

Horton Parish Council

To: Every Member of the Council for the Parish of Horton.
YOU ARE HEREBY SUMMONED TO ATTEND

A MEETING of the COUNCIL of the Parish of Horton

at 7.30pm to transact the business specified in the agenda set out hereunder: to be held in Champney Hall on

Tuesday 16th July 2019

Dated this the 9th day of July 2019 Benta Hickley, Clerk to the Council.

Agenda

#01		Councillors
	A	Present, and apologies and declaration of interest Apologies received from Cllr Cannon and Cllr Gibbons
	B	(and questions from the public if appropriate):
	C	Cllr Gibbons to re-sign DPI and C of C forms
#02		Statutory items:
	A	Recording Requests received:
	B	Minutes of previous meeting for approval:
#03		Matters arising from previous meetings of the Parish Council (unless due to be covered later):
	A	Parking outside St Michael's church & Milton Close: RBWM's Neil Walter chased
	B	5 Bells / Horton Arms: See Planning section
	C	Assets of Community Value: Update if applicable
	D	RBWM CCTV: Update from Cllr Cannon (email)
	E	Parish CCTV: External works due to start at the end of July
	F	Training: See #06/J
	G	Victorian Style Lights (Village green) update: update from Clerk
	H	Cappagh & Street cleaning: They have not agreed to clean as far as the Memorial green daily, but will aim to do this once a week. They sweep daily as far as the 5 Bells / Koppa Kitchen, and will ask the drivers to use their discretion and carry out additional sweeps if necessary.
	I	Traffic lights on Welly Road bridge: Still major bias to northbound travel. Raised again with RBWM
	J	Waste Bin on Coppermill Road: Still chasing RBWM
	K	Any other matters arising from the previous minutes :
#04		Planning applications and Highways:
	A	Planning Applications received: see appendix
	B	Planning Enforcement Complaints: See appendix
	C	Other planning issues, decisions and appeals: see appendix
	D	Highway Issues (as raised with Cllr Cannon) : see appendix
#05		Chairman's Communications / RBWM Communications:
	A	Parish & RBWM meeting: Meeting with senior RBWM staff requested
	B	Warden's report from St Michael's Church:
	C	Clerk's passwords to be kept by Chair and Vice Chair
	D	Any communications received after the agenda has been published: The Chair will inform the Councillors but no discussion or vote will take place until the next meeting
#06		To receive reports from Borough Councillors, Parish Councillors or Clerk:
	A	Ward Councillors' report: Update if applicable
	B	Heathrow Expansion update: Update if applicable
	C	Traveller Local Plan & Parish Community working group, Neighbourhood Plan and Borough Plan: update if applicable
	D	NAG Report: update if applicable

E	BALC / HALC / NALC updates: Available from https://tinyurl.com/HPCCLrsDrive
F	Flood Warden's report / River Thames Scheme report: update if applicable
G	Parish Council Reps: Updates if applicable
i	Play equipment Rep: Report from Cllr Gibbons (also DALC info)
ii	Proof reading policies Rep: Cllr to please volunteer for this
iii	Website Rep: Cllr to please volunteer for this
iv	Accounts: Cllr to please volunteer for this
v	GDPR Rep (inc training Cllrs): Cllr to please volunteer for this
vi	Defibrillator Guardians: Cllrs Gibbons and Coogan and Clerk to report
H	Fly tipping: Including Portable CCTV equipment
I	Accident on Coppermill Road: Wraysbury Speed watch / traffic calming suggestions
J	Training: To identify training attended and required. Training Policy?
K	Parish Conference: (11 th July) Report from attendees if applicable
L	Tree Survey:
M	Any communications received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting
#07	Other Communications or Consultations:
A	To adopt the Risk Assessment Policy Statement
B	To adopt the Financial procedures
C	To adopt Parish Charter
D	Concerns re the stream at the rear of first three houses on left (east) of Bells Lane
E	Any communications received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting
#08	Financial
A	Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant
B	Audit Update:
C	Payment of invoices: to receive for approval a list of invoices received
D	Adoption of First Quarter accounts (available from HPC Google Drive)
E	Any other Finance items received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting
#09	Questions from the public: (If appropriate)
#10	Dates of future meetings: 2018 & 2019, Third Tuesday of each month
	Tuesday 16 th July 2019
	Tuesday 20 st August 2019 (only if required for planning purposes)
	Tuesday 17 th September 2019
	Tuesday 15 th October 2019
	Tuesday 19 th November 2019
	Tuesday 17 th December 2019 (only if required for planning purposes)

For information (not included as an agenda item)
 Newsletters from BALC HALC & NALC are available from the HPC Google Drive.
 Website reports and RBWM press releases are available from the clerk.

NOTE Meeting Rules apply - circulated to Members February 2019 and available from the clerk and at Parish Meetings.

I have arranged for this agenda and the previous minutes to be added to the Parish Council Website:
www.hortonparishcouncil.gov.uk

Clerk to the Council: Mrs Benta Hickley, 4B Bells Lane, Horton, SL3 9PW Email Clerk@HortonParishCouncil.Gov.uk.
 Parish Phone 07957 588 277

Note: Personal callers by appointment only.

Horton Parish Council

MEETING of the COUNCIL of the Parish of Horton

Tuesday 18th June 2019

Minutes

#01	Councillors	
A	<p>Present, and apologies and declaration of interest: Present: Cllrs Bovington, Crame, Gibbons, SinclairHill, Coogan, Ward Cllr Larcombe and the Clerk Apologies: Cllr Cole</p>	
B	(and questions from the public if appropriate): none	
C	Cllrs to re-sign DPI and C of C forms: Cllr present have re-signed their forms	
#02	Statutory items:	
A	Recording Requests received: none so recording was not permitted	
B	Minutes of previous meeting for approval: With the amendment requested by Cllr Crame (that Magistrates' court reports would not be suitable for Facebook page, Item ref 2019/05/14/#07/E). Cllrs approved V2 (proposed Cllr Crame, seconded Cllr Bovington)	
C	Minutes of Annual Parish Meeting for approval: Proposed Cllr Crame, seconded Cllr Bovington. These have been approved and signed, but will be put forward again at the 2020 APM for Parish approval.	
#03	Matters arising from previous meetings of the Parish Council (unless due to be covered later):	
A	Parking outside St Michael's church: See #06/J	
B	5 Bells / Horton Arms: See Planning section	
C	Assets of Community Value: The proposal for the Convenience Store has been submitted. Clerk is working on proposals for 5 Bells /Horton Arms and The Crown, but need owners details hence the delay.	
D	RBWM CCTV: David Scott from RBWM was asked if RBWM could hold over the promised £5k to next year as we can't justify the additional expense this year. He suggested "... the Ward Members ... make a new capital bid for 2020/21 capital funding in September to try and get all the funds ie £20K as efforts to raise the funds local have not yet been successful. As a second time around and more justification now available may stand a better chance I would hope." Clerk to ask Ward Cllrs to action this	BH
E	Parish CCTV: The contractors who fitted the (domestic standard) CCTV for Champney Hall can fit a pole and two cameras on the front boundary of Champney Hall. This would be an anti-vandal post with cameras pointing both directions on Stanwell Road. The cost would be £3480.00. Clerk could then write to all transport companies identified as using the road reminding them of the 7.5T limit and any planning restrictions in place. Proposed by Cllr Crame, seconded by Cllr Gibbons. All in favour.	BH
F	Message from new Ward Councillors: Cllr Cannon emailed on behalf of himself, Ward Cllr Muir and Ward Cllr Larcombe to advise they will do their best to ensure that one of them (at least) would attend as many Parish Meetings as they diary would permit. He asked that minutes and agendas are sent to all 3. Clerk to ensure this happens. Ward Cllr Larcombe advised that three had met and (although 2 are Conservative and 1 independent) agreed that they all have the best interests of the three villages at heart and are happy to work as a team	
G	Any other matters arising from the previous minutes : none	
#04	Planning applications and Highways:	
A	Planning Applications received: see appendix	
i	19/01434 Little Court, Bells Lane - consent to replace opaque glazing (2 x first floor side windows) and infill an existing internal opening- Cllrs understand that listed buildings may not have opaque glass, but this request is probably for privacy reasons. Cllrs have no	4/7/19

		objection to the proposals but would prefer some sort of glazing that maintains the appearance of a standard window. Proposed Cllr Crame, seconded Cllr Bovingdon	BH
	ii	19/01559 Horton Brook Quarry - installation, alteration or replacement of other solar photovoltaics equipment on roofs of non-domestic buildings - Cllrs have no objections to this request. Proposed Cllr Crame, seconded Cllr Bovingdon	9/7/19 BH
	iii	Any other applications received in time to be discussed at the meeting - none	
	B	Planning Enforcement Complaints: See appendix	
	i	19/50206/ENF Land behind Michellsons, Horton Trading Estate - land cleared and laid to tarmac. Planning Permission is required but had not been applied for. Cllrs are concerned as to whether or not Mitchellsons own the land (Clerk to ask neighbours if they know), and are very concerned that these works will reduce the amount of rainwater that can flow away through the soil and will add to the already severe flooding that occurs regularly at the junction of Mill Lane and Cherry Way. Clerk to write to Planning Enforcement with these concerns. Proposed Cllr Crame, seconded Cllr Coogan	BH
	ii	5 Bells / Horton Arms - (ENF reference not received from RBWM) Cllrs are very concerned that these works appear to be continuing, and behind painted windows. The occupiers claim to have submitted planning permission but this does not appear to be the case. Cllrs are concerned that irreparable changes (criminal damage) are being made to a listed building and ask the clerk to contact RBWM Planning Enforcement again to ask that they take immediate action to ensure this is not allowed to continue. Cllrs are additionally concerned about the flytipping: although this is not a planning matter the Cllr ask that RBWM take action to ensure this is removed to prevent waste blowing dangerously across the road as well as for aesthetic reasons. Proposed Cllr Crame, seconded Cllr Coogan	BH
	iii	Any other enforcement issues received in time to be discussed at the meeting: None	
	C	Other planning issues, decisions and appeals: see appendix	
	i	Any other issues, decisions or appeals received in time to be discussed at the meeting: None	
	D	Highway Issues (as raised with Cllr Cannon) : see appendix	
	i	Issues raised with Cllr Cannon: Cllr Cannon asked (in his capacity as a Datchet, Horton and Wraysbury Ward Councillor and Lead Member for Public Protection) the three villages to contribute to a Ward wide 'highways problem profile' for our ward, to identify highways issues such as speed, congestion, safety and parking issues for discussion with officers to understand solutions and proposals. Cllr Crame replied identifying the village's requests for access-only restrictions, enforcement for speeding and overweight vehicles, lower and enforced speed restrictions and CCTV at main entry points to Horton and Wraysbury. Cllr Cannon has not acknowledged the email so Clerk to send it again.	BH
#05	Chairman's Communications / RBWM Communications:		
	A	Any communications received after the agenda has been published: The Chair will inform the Councillors but no discussion or vote will take place until the next meeting	
	i	Cllrs have received an invitation from Colne Valley Park Community Interest Company to attend a meeting to discuss the fundamental and far-reaching impact of the proposed Heathrow Expansion. Unfortunately this clashes with the next Parish Council meeting. Clerk to send apologies	BH
	ii	RBWM have advised that Cllrs may request a free copy of the electoral register relating to the parish they represent (and subsequent monthly alterations). Please contact the clerk for a request form. Clerk to send Cllr Crame the request form.	BH
#06	To receive reports from Borough Councillors, Parish Councillors or Clerk:		
	A	Neighbourhood Plan and Borough Plan: Neighbourhood Plan: the inspector has received a number of comments from organisations, trusts or individuals who will be affected by the NP. The inspector was concerned about the development brief (that developer plans >10 dwellings or > 0.4 hectares should evidence Parish	

	<p>and community consultation and feedback). A reply has been sent, with the backing of the NP committee that this is already used by the Ascot Sunninghill and Sunningdale NP (which has been approved) and a precedent is therefore set. Thames Water have objected to the NP's parking provision requirements for new dwellings.</p> <p>Borough Plan: This is still in limbo as RBWM have not been able to provide the inspector with the 'comprehensive update on progress' that Jenifer Jackson had hoped to provide. The Local Traveller Plan has still not been published, and the promised meeting with Cllr Crame has not occurred. The numerical facts in the LTP are inaccurate and contradictory and need to be resolved before it can be published. The local GRT representatives & Parish representatives group are still meeting.</p>	
B	<p>Pickins Piece: This has been included in the RBWM 'call for sites' reply from Horton parish Council with a recommendation/request that it be used for affordable housing. This can now be removed from the agenda</p>	
C	<p>NAG Report: This group is addressing the problems that lead to the fatality of Staines Road, and speeding in Coppermill Road as well as other issues. Datchet is not currently well represented on this group.</p>	
D	<p>Defibrillator: Clerk reported that the Defibrillator is now live and will soon be registered with the Ambulance Service so 999 callers can be given the code. Three guardians are required - points of contact if there are any queries regarding the defibrillator, and persons responsible for making the weekly and monthly checks. The clerk and Cllrs Gibbons and Coogan volunteered and their contact details were taken to be added to the South Central Ambulance Service guardian register. Clerk to send the registration form to SCAS [<i>NB not mentioned at HPC meeting - CHMC have included the Defib on the buildings and contents insurance</i>]</p>	BH
E	<p>Victorian Style Lights (Village green) update: AA-lighting (as appointed by RBWM) have quoted £5223.72 to replace all 5 village centre lanterns. Cllrs decided to proceed with 4 lanterns (excluding Champney Close) which reduces the cost by £1221.87. Proposed Cllr Crame, seconded Cllr Bovington. Clerk to arrange for necessary tree trimming to be carried out to allow access for installation and painting</p>	BH
F	<p>Ward Councillors' report: Cllr Larcombe reported on</p> <ul style="list-style-type: none"> • Heathrow consultation (concerns that the runway bridge over the M25 would be a potential problem) • Pavement parking (the Government consultation is still open, Clerk to send link to Cllr Crame) • Flooding concerns (he has been appointed to the Regional Flood & Coastal Committee for the Thames scheme - the proposed River Thames flood alleviation scheme will cost £600m to deliver (£80m already spent) and funding is £240m short, there appears to be issues with Corporate amnesia which he will tackle), • Heathrow's involvement with the Thames scheme (negligible), • the flood plain map (inaccurate) • concerns over the 'hydraulic model' (in that it can only be assessed for accuracy in the event of a flood,) • RBWM Borough Plan (whose information relating to flood policy is inaccurate) • Lack of water course maintenance (no effective dredging has been carried out in the last 20 years - shallow water has been deepened with the dredge results being deposited in a deeper section of the river - improving boat journeys but no difference to water capacity). 	BH
G	<p>BALC / HALC / NALC updates: Available from https://tinyurl.com/HPCCLrsDrive</p>	
H	<p>Flood Warden's report / River Thames Scheme report: Mr Parker advised that Environment agency plan to plug (poison) felled stumps downstream of the road bridge (towards the station) in the near future, and has scheduled weed cut for this month (subject to weather, delivery and resource). They will not include the mill stream loop as this is deemed to be low flood risk</p>	

	I	Traveller Local Plan & Parish Community working group: see #06/A/Borough Plan							
	J	Pavement and verge parking consultation and issues:							
	i	Report from Clerk (Parking outside St Michael's): RBWM's Neil Walter is due to arrange for a site engineer to visit to see what would be appropriate.							
	ii	Report from Cllr Larcombe (pavement and verge parking in the ward): See #06/F Ward Cllrs Report							
	K	<p>Parish Council Reps:</p> <p>Planning: Cllr Crame to continue with this responsibility.</p> <p>Planning subcommittee: this was not deemed necessary. Cllr Crame asked if the Council would give her authority to reply on their behalf in the event of a reply being needed before the next due meeting. Proposed Cllr Bovingdon, seconded Cllr Gibbons</p> <p>Play Equipment weekly inspection: Cllr Gibbons to take on this responsibility</p> <p>Purchase Quotes: this was not deemed necessary</p> <p>Fly-tipping: Cllr Gibbons and Clerk</p>							
	L	Fly tipping: Including Portable CCTV equipment on Park Lane: Clerk has chased RBWM, no date yet provided							
	M	<p>Heathrow Expansion update: Cllr Crame recommends that as individuals everyone should reply to the consultation papers. Her responses to impact assessment included:</p> <ul style="list-style-type: none"> • air quality / pollution (from increased air traffic movements, from increased construction traffic movements and from increased airport traffic movements) • Aircraft noise - Incessant now; can only worsen with more air traffic movements • Road traffic noise will increase • Road traffic will increase through the Village whilst construction takes place • Airport traffic will increase once airport enlargement has occurred • Inevitability of subsequent further airport expansion will further impinge on the Village • Pressure on local authority to provide housing for additional airport personnel - Horton is Green Belt and this will be infringed. • Pressure on local amenities e.g. Health centres, schools, already overburdened. • Further increase in price of local housing will force local/long term residents out of the area. • There will be a significant detrimental effect to the village its residents, agricultural open spaces and heritage buildings from proposals to: extract more minerals and then infill the sites; construct the new runway; move the M25; move the Colne river and tributaries; build a new terminal and associated services; and build new proposed housing developments will have further detrimental effects on the Village, 							
	N	Inspection of Play Equipment: Zurich report - trim trail, top of highest of three hurdles is a potential hazard and should be repaired. The equipment is no longer under warranty. Clerk suggested that Brian Hickley (RFO) could do this work but outside of his RFO responsibilities (ie and submit an invoice) unless this was a conflict of interest. Approved: proposed Cllr Bovingdon, seconded Cllr Crame	BH						
	O	<p>Clerk's report:</p> <p>Councillors were given a copy of this report. Bolded/highlighted items were discussed and if applicable discussion notes have been added. Newsletters from BALC HALC & NALC are available from the HPC Google Drive https://tinyurl.com/HPCCLlrDrive. Website reports and RBWM press releases are available from the clerk.</p> <table border="1"> <tr> <td>Broadband for Rural Communities</td> <td>Grants are available towards installing gigabit-capable broadband. Cllr Cole advises that this isn't really for residential use. Only the initial installation cost is subsidised. The ongoing monthly cost is several hundred – not the £20 or less that “home” users are used to paying. Please ask Clerk or Cllr Cole if you require more information</td> </tr> <tr> <td>Cappagh / mud and stones on the road:</td> <td>They have been requested (4th time) to bring the road sweeper to the Memorial green at least once a day</td> </tr> <tr> <td>Christmas tree lights -</td> <td>These are now 2 years old and to be PAT tested when Rayner's farm equipment is tested. HPC to be invoiced separately.</td> </tr> </table>	Broadband for Rural Communities	Grants are available towards installing gigabit-capable broadband. Cllr Cole advises that this isn't really for residential use. Only the initial installation cost is subsidised. The ongoing monthly cost is several hundred – not the £20 or less that “home” users are used to paying. Please ask Clerk or Cllr Cole if you require more information	Cappagh / mud and stones on the road:	They have been requested (4 th time) to bring the road sweeper to the Memorial green at least once a day	Christmas tree lights -	These are now 2 years old and to be PAT tested when Rayner's farm equipment is tested. HPC to be invoiced separately.	
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	Datchet Road / Horton Gardens trees	Thames Water have advised that birds are still nesting in the trees so they cannot commence cutting back the trees. They are booked to be cut back in the autumn.	
	Green & Blue Infrastructure Study	Workshop arranged for 27th June at Town Hall 14.00 to 16.30. Please advise Clerk if you would like to attend (G&BI is an umbrella term covering parks, waterways, gardens, trees, green roofs, allotments etc)	
	Green bins query raised at APM	RBWM Highways advise complainant has been given a free extension of his subscription service. Residents are asked to have their green bin available all day on the due day (from 7am to 4:30pm) and only submit a missed report after this time. Reports can be made on 01628683800 or customer.service@rbwm.gov.uk or on the RWMN website at https://www3.rbwm.gov.uk/missedbin	
	Heathrow	Press Release from RBWM advises that the High Court failed to quash the Government's Airport National policy Statement regarding Heathrow expansion. RBWM says they will continue to explore every avenue possible to protect their residents from the health and environmental consequences of a third runway.	
	Horton Road (to Colnbrook) crash barrier	Reported as damaged. Acknowledgement received, due to be repaired by 28 th May. Ref HIG010099	
	News Release	From September 2019 RBWM will fix all road potholes (>40mm deep) and footway potholes (>25mm deep) within 24 working hours	
	Pensions Regulator	Re-declaration of compliance received and acknowledged by Pension Regulator	
	Traffic lights on Welley Bridge	Clerk has emailed RBWM: Can you please arrange for someone to look at the timing of the traffic lights on welly Road Bridge in Horton, the one that goes over Sunnymeads railway station. // It appears that the green side stays green long after the first block of traffic has gone over and lets two or three more blocks of cars over whilst the red side is waiting very long time // We know from past Experience that this issue leads to people jumping the red lights and would like it looked at and resolved as quickly as possible thank you. <i>REPLY: The traffic lights issue have been reported to Siemens and the reference number is (922524).</i>	
	Training opportunities (all details have been emailed to Cllrs)	BALC training - free for new Cllrs, £29.50 for refresher courses Planning for change through community organising - training at Woolhampton Village Hall on Friday 21st June from 10am to 4pm. Please advise Clerk if you would like to attend Planning workshop for local town & parish councils	
	Waste bins on Coppermill Road	I chased RBWM on 6 th June - still no reply re installation date or proposed location	
	Waste Collections	From September Serco will take over the contract The new trucks will use hybrid technology and reduce carbon emissions by 30% compared to standard trucks. On top of that, under the new contract recycled and garden waste will be collected together further helping to reduce emissions and cut mileage. Their [Serco's] commitment to reducing carbon emissions and making recycling easier for our residents, while maintaining weekly collections made them a standout supplier.	
	P	Any communications received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting	
#07	Other Communications or Consultations:		
	A	Communications Policy: last reviewed March 2015 - Proposed Cllr Crame, seconded Cllr Bovingdon	BH
	B	Complaints Policy: last reviewed March 2015 - Proposed Cllr Crame, seconded Cllr Bovingdon	BH
	C	Facebook: should we have a FB presence? Cllrs agreed this was not an activity HPC should pursue	
	D	Any communications received after the agenda has been published: none	
#08	Financial		
	A	Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant - none	
	B	Audit Update: The AGAR has been received and logged by the external auditors	
	C	Payment of invoices:	

	i	To receive for approval a list of invoices received. Cllrs were made aware that there were 2 replacement cheques. 300396 (18/2/19) payable to HMRC has not been stopped, but 300517 (14/5/19) payable to B & B Hickley has been stopped. This has incurred an £8 fee, Cllrs agreed (proposed Cllr Crame, seconded Cllr Gibbons) that HPC would cover the cost.																																														
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	ii	Advice re Direct Debit: HPC's Data Protection fee is payable by Direct Debit (this is the only DD set up on the HPC account). ICO will collect £40.00 on or before 28/6/19																																														
	D	Any other Finance items received after the agenda has been published: Cllrs asked about making payments by electronic banking. Clerk and RFO to look into this																																														
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For information

Newsletters from BALC HALC & NALC are available from the HPC Google Drive.
Website reports and RBWM press releases are available from the clerk.

END OF MINUTES

The meeting finished at 8:38pm

All votes were unanimous unless specified.

**** Draft Minutes – not for distribution outside Horton Parish Council until signed by the Chair ****

Minutes prepared by Clerk to the Council.
Mrs Benta Hickley, 4B Bells Lane, Horton, SL3 9PW
Note: Personal callers by appointment only.
Email Clerk@HortonParishCouncil.Gov.uk.
Parish Phone 07957 588 277

Agendas and previous minutes are available from the Parish Council Website: www.hortonparishcouncil.gov.uk

Horton PC payments 2019-20

						Receipts					Payments																
Date	ITEM	Invoice	Chq	Value	Cashed	Unity A/c	Precept	Support grant	Other	VAT	Unity A/c	clerk	Admin	St Michaels	RBWM	greens	insurance	youth	One off	web	hpss	bank charges	audit	Champney	Vat		
01-Apr	Opening balances					45969.39																					
	uncleared cheque		391	26.60		26.60																					
	uncleared cheque		396	159.60		159.60																					
	uncleared cheque		604	84.00	24-Apr	84.00																					
						45699.19																					
11-Apr	Credit music + signs CHMC			175.96		175.96			175.96																		
	RBWM precept	9732182		12,715.00	04-Apr	12,715.00	12,715.00																				
	RBWM support	20127932		2,364.00	24-Apr	2,364.00		2,364.00																			
16-Apr	Garden Designs	2932	501	501.00	08-May	501.00																				83.50	
16-Apr	Garden Designs	2844	502	441.00	08-May	441.00																				73.50	
16-Apr	Michael Williams (poster des)	Email 0104	503	100.00		100.00																					
16-Apr	B & B Hickley	Mh1	504	753.18	29-Apr	753.18					753.18																
16-Apr	B & B Hickley	Mh1	505	83.60	25-Apr	83.60					83.60																
16-Apr	B & B Hickley	Expenses	506	762.07	29-Apr	762.07					762.07															63.98	
25-Apr	Credit			1,000.00	25-Apr	1,000.00			1,000.00																		
14-May	Garden Designs	2979	507	501.00	23-May	501.00																				83.50	
14-May	JRB Enterprises	19651	508	102.60	04-Jun	102.60																				17.10	
14-May	MyController	10762	509	432.00	21-May	432.00							360.00													72.00	
14-May	BALC (HALC)	INV-0090	510	248.74	28-May	248.74																					
14-May	Wei Medical LTD	#5227572	511	2,214.00	07-Jun	2,214.00																				369.00	
14-May	Zurich Municipal	36833443	512	1,615.79	21-May	1,615.79																				204.20	
14-May	Auditing Solutions Ltd	A5890	513	264.00	21-May	264.00																		220.00		44.00	
14-May	Window Flowers Ltd	25004	514	688.80	28-May	688.80																				114.80	
14-May	Garden Designs	2959	515	465.00	23-May	465.00																				77.50	
14-May	LANC	19200013	516	108.00	22-May	108.00																					
14-May	B Hickley	Month 1	517	753.18	STOP	0.00					0.00																
14-May	HMRC	Month1	518	83.60	21-May	83.60					83.60																
10-Jun	Cheque 517 stop fee			8.00	10-Jun	8.00																				8.00	
18-Jun	Garden Designs	2994	519	441.00		441.00																					73.50
18-Jun	Garden Designs	3021	520	525.00		525.00																					87.50
18-Jun	HMRC	PAYE M2	521	83.60		83.60					83.60																
18-Jun	B & B Hickley	Month 2	522	753.18		753.18					753.18																
18-Jun	mh-p ltd (website)	3342	523	516.00		516.00																					86.00
18-Jun	Garden Designs	3029	524	885.00		885.00																					147.50
18-Jun	HMRC ** replaces 300396 18/2	replacement	525	159.60		159.60					159.60																
18-Jun	B&B H ** replaces 300517 14/5	replacement	526	753.18		753.18					753.18																
18-Jun			527																								
30-Jun	Totals April to June					62038.15	12715.00	2364.00	1175.96	0.00	13488.94	2669.94	1122.07	0.00	0.00	3706.50	1411.59	0.00	2387.24	430.00	0.00	8.00	220.00	0.00	1597.58		
30-Jun	April to June payments					13488.94					13488.94																
30-Jun	Cash Book Balance				c/f	48549.21	12715.00	2364.00	1175.96	0.00	13488.94	2669.94	1122.07	0.00	0.00	3706.50	1411.59	0.00	2387.24	430.00	0.00	8.00	220.00	0.00	1597.58		

Total receipts 16254.96 Total payment 13552.92

Opening balance 1/4/19

45699.19

Current a/c balance 13 06 19

52867.97

Plus: Receipts in year to 30.6.19

16254.96

Plus o/s deposits

0.00

Less: Payments in year to 30.6.19

61954.15

52867.97

Combined cashbook balance 30.6.19

48465.21

Less uncleared items

4402.76

48465.21 Agrees cashbook balance 30.6.19

0.00 If not 0.00 needs investigation

Horton Parish Council

Financial Procedures

In line with best practice the following sets out detail of the financial procedures in place at the Parish Council, as adopted at the meeting on 24 July 2018

Cashbooks and Bank reconciliations

The RFO will maintain the Council's cashbook records in spreadsheet format.

Both receipts and payments will be recorded in the cashbook with data entered at least once monthly, including Pounds and Pence.

The cashbooks will include such analysis columns as necessary to facilitate reporting of the cumulative (to date) receipts and payments against the Council's formally approved budget for the financial year.

Receipts analysis columns should be provided to identify the Precept (Box 2 of the Annual Return) plus, ideally, any Council Tax Support Grant receivable, Other grants / donations, other miscellaneous income and recovered VAT.

Such payment analysis columns, as are required by budget headings, should be included, also affording analysis for inclusion in the statutory Annual Return (i.e. Staff Costs (Box 4); Loan Repayments, if applicable (Box 5); and all Other non-pay related expensed (Box 6).

The analysis columns should record the value of payments made net of VAT, with the VAT recorded in a separate column to facilitate identification of the amounts recoverable periodically. ***NB: VAT may only be reclaimed where the invoice identifies the trader's VAT reference number: where vatable goods or services are provided and the invoice does not identify a VAT number, the trader should be contacted to establish whether or not they are registered for Vat and, if so, obtain the VAT reference number.***

The cashbooks should identify the opening balance as at 1st April annually as reported in Box 7 of the prior year Annual Return and closing cashbook balance for that year. (NB: The opening balance should consequently be net of any cheques uncleared as at the prior year-end close).

The cashbooks should be balanced at least quarterly to facilitate preparation of a bank reconciliation.

The cashbook detail should be checked against the bank statements routinely each month on receipt of the statements with a formal reconciliation in the format, as attached, applied.

Bank reconciliations and cashbooks should be prepared at least once quarterly and be submitted to Council for review and formal adoption.

Bank statements should be filed in chronological order.

Bank reconciliation format

Bank reconciliation as at

Bank balance as at

Current A/c £xxxxx.xx
Other A/cs £yyyyy.yy

Total bank balance as at £zzzzz.zz

Plus: cashbook receipts not yet on bank statements:

Identify all such individual items £aaaa.aa

Less: uncleared cheques at bank:

Identify all such individual items including cheque nos.

£bbbbb.bb

Combined cashbook balance as at £ccccc.cc

Combined Opening cashbook balance as at 1st April 20kk £hhhhh.hh

Plus: receipts to date in year (per cashbook) £nnnnn.nn

Less: payments to date in year (per cashbook) £ooooo.oo

Combined cashbook balance as at £ccccc.cc

NB: this must agree with the above “Combined cashbook balance”

Purchasing; Processing trader / purchase invoices, other payment documentation

The Clerk and Council must ensure that the requirements of the Standing Orders and Financial Regulations are complied with when seeking to acquire goods and services, together with ensuring compliance with relevant EU legislation and Public Contracts Regulations.

All payments **must** be supported by an appropriate trader invoice or, if relating to a grant or donation, a hard copy of the approving minute(s).

Ideally, where grants or donations are approved and issued a second copy of the letter advising payment should be provided with a request that it be signed acknowledging receipt and be returned to the RFO: it should then be attached to the copy of the approving minute and filed accordingly.

Ideally, invoices should be stamped with a suitably designed certification stamp containing the following information / certification initials: -

- Initials of Clerk or RFO confirming receipt of goods or services;
- Initials of Clerk or RFO confirming arithmetic accuracy of invoice;
- If applicable (bespoke accounting systems) the nominal cost centre and expense code(s);
- Cheque number or other relevant payment reference (if BACS, DDs or SOs are used, they should be given a unique sequential number throughout the year – e.g. DD1; DD2 etc);
- Date of payment; and
- Initials of member(s) signing cheques or authorising payment by BACS, etc

NB: if a certification stamp is not used, best practice still indicates that the above elements / certification is recorded on invoices / payment documentation.

Payments should be recorded in the cashbook in chronological order of payment (i.e. generally in cheque number order) for ease of identification.

Similarly, invoices, etc should be filed in chronological order.

As cheques are generally not now returned by banks, standard practice is for chequebook counterfoils to be initialled by the members signing the cheques at the time of signing the cheques.

Detail of payments processed should also, ideally, be presented to the Council at each meeting with minutes confirming approval of the payments: it is acceptable to detail just the cheque and BACS, etc numbers and total value of approved payments.

As indicated previously, any VAT expended should be identified clearly in the cashbook for periodic recovery.

VAT reclaims should be prepared at least once annually, ideally covering the financial year to 31st March or, if significant sums are involved, more frequently. On receipt of the settled VAT reclaim, the amount should be recorded appropriately in the receipt section of the cashbook, as indicated above.

Staff employment and salaries

Employment law requires that all employees are provided with a formal contract of employment, which should be signed and dated by the employee and generally the Council Chairman.

A copy of the signed employment contract and other relevant personal details (references, next of kin, etc) should be held on a personal file retained and maintained by the Clerk.

There are many ways of processing staff salaries, most bodies now using either bespoke payroll software or, if staff numbers are small, the HMRC's own Basic PAYE Tools software.

Most councils employ staff on a fixed or sliding point on the National NJC salary scales, which are subject to periodic review and awards, also working a contracted number of basic hours per week: the standard working week is 37 hours, except in the Inner London area, where it is 35 hours.

Each employment contract should clearly identify whether staff are on a sliding scale or fixed point on the scale and any conditions for enhancement through the scale (e.g. based on satisfactory performance).

Best practice requires that detail of any pay award is formally advised to the Council and minuted as formally approved.

Where employment contracts stipulate that staff will progress through the scale, unless there is any reason for no increase to be applied on the anniversary, the next spinal point should be applied automatically. Where a Council approves (as should be minuted) additional increments or changes to an employee's scale point (e.g. satisfactory completion of CILCA studies) or basic weekly working hours, a formal letter advising the change in employment terms should be issued and be signed by the Chairman

To determine the monthly salary payable, take the annual salary (say for ease £18,500), multiply it by the basic weekly hours (e.g.15) and divide by 37 hours and 12 months. I.e. ($£18,500 * 15 / 37 / 12 = £625.00$). The hourly rate of pay is generally identified in the NALC / SLCC circulars advising detail of pay awards, but if not, it should be calculated by dividing the annual salary by 37 and then by 52.1428 (i.e. 365 days / 7: or rounded to 52 – the difference is a matter of 1 or 2 pence).

HMRC revise and advise employers of tax codes and NI contribution rates annually. Clerks should ensure that they receive / are aware of the revised rates applying annually: a copy of the tax coding advice should also be held on the personal file. Detail of these, together with the basic pay information should be input to the software in use to calculate any tax or NI deductions / Council contributions due.

Where employees request admission to the LG Pension scheme, the relevant percentage contribution rate should be identified based on total gross salary including overtime or other enhancements payable in accordance with the County Pension Fund Administrators' advice and guidance for the year the percentage bandings are generally reviewed and updated annually. Where employees routinely work irregular amounts of overtime with resultant varying monthly gross salary payable, the Pension Regulations suggest that the contribution percentage is reviewed

Financial Procedures

only once annually, based on the previous financial year's total gross salary paid, and implemented from April annually.

Payslips should be printed each month, together with other basic monthly and cumulative summaries (dependent on the software in use), with copies of payslips and summaries retained for audit inspection (for security, these should be retained on a separate file stored securely when not in use).

As with trader payments, members should be provided with copies of the relevant detail and undertake similar checks to ensure that employees, HMRC and the Pension Fund Administrator's monthly payments are in line with the underlying documentation: the documents should be similarly initialled as approved for payment.

Petty Cash Account

Similar controls to those applied to traders' invoices should be applied, subject to the following, as generally such payments are of low value and do not require member sign-off of individual items.

Most councils operate their petty cash account on an "imprest" basis: i.e. a fixed balance of say £100 cash is held with monthly / periodic expenditure incurred reimbursed to return the cash holding to the "imprest" level.

A maximum value for individual petty cash transactions should be set, generally at no more than £25.

All petty cash payments should be supported by a till receipt, trader invoice or a signed acknowledgement of receipt.

All such payments should be sequentially numbered throughout the year and be recorded in a separate spreadsheet cashbook identifying the opening balance, individual amounts expended, line by line, with reimbursements similarly recorded in chronological order.

The spreadsheet should also identify a rolling balance after each transaction, together with the value of any VAT incurred, so that this may be readily identified for recovery as and when a reclaim is prepared and submitted to HMRC.

A nominated councillor should periodically check the physical cash held and sign-off the spreadsheet at that time confirming the accuracy of cash held. Should any shortfall or surplus be identified it should be investigated and appropriate adjustment made in the spreadsheet with detail of any variance duly reported to Council for sanction of the amendment, albeit it retrospectively.

Asset registers

The Governance and Accountability Manual requires all councils to maintain a formal register of assets owned by the Council, together with detail of any leased items held.

Assets must be recorded at cost price (i.e. net of VAT) and be reported in the Annual Return each year at an unchanged value: neither depreciation, nor appreciation (based on the insurer's annual inflationary increases in value) should be applied when reporting the total asset value in the Return.

Councils generally set a de minimus value of between £500 and £1,000 below which items are not included as fixed assets on the Annual Return, although they should be identified and recorded in a separate "Inventory" schedule.

Ideally, the asset register should identify the following information, although it is accepted that the cost price of items owned by the Council for several years may not be identifiable: where unknown, the value assigned in previous years' Annual Returns should be identified: -

- Asset detail
- Date acquired, where known
- Serial or registration number, where applicable
- Position where asset is sited
- Cost price, where known or prior year Annual Return proxy value (see above)
- Insured value
- Date of disposal, if applicable
- Sale value

As and when new assets are acquired, they should be added to the register promptly in order that they are not overlooked when compiling detail for the year-end Annual Return.

The Clerk or Council should undertake an annual inspection of the Council's asset stock ensuring its ongoing existence and whether it requires any repair or other attention.

As and when assets are disposed of, the Council should ensure that it seeks to receive a fair price for any goods or equipment so disposed of, ideally with receipt of a sample of quotes for their purchase.

Ideally, to assist the Council's insurers and, should they be involved, the police in the event that any Council equipment, furniture, etc is stolen or vandalised, it is good practice for councils to develop a photographic record of individual items of furniture, etc: this should be updated annually to give an indication of the condition of the items.

Budgetary control and precept

All councils have a responsibility to determine each year their budgetary requirements taking due account of their retained balances, be they held in specific earmarked reserves or in the General Reserve.

Obviously, this will in the main be based on the annual general running costs of the Council as indicated in the current year's performance detail, but should take account of any planned development or other potential one-off expenditure anticipated in the following year.

In order that the budget can be determined with a reasonable degree of accuracy, it is self-evident that current year financial detail should, as indicated above, be recorded accurately and promptly, ideally using the detailed budget headings as the basis for analysing current year spending. **Whilst any increase in the next year's budget or precept may well be expressed as a percentage, it should be based on a detailed assessment of financial requirements and not just the current year figure plus an inflationary or other percentage increase.**

In assessing the precept requirement, due account should be taken of the level of retained reserves and any intention to apply some of those to defray next year spending and underpin the precept to be requested.

Statute requires that the annual budget and precept are formally discussed and adopted at a meeting of the full Council: **this cannot be delegated to a standing committee.** The minute recording the approval and adoption of the next year's budget and precept value should record in monetary terms the actual value of the precept, with any additional Support Grant receivable, identified as a separate item.

Budget reports should be prepared routinely during the year, at least quarterly, contrasting the actual spend to date against the annual approved detailed budget and be presented to either the managing Committee or full Council.

With regard to reserves, where it is known that expenditure will arise in a future year, it is better to budget for that expense over a few years rather than face a significant drain on resources. This could include items such as election expenses or planned play area equipment: in determining the annual budget, allowance could or should be made for say a fourth of the total likely expenditure with the funds effectively transferred to a specific earmarked reserve (NB; this does not entail establishing a separate account, purely identifying and members formally approving each year the balance in each earmarked reserve to be rolled-over to next year).

As a rule of thumb, the residual General Reserve balance should be retained at between three and six months' revenue spending.

Risk Assessments and Governance

The Governance and Accountability Manual requires all councils to maintain, review and formally re-adopt, at least once annually, Financial and Health / Safety Risk Registers.

Obviously, it is also important that councils have appropriate insurance cover in place and insurance schedules should, therefore, be subjected to annual review.

When completing / considering and signing off the Annual Return, members should consider each element of the Governance Statement before signing off on a blanket “YES” basis.

Horton Parish Council			
Financial Procedures			
Version 2019	Created 31/03/2018 Stuart Pollard Internal Auditor	Ratified 16/7/2019	To be revised 16/7/2020

Horton Parish Council

Risk Management Policy Statement and Risk Assessment

Horton Parish Council – Risk Management Policy Statement

Definition of Risk Management

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.

Risk Policy Statement

Horton Parish Council, hereafter referred to as HPC recognises that it has a responsibility to manage risks effectively in order to protect its Councillors, assets, liabilities and the community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise its opportunities.

HPC is aware that some risks can never be eliminated fully and we have tried to ensure we have a strategy that provides a structured, systematic and focussed approach to managing risk.

Approach to Risk Management

HPC's approach to risk management is that we should try to identify and manage risks in the most cost effective manner within overall resources available.

Each risk identified by HPC is recorded in HPC's risk assessment document. The impact is assessed; control measures we feel to be appropriate are put in place together with the frequency with which the risk should be reviewed.

Responsibility for Risk Management

HPC recognises that it is the responsibility of all councillors and the clerk as an employee to have regard for risk in carrying out their duties. If uncontrolled, risk can result in a drain on resources that could better be directed to front line service provision and to the meeting of HPC's objectives and community needs.

This policy has the full support of HPC which recognises that any reduction in the risk of injury, illness, loss or damage benefits the whole community. From recent experience, we already know that Council responsibility cannot be taken lightly and areas like succession planning are critical.

The co-operation and commitment of all members of HPC and clerk as an employee is required to ensure that council resources are not wasted as a result of uncontrolled risk.

HPC is responsible for ensuring that this procedure is adhered to.

Computerised Risk Management

HPC has considered the acquisition of Risk Management software for the control and reporting of risks. However, following recommendations from the Royal Borough of Windsor and Maidenhead's Head of Communities, Enforcement and Partnerships Communities Directorate, the decision was taken that rather than spend Parish funds, the relevant content should be included in the Risk Management Policy.

This Policy and Risk Assessment will be reviewed annually in line with the Standing Order Calendar.

FINANCIAL AND GOVERNANCE					
Ref	Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
1	Precept	Adequacy of precept	L	To determine the precept amount required, the Parish Council receives monthly budget update information. The precept requirement is assessed at a budget meeting in November January	Existing procedure adequate To be minuted
2		Requirements not submitted to RBWM Council	L	RBWM requests precept requirement providing a prompt for the Clerk. The precept request form is submitted by the Clerk in writing to the RBWM Council. Clerk keeps record of precept request.	Existing procedure adequate To be minuted
3		Precept not received	L	HPC is a 'low risk' authority, having low costs and some reserves. Precept receipt is monitored by Clerk who informs Council when the precept is received at the relevant meeting.	Existing procedure adequate
4	Budgeting	Budget not prepared for next financial year	L	With information on the previous budget and actual spend against budget heads, HPC maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings. Budget and precept setting are timetabled for meeting agenda annually in line with the Standing Order Calendar	Existing procedure adequate
5	Financial Records	Inadequate records	L	HPC has Financial Regulations which set out the requirements. These Financial Regulations are reviewed annually in line with the Standing Order Calendar. HPC has proven record of seeking assistance from external auditor/accountant where appropriate.	Existing procedure adequate and will continue to seek external help as needed.
6		Financial irregularities/Internal controls	L	The accounts are audited by an independent person each year. During the year financial reports are produced quarterly for parish council meeting by the Responsible Financial Officer (or clerk). Additionally a sub-committee has been appointed by HPC to undertake quarterly reviews of the accounts and report back to HPC. The people raising cheques (RFO & clerk) are not cheque signatories	Review the adequacy of internal audit and financial controls annually Quarterly reviews to be minuted

7	Bank and Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	HPC has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Any bank errors are discovered when the Clerk reconciles the bank accounts once a month when the statements arrive and any errors are dealt with immediately by informing the bank and awaiting their correction. Additionally a sub-committee has been appointed by HPC to undertake quarterly reviews of the accounts and report back to HPC.	Existing procedure adequate. Process in progress to add more signatories. Review the Financial Regulations and bank signatory list annually in line with the Standing Order Calendar and in the event of a change of clerk or any other extra ordinary change in circumstances, Monitor the bank statements monthly. Sub-committee to monitor quarterly,
8	Cash	Loss through theft or dishonesty	L	HPC has Financial Regulations which set out the requirements. Minimal cash received. There is no petty cash or float held by the Responsible Financial Officer (clerk).	Existing procedure adequate. Review the Financial Regulations as necessary.
9	Reporting and Auditing	Information communication	L	A monitoring statement is produced quarterly before the appropriate Council meeting, and referred initially to Cllrs Cole & Rayner to all Cllrs for examination. It is then included on the agenda, discussed and approved at the meeting. This statement includes bank balance and budget update concerns . Invoices are submitted monthly for approval for payments. In the event of receipts other than precept from the borough they will be included in the agenda.	Existing communication procedures adequate. Agendas circulated electronically, all Members encouraged to have Email. Paper copies are posted to those without. Mid-year internal audit check when demanded by the internal auditor
10	All Costs & expenses Debts	Goods not supplied but billed	L	All goods to be ordered are confirmed at Council Meetings and checked by clerk who reports back.	Existing procedure adequate.
11		Incorrect invoicing	L	Financial regulations set out requirement for Responsible Financial Officer checking for amounts against decisions/quotes etc.	Existing procedure adequate.
12		Cheque payable incorrect	L	Councillors check invoice book against the cheque book and associated paperwork. Two signatories on cheques. Council approves the list of requests for payment	Existing procedure adequate. A sub-committee has been appointed by HPC to undertake quarterly reviews of the accounts and report back to HPC.

13		Loss of stock	L	HPC has no stock.	Review the Financial Regulations as necessary.
14		Unpaid invoices	L	Council Invoices are minimal /rare. Unpaid invoices for Council goods or services are pursued and where possible, payment is obtained in advance.	Existing procedure adequate
15	Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of budgeting, approval, are minuted and listed accordingly. <i>In addition, a policy is being put to the council to award an annual discretionary grant of £100 to the Chairman for extraordinary payments deemed appropriate by her.</i> <i>Previously a grant of £3000pa was agreed to be paid to Champney Hall Management Committee (£2000 for repairs and £1000 towards insurance. This has not been paid in recent years and needs to be raised at HPC meeting</i>	In all cases, invoices or receipts will be submitted to HPC.
16	Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants apart from the annual precept and compensating grant. One-off grants would come with terms and conditions to be satisfied.	Financial Regulations and Standing Orders deal with authorisation for project expenditure and associated grant applications
17	Charges – rentals receivable	Receipt of rental	L	HPC does not receive direct rental payments	Existing procedure adequate. Review agreement and payable fees annually according to agreement.
18		Insurance implication	M	Grantees arrange own insurance. <i>The PC only insures the land & buildings used according to agreement.</i> HPC insures fixtures and fittings (including play equipment), public liability and the flag pole. The PC insures the play equipment and part of the insurance arrangement includes an annual inspection HPC is a trustee of Champney Hall	Responsible Financial Officer to ensure payment and copy of insurance document received.

19	Accountability	Work awarded incorrectly	L	HPC is rewriting its financial regulations which set out requirements for the award of contracts etc	Responsible Financial Officer and Members have a duty to implement Standing Orders and Financial Regulations.
20		Overspend on services/depletion of reserves	M	Responsible Financial Officer to make recommendations on spending according to budget availability.	Members have a duty to consider budget and reserves requirements and operate within them (Financial Regulations sections 2 & 3).
21	Salaries and associated costs	Salary paid incorrectly, Wrong rate paid Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L	The Parish Council has two employees. Salary rates are assessed annually by the PC at budget setting and applied on 1 April each year. Salary analysis and slips are produced by external service 'MyController' monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). The payments are approved at HPC meetings and signed off. The Tax and NI is worked by MyController and a calculation form is emailed each month. All Tax and NI payments are submitted to the Inland Revenue monthly in advance. The Clerk & RFO do not keep a time sheet and has a contract of employment and job description.	Existing appointment and payment systems for employees are adequate.
22	Workplace pension	Lack of adequate provision	L	Both current employees have opted out of the Government's workplace pension scheme.	
23	Employees	Loss of key personnel/difficulty in retaining Clerk Not enough hours for role	M	Clerk post would be advertised widely, with arrangements to temporarily cover Clerk responsibilities until new Clerk in place	Improve council reputation by good conduct at meetings. Consider specialist training / intervention Review Clerk's terms and conditions, contract of employment (especially hours) if requirements change

24		Sudden/unexpected loss of key personnel	H	HPC have put measures in place to ensure that the Chairman and Vice-Chairman have access to all Parish records including email passwords, bank accounts and historical records. In the event of sudden loss of key personnel, they would take personal responsibility for day-to-day affairs and immediately start a recruitment process for the replacement personnel.	
25		Fraud by staff	L	No cash handled. 2 councillors sign cheques. Bank balances reported quarterly, statements available for inspection, checked and signed by two councillors. Fidelity Guarantee included in insurance (£250,000)	Existing procedure adequate.
26		Actions undertaken by staff	L	The Responsible Financial Officer and Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Council membership of the BALC and will continue to attend local network meetings where possible. Monitor insurance as necessary.
27	Councillor allowances	Councillors over-paid	L	No allowances are allocated to Parish Councillors	No procedure required
28	Election costs	Risk of an election cost	L	Known elections budgeted for through reserves. By-Elections to be provided from contingency budget	Councillors to monitor budget and reserves throughout the year to ensure adequate funding available if required.
29	VAT	Re-claiming/charging	L	HPC has Financial Regulations which set out the requirements. VAT claimed at least every 6 months	Existing procedure adequate
30	Annual Return	Submit within time limits	L	Annual Return is completed and signed by HPC, submitted to an internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	This is being addressed following tardy returns for 2016/17. External assistance in place to help us bring all Returns etc in line with regulations.
31	Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings.	Responsible Financial Officer and Members have a duty to implement Standing Orders and Financial

					Regulations.
32	Minutes / Agendas / Notices / Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Existing procedure adequate.
33		Business conduct	L	Business conducted at Council meetings is managed by the Chairperson.	Guidance/training to Chairperson should be given (if required) – available per CALC. Members to adhere to Code of Conduct.
34	Members interests	Conflict of interest	L	The declaring of interests by members at a meeting reminds Councillors of their duty and should remain on the agenda.	Existing procedure adequate
35		Register of Members interests	M	There are criminal penalties now deterring non-completion of Registers or declarations. Councillors received training Dec 2012	Members have a duty to update their individual Register of Interests. Clerk arranges for forms to be re-signed annually
36	Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal in June) of all insurance arrangements in place. Risk assessments completed as required	Insurance policy adequate. Risk assessment in progress
37		Cost	L	Employers and Employee liability insurance is a necessity and must be paid for. Financial Regulations set out agreed process and requirements	Review insurance provision annually.
38	Data protection	Policy Provision	M	Councillors sign Data Protection Act 1998 agreement. Councillors and Clerk adhere to data protection principles and legislation	Data Protection Policy training for Clerk and Councillors provided as necessary
39	Freedom of Information Act	Policy Provision	M	HPC is open in its provision of information when requested	Model Publication Scheme updated January 2015 and Freedom of Information Act training for Clerk and Councillors provided where feasible.

PHYSICAL RISKS INCLUDING ASSETS AND EQUIPMENT

Ref	Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
1	Assets	Loss or damage	L	Annual review of assets is undertaken for insurance provision.	Clerk to ensure current asset list is provided to insurers. Annual verification and inspection of all equipment carried out by clerk and at least one councillor
2		Risk to third parties/property	L	Assets fully insured (£10m) Public Liability. Zurich annual inspection of play equipment carried out and additional inspection, monthly, by nominated Parish Councillor.	Existing procedure adequate
3	Maintenance of assets	Poor performance of assets	L	All assets owned by the PC are reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned and authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.	All public amenities/land owned by HPC to be inspected monthly by nominated councillors who will provide a verbal report, noting any required actions required. Ensure inspections and actions carried out.
4	Notice boards	Risk/damage/injury to third parties Road side safety	L L	Notice board locations approval by relevant parties, insurance cover. Any repairs/maintenance requirements are brought to the attention of the Parish Council.	Boards to be inspected regularly by the Clerk.
5	Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for various items (i.e. shelter, seats, etc) around the parish and covered by insurance. No formalised programme of inspections is carried out but all reports of damage or faults are notified to HPC and/or dealt with.	Items should be inspected annually or upon report of disrepair/damage by Clerk or Councillors
6	Meeting location	Adequacy Health & Safety	L	The Parish Council Meetings are held at Horton Champney Hall. The premises and the facilities are considered to be adequate by the Clerk as responsible officer for H&S. Meetings covered by insurance.	Existing locations adequate. Venue Public Liability to be checked from time to time
7	Council records – paper	Loss through: theft fire damage	L L	The Parish Council records are stored at the Clerks' home address. Records include correspondence, minute books and copies, records such as personnel, insurance, salaries etc. Copies of these	Damage (apart from fire) and theft is unlikely and so provision adequate.

			L	are stored electronically on the Parish email records. Older more historical records are stored in the Archives in a metal filing cabinet at Champney Hall.	
8	Council records - electronic	Loss through: Theft, fire, damage corruption of computer	LM	The Parish Council's electronic records are stored on the Clerks' computer. Back-ups of the files are taken at regular intervals. The few paper originals received are scanned and emailed to the Clerk email, and created documents are emailed to Cllrs so all documents are available to the chair and vice chair as they have the email password	The clerk has provided the Chairman and Vice-Chairman of the PC with details of passwords to access HPC email and electronic archive.

Horton Parish Council			
Risk Management Policy Statement & Assessment			
Version 2019	Created 09/07/2018	Ratified 16/07/19	To be revised 16/07/20

The Parish Charter – What does this mean to you?

As Parish Council Members	As Parish Council Officers
1. PROMOTING THE ROLE OF PARISH AND TOWN COUNCILS	
<ul style="list-style-type: none"> • Share work and achievements with residents, businesses and visitors • Encourage participation with all groups • Share the results of consultations and surveys within the Parish with RBWM • Annually agree the list of services and facilities provided by the parish council 	<ul style="list-style-type: none"> • Share the communications from the Parish Council sent to residents, businesses and visitors with ward councillors and RBWM • Send through the results / report on consultations to Ward Councillors and RBWM (Need a point of contact for this) • Annually update the list of services and facilities the parish council provides and send to RBWM (Need point of contact)
2. EFFECTIVE COMMUNICATION	
<ul style="list-style-type: none"> • Chairman and Clerk to agree communication channels with RBWM soon after the May Annual Parish Meeting • Attend RBWM meetings / events and share with council the information from these events 	<ul style="list-style-type: none"> • Ensure that agreed communication channels are followed up • Attend events where appropriate and ensure agenda time is given for the attendees to give verbal or written updates to other members • Use the complaints procedure if dissatisfied with response, response times or failure to consult on behalf of the parish council (is this not a step after informing the working/monitoring group?)
3. CONSULTATION	
<ul style="list-style-type: none"> • Engage in consultation requests, allocating a member or working group if appropriate • Work with ward councillors and the RBWM to gain residents views • Be inclusive towards ward councillors and RBWM Officers to encourage attendance at parish council meetings • Invite the RBWM to respond to parish consultations 	<ul style="list-style-type: none"> • Ensure that a nil return is sent if the parish council is not participating in the consultation • Notify / request additional time for council to respond if required • Liaise with xxx to get questions on satisfaction surveys or council tax surveys • Ensure Agendas and Papers are circulated to ward councillors with an invitation to the council / committee meetings • Ensure time is allowed in the meeting agendas for updates / presentations from ward councillors / RBWM Officers at parish council meetings • Make available consultation material to ward councillors and RBWM Officers

As Parish Council Members	As Parish Council Officers
4. SERVICE PROVISION AND MONITORING	
<ul style="list-style-type: none"> • Make available parish facilities and buildings for ward councillor or RBWM meetings • Decide if the parish council wishes to devolve services from RBWM for their parish • Encourage residents and members to provide monitoring feedback on RBWM services delivered 	<ul style="list-style-type: none"> • Send through to (need a contact) a list of parish facilities and buildings – see point 1 • Work with the members of council and RBWM Officers to review service delivery in relation to devolving services • Use the RBWM “report it” system to provide service information where appropriate
5. TRAINING	
<ul style="list-style-type: none"> • As Chairmen, ensure new members attend training which includes the Parish Charter and that existing members understand the commitments the parish council has made in adopting the Charter • Ensure all council officers are aware of the commitments made under the Charter • Make time available for officers to attend RBWM training and encourage all members to attend • Invite RBWM officers / staff to learn more about the parish council and its operations 	<ul style="list-style-type: none"> • Provide or arrange new members or officers, induction training to include the Parish Charter • Provide or arrange training for existing members or officers on the commitments they have undertaken by adopting the Parish Charter • Co-ordinate member and officer attendance at RBWM provided training where appropriate, maintaining a training log for all • When asked or appropriate, include RBWM officers / staff in council activities
6. STATUS, IMPLEMENTATION, REVIEW AND IMPROVEMENT	
<ul style="list-style-type: none"> • Keep in mind that the Charter is a Code of Practice to be adhered to from both parties • Participate in the annual review of the Charter by supplying productive revisions through the Clerk to the Charter Working Group 	<ul style="list-style-type: none"> • Liaise with the Charter Working Group on proposed revisions annually
APPENDIX 1 - PLANNING	
<ul style="list-style-type: none"> • Provide all relevant information to the planning authority when commenting on applications and then understand that the planning authority may come to a different decision than the one anticipated by the parish council or residents • Reserve planning comments to adherence against planning regulations, either BLP, NP, NPPF or NPPG • Register comments of support as well as objection • Attend training and meetings provided by RBWM to gain better 	<ul style="list-style-type: none"> • Ensure all planning applications are responded to by the parish council within the timeline provided or contact the planning officer to request an extension to comment • Bring planning applications to the council in time to respond to the majority within the 28-day period • Report to the RBWM the breaches of legislation • Attend training and meetings provided by RBWM to gain better understanding of the process concerned

understanding of the process concerned	
As Parish Council Members	As Parish Council Officers
APPENDIX 2 – INFORMATION TECHNOLOGY	
<ul style="list-style-type: none"> Used the technology available to provide a united provision to residents in working with RBWM 	<ul style="list-style-type: none"> Remain current on the IT infrastructure used by RBWM to deliver services and where possible utilise – Report It (Any others?) Request training if required and provide constructive feedback
APPENDIX 3 – FINANCIAL ARRANGEMENTS	
<ul style="list-style-type: none"> Investigate areas of double taxation and work with RBWM to investigate how these can be eliminated within the Parish If required, work with RBWM to review any proposed changes to the Council Tax Support Scheme 	<ul style="list-style-type: none"> Highlight to members areas of double taxation and explain the difference between this and when the precepting is being used to enhance the service delivered If required, work with RBWM to review any proposed changes to the Council Tax Support Scheme
APPENDIX 4 – DEMOCRATIC REPRESENTATION	
<ul style="list-style-type: none"> Not actively encourage “Dual-Hatted Members” Work with RBWM to promote increased participation in local government leading to a higher turnout for elections If appropriate, assist in the creation of new parishes 	<ul style="list-style-type: none"> Make available the communication resources of council to promote local council roles and activities to the electorate
APPENDIX 6 – CHARTER IMPLEMENTATION, MONITORIN AND REVIEW MECHANISM	
<ul style="list-style-type: none"> Re-confirm adoption of the Charter after each ordinary election (usually 4 years) Ensure the council has representation at the Parish Conference throughout the year, but especially the first meeting of the municipal year to agree and approve the Charter Working Group Provide feedback on the charter by 31st August each year to the CWG 	<ul style="list-style-type: none"> Ensure the adoption / re-adoption of the Parish Charter is on the agenda for the first meeting of the Parish Council after each ordinary election Provide feedback to the CWG by 31st August each year

ROYAL BOROUGH OF WINDSOR & MAIDENHEAD CHARTER WITH PARISH & TOWN COUNCILS

Aim

To create a framework for the Royal Borough of Windsor & Maidenhead Council and Parish/Town Councils to work in partnership to improve the economic, social and environmental well-being of the area and its residents, businesses and visitors. We will work in partnership for the benefit of the local community while respecting mutual rights as separate democratic bodies.

1. PROMOTING THE ROLE OF PARISH AND TOWN COUNCILS

Royal Borough of Windsor & Maidenhead Council will:

- Recognise the importance of Parish/Town Councils as a tier of local government, and will work closely with them to promote active engagement/participation.
- Provide information/briefings to its staff and members to ensure they have a good understanding of the role and function of the Parish/Town Councils.
- Recognise and understand that there are differing resources available within Parish/Town Councils and therefore their ability to handle information will vary.
- Hold regular liaison meetings with Parish/Town Councils in addition to the Parish Conference.

Parish/Town councils will:

- Share their work and achievements with residents, businesses and visitors, the Borough and other Parish/Town Councils.
- Encourage active engagement/participation across all groups.
- Identify local needs and consult with local communities and share where appropriate with the Borough.
- Provide the Borough with information on the services and facilities provided by the Parish/Town Council.

2. EFFECTIVE COMMUNICATION

Royal Borough of Windsor & Maidenhead Council will:

- Agree with each Parish/Town Council the best communication channels to use for quick, proactive and efficient communication.
- Produce a regularly updated contact list of Borough Officers and Members and provide this on the website.
- Provide direct access to Parish/Town Councils via the phone, email and digital channels.
- Use plain English in written communication.
- Make every effort to attend Parish/Town Council meetings when invited.
- Provide access to Parish/Town councils in the use of survey tools.

Parish/Town Councils will:

- Agree with the Borough best communication channels to use for quick, proactive and efficient communication.

- Make every effort to attend meetings/events run by the Borough in which they have an interest.
- Initiate the Council's formal complaints procedure if they are dissatisfied with Borough actions, their response to a request for information or their failure to consult, after all other avenues of communication have been exhausted.

3. CONSULTATION

Royal Borough of Windsor & Maidenhead Council will:

- Consult Parish/Town Councils on all issues which are likely to affect their area prior to a decision.
- Allow six weeks for Parish/Town Councils to respond to a consultation. If this is not possible the Parish/Town Council will be given an explanation. (This does not apply to planning applications. These are covered in Appendix 1).
- Provide a summary report/brief for complex consultations.
- Provide briefing sessions/workshops to Parish/Town Councils on complex consultation issues.
- Make specific arrangements for consultation on Planning (see Appendix 1).
- Have regard to the views of the Parish/Town Councils when making decisions and in areas of disagreement provide explanations to assist understanding.
- Produce an annual list of key consultations to give Parish/Town councils advance notice.
- Review all feedback from consultations to improve their quality.

Parish/Town Councils will:

- Take part in consultation exercises and respond within the given period.
- Notify the Borough if they cannot respond to a consultation within the given period.
- Work with the Borough to seek the views of residents and businesses on issues of common interest.
- Make available agendas and papers to Borough Ward councillors. Officers and Councillors of the Borough will be given an opportunity to speak at local Parish/Town Council meetings on matters of mutual interest.
- Make available copies of Parish/Town Council consultations and invite the Borough to respond.

4. SERVICE PROVISION AND MONITORING

Royal Borough of Windsor & Maidenhead Council will:

- Provide detailed responses to requests for information from Parish/Town Councils within 10-working days.
- Provide comprehensive information to allow Parish/Town Councils to decide whether they wish to take or wish the Borough to provide functions/services on request.
- On request, provide service specifications against which monitoring can take place along with procedures for reporting service failures or any developing service delivery problems.
- Consult and respond to issues raised by Parish/Town Councils concerning new service delivery models or changes to existing ways of working.

- Allow access to Borough support services (e.g. printing, graphics, mapping, purchasing, training, surveys) at the same cost as they are offered to Borough.

Parish/Town Councils will:

- Make available to the Borough their meeting places for public, community or partnership meetings in which they have an interest.
- Consider whether they wish to take on or have the Borough provide any functions/services based on the information as detailed in the second bullet point above.
- Provide monitoring feedback on services provided by the Borough directly or through their partners/contractors.

5. TRAINING

Royal Borough of Windsor & Maidenhead Council will:

- Ensure new staff and councillor induction includes this Charter.
- Give Parish/Town Councils access to the Borough's relevant training courses.
- Offer briefings on central and local government policies and initiatives which have an impact on Parish/Town Councils, in conjunction with DALC.

Parish/Town Councils will:

- Ensure new staff and councillor induction includes this Charter.
- Encourage staff and members to attend relevant training courses and briefings.
- Offer Borough staff access to Parish/Town Councils to learn more about the roles and responsibilities.

6. STATUS, IMPLEMENTATION, REVIEW AND IMPROVEMENT

The status of this Charter is that of operational best practice, which sets out the reasonable expectations of the parties for a good working relationship. It is not a legally binding agreement but is a Code of Practice that should be adhered to by both parties.

Notwithstanding the above, all parties to this agreement shall endeavour to apply the principles contained herein by ensuring that all relevant Members and Staff are guided by this Charter's operational expectations.

The Charter shall be reviewed annually with amendments being formalised by the Charter Working Group and approved at the Parish/Borough Conference after due consultation between the parties to this Charter. (*Appendix 5*)

APPENDIX 1 - PLANNING

Royal Borough of Windsor & Maidenhead Council will:

- Where the Parish Council has indicated in writing it wishes to be consulted, consult Parish/Town Councils on all planning applications within the relevant Parish area.
- Allow 28 days for the submission of representations by Parish/Town Councils.
- Notify Parish/Town Councils of any significant amendment to a planning application and allow a further period for representations to be made before a decision is taken on the amended plan where it is considered material by Officers. (Significant amendments are those considered by the case officer to materially affect the planning application to the extent re-consultation is required, but not to require a new application).
- Report the views of Parish/Town Councils in Officer Reports, either at the relevant Development Management Panel or applications considered at a delegated level, whichever is relevant in accordance with the Council's scheme of delegation.
- Notify Parish/Town Councils of all planning decisions within the relevant area.
- Notify Parish/Town Councils that applications on which representations have been made by them are coming to panel.
- Allow a Parish/Town Council representative to address the panel providing he/she has registered to speak in line with the process and the parish has made comments on the application.
- Provide confirmation of receipt of Planning Enforcement enquiries, indicative likely timescales for investigation, updates on progress when requested and information on final outcomes, acknowledging that Enforcement resources are limited and they will be allocated to higher priority cases first as set out in the Enforcement Policy.
- Provide periodic training courses for local Parish/Town Councillors and/or Parish/Town Clerks to aid an understanding of the planning process and the matters, which have a material bearing upon the determination of a planning application.

Parish/Town Councils will:

- Acknowledge that the Borough will not always agree with matters contained in Parish/Town Council planning representations and may come to a different conclusion on applications.
- Respond promptly to all planning applications received from the Borough.
- Comment on planning applications on planning grounds, and specify as fully as possible the planning reasons for an objection to, or support for, a particular application.
- Create a mechanism whereby the Parish/Town Councils can respond to any amended plans received from the Borough.
- Assist the Borough by reporting local breaches of Town and Country Planning Legislation.
- Attend meetings, briefings and training to gain a better understanding of the planning process.

APPENDIX 2 - INFORMATION TECHNOLOGY

Greater usage of technology by the Borough and the parish/town council is guided by:

- Co-operation to provide joined up government for residents and businesses.
- Utilisation of digital/electronic methods of circulation to minimise delay and reduce paper wherever practicable.
- The acknowledgment that access to the Borough's internal intranet will not be available to Parish/Town Councils for reasons of confidentiality and data protection, however methods for greater information sharing will be explored.

APPENDIX 3 - FINANCIAL ARRANGEMENTS

The financial arrangements between the Royal Borough of Windsor & Maidenhead Council and the Parish/Town Councils should be governed by the principles which are, in effect, among those underlying the concept of Best Value including fairness, simplicity, transparency and accountability.

Double Taxation

Double taxation is where residents in certain local council areas are paying twice for various public services. It can happen because many local services are 'concurrent functions' - that is, they can be managed and delivered by either a Parish/Town Council or the Council. All Local Councillors have a legal duty to act in the best interests of their taxpayers. With an ever-greater emphasis on localism, the potential for double taxation may increase.

Therefore, the parties to this Charter agree to work together to investigate areas of double taxation with a view to agreeing a mechanism to address or eliminate them in the interests of fairness and accountability for all council tax payers.

Notwithstanding the above, it is acknowledged that Parish/Town Councils may use their precepting powers to enhance the standard of services which would otherwise be provided. Similarly, the Council may do so in non-parished areas utilising the 'Special Expenses' mechanism.

Parish Equalisation Grant

It is acknowledged that the Council provides a compensating grant to Parish/Town Councils as part of its Council Tax Support Scheme. It is agreed that, in accordance with Central Government guidance, the parties will work collaboratively together if any changes to this support funding are to be considered.

APPENDIX 4 - DEMOCRATIC REPRESENTATION

Dual Hatted Members

It is recognised that 'Dual-Hatted Members' (i.e. a Councillor that is both a Member of the Borough and Parish/Town Councils) may encounter factors that impact upon their ability to fully represent their electors.

Such factors may include:

- Clarity for electors with regards to whether direct communication is with a Borough or Parish/Town Councillor.
- Perception of impartiality.
- Potential for restricted participation due to a required confidentiality from either Council.
- Potential for conflicts of interest between the Councils.

Therefore, notwithstanding the applicable electoral legislation, the parties to this agreement shall not actively encourage dual membership of Councils.

Engaging in Local Government

Participation at elections has traditionally been comparatively low, whilst many factors may influence this, better communication may be beneficial. Therefore the parties to this agreement will work together to produce a plan to actively promote and encourage increased participation in Local Government.

Unparished Areas

To assist with the expansion of democratic representation to areas currently unparished, Parish/Town Councils will assist the Council in promoting the creation of new Parishes within the Borough.

APPENDIX 5 - CHARTER IMPLEMENTATION, MONITORING AND REVIEW MECHANISM

This Charter shall be deemed to be operative once signed by the relevant parties following adoption by formal resolution at each Council's respective meeting. Thereafter to be reconfirmed at the Annual Council meeting of the parties following each ordinary election (usually every four years). All parties to this agreement shall place a copy of the current Charter on its public website.

Monitoring and review of this Charter is an essential element of its effectiveness for all parties, therefore a Charter Working Group (CWG) shall be tasked with undertaking a periodic review. It is agreed that the following mechanism will be followed:

- The first meeting of the Parish Conference following the start of the municipal year shall agree the membership of the CWG (such membership to include, as a minimum, 1 x Parish/Town Councillor, 1 x Parish/Town Council Officer, 1 x Borough Councillor and 1 x Borough Council Officer)
- All parties to this agreement will be invited to submit comments regarding the operation of the Charter as well as suggested amendments/additions to the CWG by 31st August each year.
- The CWG will meet in September to consider all representations, reporting its findings and recommendations to the next meeting of the Parish Conference.

For clarity, the CWG is not expected to resolve specific disputes, its role is to assess the effectiveness of the Charter, its operation and relevance as well as considering improvements.

APPENDIX 6 - SIGN OFF

All parties represented below hereby agree to operate in line with the partnership arrangement set out in this document.

Signature.....
Print.....
Date.....
On behalf of Bisham Parish Council

Signature.....
Print.....
Date.....
On behalf of Cookham Parish Council

Signature.....
Print.....
Date.....
On behalf of Datchet Parish Council

Signature.....
Print.....
Date.....
On behalf of Horton Parish Council

Signature.....
Print.....
Date.....
On behalf of Old Windsor Parish Council

Signature.....
Print.....
Date.....
On behalf of Sunninghill & Ascot Parish Council

Signature.....
Print.....
Date.....
On behalf of White Waltham Parish Council

Signature.....
Print.....
Date.....
On behalf of The Royal Borough of Windsor & Maidenhead

Signature.....
Print.....
Date.....
On behalf of Bray Parish Council

Signature.....
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Date.....
On behalf of Cox Green Parish Council

Signature.....
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Date.....
On behalf of Eton Town Council

Signature.....
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Date.....
On behalf of Hurley Parish Council

Signature.....
Print.....
Date.....
On behalf of Sunningdale Parish Council

Signature.....
Print.....
Date.....
On behalf of Waltham St Lawrence Parish Council

Signature.....
Print.....
Date.....
On behalf of Wraysbury Parish Council

APPENDIX 7 - DOCUMENT CONTROL

Document Name	Royal Borough of Windsor & Maidenhead Charter with Parish & Town Councils		
Document Author	2018 Charter Working Group (CWG): Stephen Hedges, Cox Green Parish Council Chris Graham, Bray Parish Council Jane Dawson, Old Windsor Parish Council Anne-Catherine Buxton, Sunningdale Parish Council Ruth Davies, Sunningdale Parish Council Joanne Stickland, Datchet Parish Council Martin Coker, Cookham Parish Council Cllr Christine Bateson, Royal Borough of Windsor & Maidenhead Andy Jeffs, Royal Borough of Windsor & Maidenhead David Scott, Royal Borough of Windsor & Maidenhead		
Document owner	Charter Working Group		
Accessibility			
File location			
Destruction date			
How this document was created	Version 1	First draft Stephen Hedges	December 2017
	Version 2	First CWG review CWG	30 January 2018
	Version 3	Second CWG review CWG	12 June 2018
	Version 4	Final CWG review CWG	1 August 2018
	Version 5	Final draft for circulation and approval	18 October 2018
Circulation restrictions			
Review date	31 August 2019		