



Shaftesbury Town Council

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To: All members of Shaftesbury Town Council

You are required to attend an extraordinary meeting of the Council
to be held at 9.00pm on Tuesday 28th March 2017 in the Council Chamber, Shaftesbury Town Hall or directly following the General Management Committee meeting.
For the transaction of the business shown on the agenda below.

Claire Commons

Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure. Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda Item	
01. Apologies	
To receive and consider for acceptance, apologies for absence	
02. Declarations of Interest and Dispensations	
Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.	
03. Financial Risk Assessment	p2
To consider and approve the Financial Risk Assessment for the year ending 31st March 2017.	
Report 0317EFC03	
04. Planning Application – Langdale Farm	p12
To consider a response to the Outline Planning Application for Langdale Farm.	
Report 0317EFC04	

(End)

**Report 0317EFC03 to a Meeting of Shaftesbury Town Council
to be held at 9.00pm on Tuesday 28th March 2017 in the Council
Chamber, Shaftesbury Town Hall or directly following the General
Management Committee meeting.**

Financial Risk Assessment

1. Purpose of Report

To consider and approve the Financial Risk Assessment for the year ending 31st March 2017.

2. Recommendation

- 2.1. That the Council reviews and adopts the Financial Risk Assessment in **Appendix A** for 2016/17

3. Background

- 3.1. The External Auditor requires that the Financial Risk Assessment be considered by the Council (and not delegated to a Committee) before the end of March 2017. An initial Financial Risk Assessment has been carried out by the Interim Deputy Town Clerk and the Council is requested to review and adopt that Financial Risk Assessment. (see **Appendix A**)
- 3.2. The Council should be able to demonstrate that it has considered the content of the Risk Assessment and make recommendations for amendments if required.
- 3.3. The level of risk is calculated by the impact of risk multiplied by frequency of risk, Low = 1, Medium = 2 and High = 3.

4. Financial Implications

- 4.1. There are no financial implications arising from this report.

(End)

Report Author:
Claire Commons
Town Clerk

Shaftesbury Town Council

Risk assessment and management (financial) for the period 1 April 2016 to 31 March 2017

Income							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
Precept	Not submitted	3	1	3	Full TC Minute – RFO follow up with District Council (DC)	Diary	12 months
	Not paid by DC	3	1	3	Check & Report to Council	Diary	12 months
	Adequacy of precept	2	1	2	Quarterly review by RFO and Councillors - budget to actual. Major variances identified and reported Internal Audit (IA) Review	Diary	12 months
Charges – Leisure Pool	Cash emptying	1	2	2	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
	Cash transport	1	1	1	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
	Cash banking	1	1	1	Segregate duties. Check to bank rec.	Reconcile to takings	6 months

Income							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
Charges – Cemetery	Grave allocation	1	1	1	Burial Register update with each change	Ensure	12 months
	Invoices to undertakers	1	1	1	Monthly check of burial register	Number issued	12 months
	Memorial fees	1	1	1	Monthly check of burial register	Number issued	12 months
Charges – Allotments	Rental invoices	1	1	1	Register to Invoice	Reconcile to register.	24 months
	Cash handling	1	1	1	Cash through receipt book and accounting software	Reconcile to bank.	12 months
	Cash banking	1	1	1	Segregate duties. Check to bank	Reconcile to bank	24 months
Charges – Other	Rental invoices	2	1	2	Bookings linked directly to account software	Reconcile to bookings	24 months
Hall Hire/Markets/ Rents	Cash handling	1	1	1	Cash through receipt book and accounting software	Reconcile to bank	12 months
	Cash banking	1	1	1	Segregate duties. Check to bank rec	Reconcile to bank	24 months
Grants – District	Claims procedure	3	1	3	Clerk/RFO check quarterly	RFO verify	12 months

Income							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
	Receipt of grant when due	2	1	2	Check & Report to General Management Committee	Diary	12 months
Grants – Other	Claims procedure	3	1	3	Clerk/RFO check quarterly	RFO verify	12 months
	Receipt of grant when due	2	1	2	Check & Report to General Management Committee	Diary	12 months

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
Salaries	Wrong salary paid	2	1	2	Check to minute & Councillors verify	RFO verify	12 months
	Wrong hours paid	1	1	1	Check to timesheet/contract	RFO verify	12 months
	Wrong rate of pay	2	1	2	Check to contract	RFO verify	12 months

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
	False employee	3	1	3	Check to PAYE Records & lists	RFO verify	12 months
	Wrong deductions – NI	1	1	1	Payroll software updates	RFO verify	12 months
	Wrong deductions – Spr	1	1	1	Payroll software updates	RFO verify	12 months
	Wrong deductions – Income tax	1	1	1	Payroll software updates	RFO verify	12 months
Direct Costs and overhead expenses	Goods not supplied to STC	1	1	1	Order system	Approval check	12 months
	Invoice incorrectly calculated	1	1	1	Check arithmetic	Approval check	12 months
	Cheque payable is excessive	2	1	2	Signatory initials etc Stub & Voucher	RFO and Member verify	6 months

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
	Cheque payable to wrong	2	1	2	Signatory initials etc Stub & Voucher	RFO and Member verify	6 months
	Stock loss	1	1	1	Point of sale info and control	Reconcile to Stock	6 months
Cllrs Allowances	Cllr overpaid	1	1	1	Claim form & minute reference	RFO verify	6 months
	Income tax deduction	1	1	1	Check to PAYE Records & lists	RFO verify	6 months
Grants & support	Power to pay	1	1	1	Minute power and GPC	Member verify	12 months
	Agreement of Council to pay	1	1	1	All grants based on approved form and supporting information, minuted and checked by IA	Member verify	12 months

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
	Conditions agreed	1	1	1	Use reasonable conditions	RFO check	12 months
Election Costs	Invoice at agreed rate	1	1	1	RFO check and consider budget	RFO verify	Whenever
	Unexpected by-elections	3	2	6	Adequate budgetary provision. Manage councillor training and expectations	Town Clerk	24 months
VAT irrecoverable	VAT analysis	2	1	2	All items in cash book lists	RFO verify	12 months
	Charged on sales	1	2	2	Consider annually	RFO verify	12 months
	Charged on purchases	1	1	1	Consider all items per cash book lists	RFO verify	12 months

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
	Exemption properly applied	3	1	3	Consider annually – complex issue and on larger projects external advice sought	RFO verify	12 months
	Claimed within time limits	2	1	2	Agree returns submitted quarterly	RFO verify	12 months
Reserves - General	Adequacy	2	1	2	Consider at Budget setting	RFO opinion	12 months
Reserves – Earmarked	Adequacy	1	1	1	Consider at Budget setting and Final accounts	RFO opinion	12 months
	Earmarked or Contingent liability	1	1	1	Review minutes with Chair, General Management Committee	RFO/member view	12 months
Assets	Loss, Damage etc	2	2	4	Annual inspection by Council and IA, update insurance and asset registers.		24 months

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
	Risk or damage to third party property or individuals	2	2	4	Annual inspection, update insurance/review asset register and report to members	Diary	12 months
Staff	Loss of key personnel (Clerk)	3	3	9	Regular meetings / appraisals	HR Committee	24 months
	Fraud by staff	1	1	1	Fidelity Guarantee Insurance	Council	12 months
Loss	Consequential loss due to critical damage or third party performance	3	1	3	Annual review of cover taking account of new responsibilities	Diary	12 months
Cash	Loss through theft or dishonesty	1	1	1	Training, management and Fidelity Insurance	Diary	12 months
Maintenance	Poor performance of assets or amenities loss of income or performance	2	2	4	Regular maintenance inspection	Diary	12 months

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
Borrowing / lending	Adequacy of finances to be able to repay loans	1	1	1	Financial review and cashflow forecasting monthly	Diary	
Legal Powers	Illegal activity or payment	3	1	3	Educate Council as to their legal powers	Diary	24 months
Financial Records	Inadequate records	1	1	1	RFO/clerk check quarterly + regular internal audit	Diary	12 months
Minutes	Accurate and legal	1	1	1	Review at following meeting	Diary	12 months
Members interests	Conflict of interest	2	3	6	Training on Code of Conduct including refresher training. Update declarations of interest	Diary	12 months

Reviewed and adopted on _____

Note: Risk assessment must be reviewed and adopted by the Council annually during the financial year and before 31st March.

**Report 0317EFC04 to a Meeting of Shaftesbury Town Council
to be held at 9.00pm on Tuesday 28th March 2017 in the Council
Chamber, Shaftesbury Town Hall or directly following the General
Management Committee meeting.**

Planning Application – Langdale Farm

1. Purpose of Report

To consider a response to the Outline Planning Application for Langdale Farm.

2. Recommendation

- 2.1. That the Council submits its observations on the Outline Planning Application for Langdale Farm.

3. Background

- 3.1. At its meeting on 14th March, the Planning and Highways Committee considered the outline planning application for Langdale Farm. It resolved to defer consideration of the application to a meeting of Full Council in order to allow a larger representation of the Council to be present.
- 3.2. The details of the planning application and associated documents including any comments already submitted can be seen at <http://planning.north-dorset.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OIMYSKLHJC500>

4. Financial Implications

- 4.1. There are no financial implications arising from this report.

(End)

Report Author:
Claire Commons
Town Clerk