legal and statutory requirements.
2.3	The Council expects senior officers to undertake a programme of continuing professional development (CPD) in line with the requirements of their professional bodies.
2.4	Providing training yields a number of benefits: It improves the quality of the services and facilities that the Parish Council provides. It enables the organisation to achieve its corporation aims and objectives. It improves the skill base of the employees, producing confident, highly qualified and motivated staff working as part of an effective and efficient team; and it demonstrates that employees are valued
2.5	Training and development will be achieved by including a realistic financial allocation in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.
2.6	The process of development is as follows: Training needs should be identified by considering overall objectives of the organisation as well as individual requirements: planning and organising training to meet those specific needs, designing and delivering the training (where appropriate) and evaluating the effectiveness of training
2.7	The Council expects Councillors to undertake training to enable members to understand the role of a Councillor and all aspects of being a Councillor.

**3. IDENTIFICATION OF TRAINING NEEDS**

3.1	<p>Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are a number of additional ways that staff training needs may be recognised or identified: During interview, ● at appraisal or through formal and informal discussions.</p>
3.2	<p>Other circumstances may present the need for training: Legislative requirements i.e. Health and Safety, First Aid, etc.; New or changes to existing legislation (e.g. general power of competence); ● Accidents; Professional error; Introduction of new equipment; New working methods and practices; Complaints to the council; A request from a member of staff; Devolved services/delivery of new services.</p>
3.3	<p>Employees who wish to be considered for a training course should discuss this in the first instance with their line manager, either during appraisal or informal discussion. The line manager will consider, together with colleagues and (depending on the training and the cost involved) with council, to determine whether: the training is relevant to the authority's needs and/or service delivery; the training costs represent value for money; and, if there is sufficient funding available.</p>



## LICENCE TO OCCUPY

AN AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 2024

### 1. Particulars

In this agreement the following expressions shall have the following meanings:

#### 1.1 the Licensor

**The Trustees of the Parish Lands Charity** (Charity Number: 201020) Care of Nethercott Chawleigh Chulmleigh Devon EX18 7LA and The Rectory Chulmleigh Devon EX18 7BY

#### 1.2 the Licensee

**Chawleigh Parish Council** Care of 14 Station Road Yeoford Crediton Devon EX17 5HU

#### 1.3 the Guarantor

None

#### 1.4 the Property

The land and buildings being the shed shown edged red on the plan annexed and being part of registered Title Number DN630219 belonging to the Licensor and the sole use of the Property being granted to the Licensee

#### 1.6 Designated Hours

Monday to Sunday (inclusive) (Bank and other holidays excepted) or such other hours as the Licensor may from time to time in its absolute discretion determine on 14 days notice to the Licensee

#### 1.7 Licence Period

the period from the date of this agreement until the \_\_\_\_\_ (inclusive) and vacant possession shall be given by the Licensee to the Licensor at the end of the Licence Period

**1.8 Licence Fee**

£52.00 (Fifty Two Pounds) per annum payable on the date hereof

**2. Licence**

Subject to clauses 3 and 4 the Licensor gives the Licensee the right occupy the Property for the Licence Period during the Designated Hours

**3. Licensee's undertakings**

The Licensee agrees and undertakes:

**3.1 To pay the Licensor:**

3.1.1 The Licence Fee in advance on the date of this Agreement.

3.2 to keep the Property clean and tidy and clear of rubbish and to leave the same in a clean and tidy condition and free of rubbish at the end of the Licence Period

3.3 not to display any signs or notices at the Property, other than those provided by the licensor, without the prior written consent of the Licensor

3.4 not to use the Property in such a way as to cause any nuisance damage disturbance annoyance inconvenience or interference to the Licensor's adjoining or neighbouring property or to the owners occupiers or users of such adjoining or neighbouring property

3.5 not do any act matter or thing which would or might constitute a breach of any statutory requirement affecting the Property or which would or might vitiate in whole or in part any insurance effected in respect of the Property from time to time

3.6 to indemnify the Licensor and keep the Licensor indemnified against all losses claims demands actions proceedings damages costs or expenses or other liability arising in any way from this licence any breach of any of the Licensee's

undertakings contained in this clause or the exercise or purported exercise of any of the rights given in clause 2

- 3.7 to observe such reasonable rules and regulations as the Licensor may make and of which the Licensor shall notify the Licensee from time to time governing the Licensee's use of the Property
- 3.8 not to do or permit or suffer any person exercising or purporting to exercise the rights given in clause 2 to do any act or thing on or in relation to the Property which would or might cause the Licensor to be in breach of any statutory provision
- 3.9 Not to impede in any way the Licensor or his officers servants or agents in the exercise of the Licensor's rights of possession and control of the Licensor's adjoining or neighbouring property
- 3.10 to ensure that all insurances are in place for the use and occupation of the Property by the Licensee (if necessary)

#### **4. General**

- 4.1 The rights granted in clause 2 shall determine without prejudice to the Licensor's rights in respect of any breach of the undertakings contained in clause 3 immediately on notice given by the Licensor at any time following any breach by the Licensee of their undertakings contained in clause 3
- 4.2 The benefit of this licence is personal to the Licensee and not assignable and the rights given in clause 2 may only be exercised by the Licensee and its employees and customers
- 4.3 The Licensor gives no warranty that the Property is legally or physically fit for the purposes specified in clause 2

4.4 The Licensor shall not be liable for the death of or injury to or for damage to any property of or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Licensee or any person referred to in clause 4.2 in the exercise or purported exercise of the rights granted by clause 2

4.5 All notices given by either party pursuant to the provisions of this Agreement shall be in writing and shall be sufficiently served if delivered by hand or sent by recorded delivery to the other party at their registered office or last known address

**IN WITNESS WHEREOF** this Deed has been executed by the parties hereto the day and year first before written

This Deed is executed by **HUBERT ELWORTHY** under an authority conferred pursuant to Section 333 of the Charities Act 2011 in the names of the Official custodian for Charities and of the Chawleigh Parish Lands Charity

in the presence of: .....

Signature of witness

Name

Address

Occupation of witness

This Deed is executed by **ANTONY ROCKEY** under an authority conferred pursuant to Section 333 of the Charities Act 2011 in the names of the Official Custodian for Charities and of the Chawleigh Parish Lands Charity

in the presence of: .....

Signature of witness

Name

Address

Occupation of witness

Signed by **Stephen William Godly** as Deed for **Chawleigh Parish Council** (who certifies that they are a proper authority to sign)

In the presence of: .....

Signature of witness

Name

Address

Occupation of witness

Signed by **Daphne Cockram** as Deed for **Chawleigh Parish Council**

(who certifies that they are a proper authority to sign)

In the presence of:

.....

Signature of witness

Name

Address

Occupation of witness



Account Name  
CHAWLEIGH PARISH COUNCIL

Account No 06109314 Sort Code 55-50-29 Page No 1 of 2



NatWest

CHAWLEIGH PARISH COUNCIL  
23 FOUR WAYS DRIVE  
CHULMLEIGH  
DEVON  
EX18 7AZ

### Current Account

Summary	
Statement Date	29 DEC 2023
Period Covered	01 DEC 2023 to 29 DEC 2023
Previous Balance	£8,525.59
Paid In	£0.00
Withdrawn	£553.13
New Balance	£7,972.46
BIC	NWBKGB2L
IBAN	GB23NWBK55502906109314

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If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
01 DEC 2023	BROUGHT FORWARD			8,525.59
11 DEC	Card Transaction 5548 09DEC23 IONOS CLOUD LTD GLOUCESTER GB		7.20	8,518.39
14 DEC	OnLine Transaction Lapford PC TRAINING VIA ONLINE - PYMT		100.00	8,418.39
	Card Transaction 5548 12DEC23 IONOS CLOUD LTD GLOUCESTER GB		4.80	8,413.59
20 DEC	OnLine Transaction ROB MARTIN SALARY DEC 23 VIA ONLINE - PYMTB FP 20/12/23 40 09023134355454000N		352.93	8,060.66
	OnLine Transaction TAX DEDUCTION 120PS00612467 VIA ONLINE - PYMTB FP 20/12/23 40 10023134360443000N		88.20	7,972.46



Treasurers Account Statement

Printed: 24 January 2024

**Chawleigh Parish Council**

14 STATION ROAD  
YEOFORD  
CREDITON  
DEVON  
EX17 5HU

Sort code 30-99-50  
BIC: LOYDGB21287

Account number 78202260  
IBAN: GB84 LOYD 3099 5078 2022 60

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
02 Nov 23	SLA CHAWLEIGH PC NATWEST 57163005726778000N 555029 10 02NOV23 16:30	FPI	10000.00		16319.44
18 Oct 23	HMRC VTR XJV126000103078	BGC		1319.44	6319.44
28 Sep 23	SLA CHAWLEIGH PC NATWEST 10100306059539000N 555029 10 28SEP23 10:03	FPI	5000.00		5000.00

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### Cookies Consent

We have to collect some data when you use this website so it works and is secure.

We'd also like your consent to collect data on how you use our site. This helps us decide which of our products, services and offers may be relevant for you. It also helps us tailor and measure how effective our ads are on other websites, social media, apps and devices, like Smart TVs.

Select 'Accept all' to agree or 'Reject all' to opt out. You can change your mind, or find out more, by visiting our [Cookies Policy](#).

Accept all
Reject all

2324-154

Account Name  
CHAWLEIGH PARISH COUNCIL

Account No 61058599 Sort Code 55-50-29 Page No 1 of 2



NatWest

CHAWLEIGH PARISH COUNCIL  
23 FOUR WAYS DRIVE  
CHULMLEIGH  
DEVON  
EX18 7AZ

Current Account

Summary	
Statement Date	29 DEC 2023
Period Covered	01 DEC 2023 to 29 DEC 2023
Previous Balance	£10,555.10
Paid In	£170.76
Withdrawn	£1,500.00
New Balance	£9,225.86
BIC	NWBKGB2L
IBAN	GB42NWBK55502961058599

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If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
01 DEC 2023	BROUGHT FORWARD			10,555.10
07 DEC	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 07/12/23 0119 300000001256309789	42.69		10,597.79
08 DEC	OnLine Transaction VILLAGE STORE STOCK SUBSIDY VIA ONLINE - PYMT FP 08/12/23 10 48145111037058000N		1,500.00	9,097.79
14 DEC	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 14/12/23 0112 300000001260365426	42.69		9,140.48
21 DEC	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 21/12/23 0157 500000001261372629	42.69		9,183.17
28 DEC	Automated Credit CHAWLEIGH VILLAGE. JANE HALL (RENT) FP 28/12/23 0203 200000001261186783	42.69		9,225.86

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Account Name  
CHAWLEIGH PARISH COUNCIL

Account No 61032069 Sort Code 55-50-29 Page No 1 of 2



CHAWLEIGH PARISH COUNCIL  
23 FOUR WAYS DRIVE  
CHULMLEIGH  
DEVON  
EX18 7AZ

**Business Reserve Account**

Summary	
Statement Date	29 DEC 2023
Period Covered	01 DEC 2023 to 29 DEC 2023
Previous Balance	£4,080.63
Paid In	£4.70
Withdrawn	£0.00
New Balance	£4,085.33
BIC	NWBKGB2L
IBAN	GB07NWBK55502961032069

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If you have changed your address or telephone number please let us know.  
Interest rate: 1.45% Gross / 1.46% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
01 DEC 2023	BROUGHT FORWARD			4,080.63
29 DEC	Interest 29DEC GRS 61032069	4.70		4,085.33

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## CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR  
31 December 2023

2022/2023 Actual £		2023/2024 Budget £	2023/2024 to date £	% of Budget %
<b>RECEIPTS</b>				
2,220	Shop Rent	2,220	1,664.91	75
13,567	Precept	14,170	14,170.00	100
18	Interest	50	39.72	79
5,524	Grants & Other Donations	1,558	1,557.60	100
948	Defibrillator Donations	350	350.00	100
1,743	VAT	2,906	2,905.78	100
-	Section 106 Income	-	-	-
<b>24,019</b>	<b>TOTAL Receipts</b>	<b>21,253</b>	<b>20,688.01</b>	<b>97</b>
<b>PAYMENTS</b>				
<b>Administration</b>				
-	External Audit	-	-	-
183	Internal Audit	225	225.00	100
35	ICO	35	35.00	100
-	Email/Website	-	-	-
690	Insurance	809	808.55	100
-	Elections	147	147.35	100
230	IT&C	280	219.59	78
-	Printing	-	-	-
-	Office Consumables	100	46.45	46
-	Postage	-	-	-
33	Refreshments	-	-	-
270	Venue Hire/Zoom	600	441.50	74
<b>Clerk &amp; Councillors</b>				
4,993	Clerk's Salary	5,300	3,970.17	75
-	NI	-	-	-
-	Locum Clerk	-	-	-
100	Clerk's Expenses	150	-	-
-	Councillor Expenses	-	-	-
-	Councillor Allowances	-	-	-
-	Training & Development	100	100.00	100
<b>Subscriptions</b>				
133	DALC/NALC	161	161.00	100
51	SLCC	44	44.00	100
-	The Dart	-	-	-
<b>Public Toilets</b>				
1,825	Cleaner	2,130	1,216.64	57

## CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR  
31 December 2023

2022/2023 Actual £		2023/2024 Budget £	2023/2024 to date £	% of Budget %
24	Consumables	100	76.26	76
-	Maintenance	-	-	-
	<b>Village Shop</b>			
122	Shop Maintenance	-	-	-
-	Storage Facility	-	-	-
-	Subsidy	5,000	3,000.00	60
	<b>Playing Field</b>			
-	Annual Inspection	96	96.00	100
-	Grass Cutting	1,920	1,800.00	94
-	DAA Light Maintenance	-	-	-
40	General Maintenance	-	-	-
121	Picnic Benches	-	-	-
2,800	Play Equipment	-	-	-
-	Goalpost	286	285.84	100
	<b>Telephone Kiosk</b>			
-	Maintenance	-	-	-
	<b>Community Storage</b>			
820	Solicitors Fees	1,400	756.00	54
	<b>Maintenance</b>			
230	Council Asset Inspection	-	-	-
513	Verge Cutting	547	546.90	100
-	Landscaping	-	-	-
100	Weed Spraying	375	375.00	100
-	Highway Improvements	-	-	-
-	Noticeboard	-	-	-
-	Tree Surgery	2,304	2,304.00	100
798	PROW Improvements	1,096	1,095.83	100
2,888	Defibrillator	28	27.50	100
	<b>Events</b>			
1,625	QE2 Platinum Jubilee	-	-	-
-	Coronation Celebration	669	668.76	100
	<b>Grants &amp; Donations</b>			
-	Parish Grant	-	-	-
300	Churchyard Grant	-	300.00	-
208	Hot Lunch Venue	300	310.00	103
-	CCT	400	-	-
-	Hall Refurbishment	-	-	-
25	Poppy Appeal (S137)	-	25.00	-
-	General Donations (S137)	25	-	-

## CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR  
31 December 2023

2022/2023 Actual £		2023/2024 Budget £	2023/2024 to date £	% of Budget %
-	Warm Room	-	-	-
2,111	VAT	1,800	1,506.82	84
<b>21,266</b>	<b>TOTAL Payments</b>	26,426	20,589.16	
<b>(2,753)</b>	<b>Net Payments/(Receipts)</b>	5,172	(98.85)	
(34,751)	Balance b/f	(37,504)	(37,504.24)	
(2,753)	Net Payments/(Receipts)	5,230	(98.85)	
(37,504)	Current Balance	(32,274)	(37,603.09)	