



# SUNNINGDALE PARISH COUNCIL

## Oversight and Strategy Committee

10:30 am Tuesday 6 June 2023

The Pavilion, Broomhall Lane.

## Agenda Part I

**Summoned to Attend:** Cllr Grover, Cllr Biggs, Cllr Buxton, Cllr Pike.

Members of the public are welcome to attend. Residents wishing to address the committee are requested to register this by emailing [Clerk@sunningdaleparish.org.uk](mailto:Clerk@sunningdaleparish.org.uk) by 10am on the day prior to the meeting. Public comments are at the discretion of the committee chairman and in line with the council standing orders.

### **OS 1 / 2023 Attendance and Apologies**

To receive declarations of interest for agenda items

### **OS 2 / 2023 To appoint a Chairman of the Committee**

To receive nominations and appoint the Chairman of the Oversight and Strategy Committee for 2023 2024

### **OS 3 / 2023 To approve the minutes of the meeting 2 May 2023.**

Chairman's update on matters not covered on the agenda and carry forward actions.

### **OS 4 / 2023 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker**

Members of the public may make representations, answer questions, and give evidence in respect of the business on the agenda.

### **OS 5 / 2023 Sunningdale Parish Council Business plan**

**TO NOTE:** To receive a verbal update on the business plan project SF4: Multi use games area, and pathways.

**TO NOTE:** To receive a verbal update on COM 2: Woodland Walk

**DISCUSSION:** To review the actions resolved at the Oversight and Strategy committee meeting 2 May 2023 in relation to the project scope document for L2: Community Space

**DISCUSSION:** To review the business plan projects for 2023 2024 and any additional projects which may be included

### **OS 6 / 2023 Council Communications**

**DISCUSSION:** To discuss initial plans for events in response to the website survey

**TO NOTE:** To receive an update on the FAQ page now on the council website

### **OS 7 / 2023 To review council actions delegated to the committee.**

**DISCUSSION:** To review the policies and procedures list which require amendment, adoption, and implementation for the council year 2023 2024, and approve the timeline for implementation

### **OS 8 / 2023 To receive the Risk Register**

**TO NOTE:** To receive the council risk register and set a timeline for review and proposal to council for the council year 2023 2024 as per the Audit requirements

### **OS 9 / 2023 To confirm the schedule of Council Training**

**DISCUSSION:** To receive a schedule of council training and costs associated and confirm the training plan for council year 2023 2024

### **OS 10 / 2023 Information Sharing**

Any further business which members of the committee wish to bring forward.

**OS 11 / 2023** Date of the next meeting of the Committee

To confirm the date of the next meeting as 1<sup>st</sup> August 2023

**OS 12 / 2023** To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.

## Agenda Part II

**OS 13 / 2023** To approve the Part II minutes of the meeting 14 February 2023 and 2 May 2023

Chairman's update on matters not covered on the agenda and carry forward actions.

**OS 14 / 2023** To receive information on legal matters.

To receive an update on legal matters pertaining to council

**OS 15 / 2023** To receive, discuss and resolve matters in relation to the council responsibility as employer

To receive an update on the council resource requirement and proposed actions.

To receive information on the council's responsibility as employer

**OS 16 / 2023** Information Sharing

To bring forward any other confidential matter at the discretion of the chairman

Ruth Davies, Clerk



1 June 2023



## Oversight and Strategy Committee Minutes Tuesday 2 May 2023

### OS 50 / 2022 Attendance and Apologies

**Attendance:** Cllr Jacklin (Chairman), Cllr Buxton, Cllr Booth

**In Attendance:** R Davies (Clerk and RFO), N Tomlinson (Deputy Clerk)

There was 1 member of the public present. Their details are recorded in line with GDPRs.

There were no declarations of interest.

### OS 51 / 2022 To approve the minutes of the meeting 14 February 2023.

**RESOLVED:** The minutes of the 14 February 2023 were approved as an accurate record of the meeting.

#### **MATTERS ARISING:**

- The committee agreed to defer work on the Neighbourhood Plan until the new council was in place post May 2023.
- The committee noted the Clerk was still waiting for confirmation from the legal advisor on conflicts of interest for the Village Hall working group membership.

### OS 52 / 2022 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker

No members of the public present wished to address the meeting.

### OS 53 / 2022 Sunningdale Parish Council Business plan

**OS 53 / 22 / 1** The committee received a verbal update from the Clerk on the business plan project SF4: Multi use games area, playground and pathways confirming the recommendations from the Ecology Survey to retain a 1m wide strip at the edge of the field by the brook for diversity, to plant 4 trees around the proposed footpath across the field, the comments from Sport England, ultimately approving the work with the pathway moved and that the planning submission would be made by the end of the week ending 12 May 2023.

**OS 53 / 22 / 2** The committee received a verbal update from the Clerk on the business plan project COM 2: Open Space / Woodland Walk with the feedback received from the visit by RBWM Tree Officer Helen Leonard. Her recommendations will be included in the next update / report to council once received.

**OS 53 / 22 / 3** The committee received and reviewed the list of actions which were approved by council (21 March 2023, item 102/22/2) and noted the costs and time associated. The list was revised and will be proposed to the finance committee for funding approval for the work involved.

### OS 54 / 2022 Council Communications

**OS 54 / 22 / 1** The committee received a verbal update from the Deputy Clerk on the website with the new introduction of a FAQ page which was being completed by JAIJO. The e-newsletters were ready awaiting content.

It was discussed and agreed that this information is available on the website and the newsletter will include 'update' and 'don't forget' links that can include this information. It was not deemed to be appropriate for the printed newsletter as it would create a lengthy article.

**OS 54 / 22 / 2** The committee received an update from the Clerk regarding events resulting from the website survey and noted that costings and plans were being prepared by the Officers. The committee agreed in

principal that the council could look to part fund these events, however, would wait for more detail before making any decision on this.

**OS 54 / 22 / 3** The committee received an update on the dog bins to be placed in the village in response to the website survey, Whitmore Lane and down the footpath from Onslow Road to the Golf course.

**OS 55 / 2022 To review council action delegated to the committee.**

**OS 55 / 22 / 1** The committee reviewed the Terms of Reference for Committees and made recommendations on clarity of membership, to clearly show the voting members from the officers or other members.

The committee noted the ability to have non council members of working groups which allows for more engagement with residents who have specific interests of skills appropriate to the task and finish group.

**OS 55 / 22 / 2** The committee received the feedback from the council meeting (18 April 2023, item 117/22) regarding the request for funding under the Stakeholder Grant. The council referred the CIL Grant policy for review back to the committee.

**ACTION:** Cllr Jacklin and the Clerk to bring forward a new process for grant applications above the nominal limit.

**OS 56 / 2022 To receive a Project Management Documentation**

The committee received and reviewed the draft consultation policy in line with the project management process.

**ACTION:** That the committee will provide the Clerk with comments and amendments for review.

**OS 57 / 2022 Information Sharing**

There were no points brought forward.

**OS 58 / 2022 Date of the next meeting of the Committee**

The date of the next meeting was confirmed as the 6 June 2023.

**OS 59 / 2022 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.**

**RESOLVED:** That members of the public are excluded from the meeting at this point.

The member of the public left the meeting at this point.

Part I of the meeting closed at 10:30 am

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## L2 – Community Rooms – Actions approved 2 May 2023 by Oversight and Strategy

Action Priority	Action Identified by Council	Proposed Actions in response	Timeline	Owner	Internal - Budget	External - Budget
1	A Vision Statement of what we want the park to provide and what we would like it to look like. Statement to demonstrate how each asset contributes to the overall vision and how each asset supports and enhances one another. The cross connections between activities across the assets should be mapped.	Clerk to put together a Vision Statement for the park post May 2023.	Post May 2023	Clerk – Project cost for overtime hours	£ 600.00	
1a	Visual aspect of the Vision can be tackled at a design level by developing our own Townscape description.	Once a Vision statement has been created, Officers can try to put together a visual version of the Townscape for the park, but this may require professional help to draw up the Townscape depending on what exactly is required/needed.	After May 2023	Clerk – Project cost for overtime hours External graphic design	£ 300.00	£ 2,000.00
1b	Detailed revenue analysis to be completed showing revenue	This would need to be completed by the Clerk and Chair of the	TBC	Clerk & RFO	£ 300.00	
1d	Once the vision is defined, overlay the Village Hall onto the functionality at the park to explain what additional / complementary functions are addressed by this asset.	Add into the Vision Statement	After May 2023 - November 2023 as per timeline for VH lease review	Clerk	Included in council operations	
Sub-Total					£ 1,200.00	£ 2,000.00
2	A paper covering the effectiveness of the current library provision – highlighting lessons learned and possible improvement to feed into the Community Space design.	Clerk to liaise with RBWM Library services to collate information on attendance, usage and forward plan.	By July 2023	Clerk	Included in council operations	
Sub-Total					£nil	

Action Priority	Action Identified by Council	Proposed Actions in response	Timeline	Owner	Internal - Budget	External - Budget	
3	Project Office to work with an architect to ensure the building uses renewable efficient energy and is sustainable. Use of green materials and technologies which comply with sustainable design.	Project Officer will obtain quotations from Architects giving our full specification/list of requirements including use of renewable efficient energy, sustainable products, and the use of technologies (cool space in summer, warm space in Winder). Building will also be DDA compliant and fully inclusive for all.	Included within Phase 3 of the Project Methodology.	Project Office	£ 850.00		
			Approximately 2 months to receive quotations/drawings from architects.				
			Submit and obtain planning permission for approved design	Architect Costs (once chosen)			
			10% of Budget			£ 60,000.00	
3a	Work with architect regarding analysis of parking spaces required for all the activities within the park taking into account both the MUGA and Community Rooms. This will need to be included in the Planning Application.	The Project Officer will include this in the design with architects	Included within Phase 3 of the Project Methodology	Project Officer	£ 50.00		
Sub-Total					£ 850.00	£ 60,000.00	
4	Ensure a consultation with residents and stakeholders takes place when the timing is right and once drawings have been obtained from architects to illustrate the proposed building.	Dependent on Action No 1 for drawings:	Included within Phase 4 of the Project Methodology	Project Office			
		Once we have drawings to illustrate the type of Community Room we want to build a consultation will be completed.		Deputy Clerk for comms			
				Advertising costs			
				(As per costs for 20mph)			
Sub-Total					£ 1,800.00		
Not dependent - general project work	Need to provide more information on CIL generally. How we are using CIL and include as part of communications to residents.	When communicating to residents regarding projects, an explanation of CIL will also be given.	Deputy Clerk will add CIL explanation when putting out comms relating to Projects	Clerk	Included in council operations		
Sub-Total					£nil		

Action Priority	Action Identified by Council	Proposed Actions in response	Timeline	Owner	Internal - Budget	External - Budget
Not dependent - general project work	Needs to be an overarching project plan or addendum to the Business Plan showing all active project plans to map CIL expenditure over the next 2-3 years.	Agreed – Project Officer can create an addendum to the Business Plan which lists active projects and agreed Budgets.	Within the next 2 months	Clerk	Included in council operations	
Sub-Total					£nil	
Not dependent - general project work	CIL Expenditure statement to be approved by Council	Council	Council need to approve the CIL Expenditure Statement. Budget assumptions were approved by Council on 08/11/2022. In May 2023, these will be approved along with the Business Plan for another 12 months.	Council	-	
Sub-Total					£nil	
				TOTAL BUDGET REQUIRED	£ 3,000.00	£ 62,000.00



SUNNINGDALE  
PARISH COUNCIL

## Business Plan

2021-2026

Approved version, May 2022 Update 1

Approved 27 July 2022; Item 3/22/2

For: Cllr Jacklin, Cllr Burn, Cllr Booth, Cllr Evans, Cllr Bains Against: Cllr Penney Abstained: Cllr Pike

Version for approval – May 2023 Update 2





## Purpose of the Business plan

- Identifies our key priorities for the next 1-5 years
- A Framework for decision making
- Updated every year – and presented at the annual parish and council meetings
- Drives projects and activities



## **Vision**

The Parish Council's vision is that Sunningdale is a desirable and attractive village to live, work, study and visit with a strong sense of community and local involvement.

## **Mission statement**

The Parish Council works to preserve and improve the quality of life for all Sunningdale's residents.

The Parish Council provides a democratic and representational voice for the community.

Its focus is on enhancing Sunningdale's facilities and infrastructure and on protecting and improving our village centre and character.

It monitors the delivery of appropriate high-quality, efficient and sustainable services from the Royal Borough and other service providers.

# Strategic Plan



## These seven areas set our strategic focus



Financial Management	<ul style="list-style-type: none"><li>• Prudent management of our Assets including optimising income sources</li><li>• Continuous improvement (eg Powers of Competence, NALC Local Council Award scheme , Training and Development)</li><li>• Ensuring the village benefits from substantial CIL and S106 funds.</li></ul>
Lifelong Learning	<ul style="list-style-type: none"><li>• Encourage learning</li></ul>
Environment	<ul style="list-style-type: none"><li>• Visual enhancement of the village</li><li>• Cleanliness and maintenance</li><li>• Climate Change initiatives</li></ul>
A Safe Place	<ul style="list-style-type: none"><li>• Keeping people safe</li><li>• Protecting the vulnerable</li><li>• Promote Good Health</li></ul>
Communications	<ul style="list-style-type: none"><li>• Actively engage with residents</li><li>• Encourage the use of technology</li></ul>
Housing	<ul style="list-style-type: none"><li>• Work to ensure that new housing complies with the Neighbourhood Plan</li><li>• Revise the Neighbourhood Plan to meet the needs of the residents</li><li>• Consider our needs for affordable housing</li></ul>
Community	<ul style="list-style-type: none"><li>• Maintain Sunningdale as an attractive village</li><li>• Support the Traders</li></ul>

# Business Plan Objectives

From these seven strategic areas we have defined a set of Objectives and Projects/Activities which span the period of this Plan.

These are explained in the pages below and reflect our objectives and include an indication of cost, denoted by £ symbols as follows:-

£ = up to £10,000

££ = £10,000 – £50,000

£££ = £50,000 - £100,000

££££= over £100,000

# Objectives, Projects and Activities



Red Text = Actioned

Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
L1: Encourage and Empower the community to innovate, take initiative and make positive suggestions	Within our interaction with our stakeholders, to make the concept of volunteering ideas and taking initiatives compelling and encourage engagement. [£]	<p>Stakeholder portion of CIL adopted.</p> <ul style="list-style-type: none"> <li>CIL Policy and Process approved at Council meeting, 20/4/2021, Item 127/20.</li> <li>Stakeholder CIL portion set at 10% or £50,000 whichever is less at Council Meeting 4/5/21, Item 11/21</li> </ul>	Stakeholder CIL portion set at 10% or £50,000 whichever is less at Council Meeting 16/5/22, Item 7/22	<p>Precept</p> <p>CIL</p>	<p>Charters School – Stakeholder Grant Award Council 18/1/2022, item 122/21/3 £12,600 For: Cllr Burn; Cllr Penney; Cllr Pike; Cllr Biggs; Cllr Grover; Cllr Booth and Cllr Buxton Against: None Abstain: None</p> <p>Holy Trinity PTA – Stakeholder Grant Award (Conditional) Council 4/10/2022, item 44/22/2</p> <p>For: Cllr Buxton, Cllr Booth, Cllr Bains, Cllr Penney Against: Cllr Pike</p>
L2: Encourage learning and support library services in Sunningdale	Provide a static library service at the recreation ground in a new multi purpose building. [££££]	<p>Review library provision now that the mobile library is closing and provide library services in the Community Room.</p> <ul style="list-style-type: none"> <li>‘Pop up’ library provision in the community Room approved at Council meeting, 22/6/2021, Item 25/21</li> </ul>	Produce feasibility study for further development of the Recreation Ground to include a separate library facility and community space. Consult residents on proposal. Go out to tender, if approved	Precept/ CIL	

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
E2: Visually Enhance key focal points in the village	<ul style="list-style-type: none"> <li>Carry out a study to identify areas in the village which need managing and improving eg corner of Station Road and Rise Road, High Street/Bedford Lane. [£]</li> <li>Work with RBWM in a positive way to introduce wild flower initiatives.</li> <li>Review the funding for flowers and other “attracting” furnishings.[£]</li> <li>Review the maintenance provision for roadside barriers. [£]</li> <li>To work with South Western Railway to improve the appearance of the station and its surroundings. [£££]</li> </ul>	<p>Take over maintenance of the surrounding area of the new parking area in Chobham Road – to include new planters, bike racks and grass cutting.</p> <ul style="list-style-type: none"> <li>[Budget for 2021-22 approved at Council meeting, 19/1/2021, Item 75/20 – which included this element of maintenance]</li> </ul>	To work with South Western Railway to improve the appearance of the station and its surroundings	Precept/ CIL	
E4: Achieve online access to TPO information	<ul style="list-style-type: none"> <li>Work with RBWM to create a map layer that shows all TPO trees. [££]</li> </ul>				

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
E5: Monitor Air Quality and Pollution to advise other strategies	<ul style="list-style-type: none"> <li>Evaluate whether anyone is monitoring air quality and how we can work with them to establish the current situation. [£]</li> <li>Look at mitigation measures for areas which are recording high levels. [££]</li> </ul>	<ul style="list-style-type: none"> <li>Add signage to the London Road near the station to ask car drivers to turn their engines off when waiting for the train barriers to lift. [£]</li> </ul>	Add signage to the London Road near the station to ask car drivers to turn their engines off when waiting for the train barriers to lift. [£]	S106	
E3: Review the quality and frequency of street cleaning, pavement and verge cleaning and associated areas	<ul style="list-style-type: none"> <li>Review feasibility of employing a street cleaner for the whole village. [£]</li> <li>Publicise services provided by the Borough and notify residents of road sweeping schedule. [£]</li> </ul>	<ul style="list-style-type: none"> <li>Consult on quality and frequency of street cleaning, pavement and verge cleaning to establish scope of services needed for budget 2022-23. [£]</li> </ul>	Consult on quality and frequency of street cleaning, pavement and verge cleaning to establish scope of services needed for budget 2022-23. [£]	Precept	
E7: Aim to achieve a litter free village <ul style="list-style-type: none"> <li>Encourage more residents to collect litter. [£]</li> </ul>	<ul style="list-style-type: none"> <li>Fund more “Litter kits” such as the one purchased last year for Fiona Barker. [£]</li> </ul>	<ul style="list-style-type: none"> <li>Put on the website details of the Litter Picking kits that the council can provide and the terms for applying for them. [£]</li> </ul>		Precept	

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
<p>E10: Actively promote walking and cycling</p> <ul style="list-style-type: none"> <li>Better promotion of our walking and cycling routes</li> <li>Ensure that there continues to be access through Sunningdale Park for cycling and walking.</li> <li>Consider giving priority to pedestrians/ cyclists on some roads.</li> </ul>	<ul style="list-style-type: none"> <li>Create a network of cycling routes to increase active travel and leisure activities. [£££]</li> <li>Publish off road cycling routes- what to see/ explore. A trip for say 30 mins, 1 hour, a day etc. [£]</li> <li>Consult on cycling network scheme, in conjunction with S&amp;APC [£]</li> <li>Walking signage as seen in Europe – x mins to x by foot, x mins to x by bike etc [£] S106</li> <li>Expand safe cycle rack provision in main destinations, eg in Chobham Road near the shops, REC Ground</li> </ul>	<p>Expand safe cycle rack provision in main destinations, eg in Chobham Road near the shops, REC Ground</p> <ul style="list-style-type: none"> <li>[Budget for 2021-22 approved additional cycle racks in Chobham Road at Council meeting, 19/1/2021, Item 75/20 – which included this element of maintenance]</li> </ul>	<p>Implement 20 mph speed limits, where possible.</p> <p>Develop new signage to encourage walking and cycling, and publicise</p>	<p>S106/ Precept/ CIL</p>	<p>Council 13/12/2022, item 79/22/1</p> <p>Approves the proposal from the Cycling and Walking Group as a result of the 20mph consultation for a budget of £3,800.72 to be funded from CIL. For: Cllr Penney, Cllr Pike, Cllr Grover, Cllr Evans, Cllr Biggs, Cllr Jacklin, Cllr Booth, Cllr Buxton</p> <p>Approves the proposal from the Cycling and Walking Group as a result of the 20mph consultation for a budget of £117,785.02 to be funded from CIL. For: Cllr Pike, Cllr Grover, Cllr Evans, Cllr Jacklin, Cllr Booth, Cllr Biggs, Cllr Buxton Against: Cllr Penney</p> <p>Budget approved of £121,585.74</p>



# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
E11: Review Public Rights Of Way and consider plans for improvement (see also Cycling and Walking)	<ul style="list-style-type: none"> <li>Look at feasibility of creating a Woodland trail and improving the walkway from Broomhall Lane to the station to include development a walking, running, fitness, nature trail. [£] S016/CIL</li> <li>Carry out a safety review of the bridge and identify any rectification requirements [£]</li> </ul>		<p>Carry out Woodland Survey to assess feasibility and current status of the area.</p> <p>If viable, draw up outline plans and consult with residents.</p> <p>Create tender pack and go out to tender for the work.</p>	CIL	

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
E12: Promote the use of local public transport	<ul style="list-style-type: none"> <li>Provide a Shopper Hopper service – jointly with S&amp;A PC – not free but subsidised - to loop the 3 villages and pass the medical centres, shops, libraries, post offices, stations [££ pa]</li> </ul>	Set up a joint working group to assess feasibility [£]	Set up a joint working group to assess feasibility [£]	Precept	
E13: Review provision for electric car charging points in Sunningdale <ul style="list-style-type: none"> <li>Work with RBWM and electric charging point suppliers to ensure Sunningdale has sufficient charge points.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and provide information on existing local car charging points [£]</li> </ul>				

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
E14: Make recommendations on Traffic Management	<ul style="list-style-type: none"> <li>Get latest data on traffic speeds, traffic density and safety data for our streets to support planning. [£]</li> <li>Identify blackspots and areas needing additional safety measures[£]</li> <li>Assess the need for additional mobile speed cameras or speed indicators [£]</li> </ul>	<ul style="list-style-type: none"> <li>Identify hotspot areas for parking issues and advise Traffic Wardens [£]</li> <li>Work with RBWM to review effectiveness of camera on Chobham Road bridge in reducing flow of HGV vehicles, and make recommendations [£]</li> </ul>	Work with RBWM to review effectiveness of camera on Chobham Road bridge in reducing flow of HGV vehicles, and make recommendations [£]	<p>Precept</p> <p>Precept</p>	
SF1: Identify the needs of our vulnerable residents <ul style="list-style-type: none"> <li>Working with partnership organisations to see how we can help in a meaningful way</li> </ul>	<ul style="list-style-type: none"> <li>Revisit the proposal brought to Council in 2018 to provide an outreach information, advice and guidance service in Sunningdale [£] pa.</li> </ul>				

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
<p>SF2: Review crime levels and measures for improved safety</p> <ul style="list-style-type: none"> <li>Work with the police and support crime prevention organisations and initiatives</li> <li>Continue to work with the Neighbourhood Action Group</li> </ul>	<p>Review the feasibility of funding a community policeman or warden [£]</p> <p>Review street lighting and work with RBWM to address any recommendations [£]</p>	<ul style="list-style-type: none"> <li>Regularly communicate crime statistics and details for Sunningdale</li> <li>Contribute to the funding for an ANPR camera to record vehicle movements                             <ul style="list-style-type: none"> <li>[Approved at Council meeting, 20/4/2021, Item 126/20]</li> </ul> </li> </ul>		<p>Precept</p> <p>CIL</p>	

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
SF4: Develop additional Multi-Use Games Area (MUGA) <ul style="list-style-type: none"> <li>Multi-sports facility to promote health and fitness for teenagers and adults.</li> </ul>	Implementation of a full MUGA facility at the Recreation Ground [£££]	<b>Feasibility Study for the introduction of a MUGA facility at the Recreation Ground, followed by Supplier selection and the implementation of the project, with completion in 2022-2023.</b>	Tender for MUGA.  Get Planning approval for MUGA  Create MUGA and complete project	CIL	<p>27/7/2021; Item 40/21            Approval for the funding of a Feasibility study to create a MUGA, a new teens play area and a new adult fitness area within the Recreation Ground            Voting: Cllr Pike – Against;            All other councillors – For.</p> <p>23/11/2021; Item 89/21            Approval in principle of the MUGA project</p> <ul style="list-style-type: none"> <li>Based in indicative pricing</li> <li>That the council will commission illustrations</li> <li>That the council will organise a Residents open evening/consultation on the proposal.</li> </ul> <p>Voting: Cllr Pike – Against            All other councillors – For</p> <p>26/4/2022; Item 137/21/1            Approval of moving to phase 2 of the project - Procurement            For: Cllr Jacklin; Cllr Bains; Cllr Evans; Cllr Burns; Cllr Buxton            Against: Cllr Pike</p> <p>26/4/2022; Item 137/21/1            Approval of a budget of £4,500 for public procurement consultants</p> <p>For: Cllr Jacklin; Cllr Bains; Cllr Evans; Cllr Burns; Cllr Buxton            Against: Cllr Pike</p>

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
<p>SF4: Develop additional Multi-Use Games Area (MUGA)</p> <ul style="list-style-type: none"> <li>Multi-sports facility to promote health and fitness for teenagers and adults.</li> </ul>	Implementation of a full MUGA facility at the Recreation Ground [£££]	<p>Feasibility Study for the introduction of a MUGA facility at the Recreation Ground, followed by Supplier selection and the implementation of the project, with completion in 2022-2023.</p>	<p>Tender for MUGA.</p> <p>Get Planning approval for MUGA</p> <p>Create MUGA and complete project</p>	CIL	<p>Contd</p> <p>26/7/2022; Item 3/22/1 Approved that the council submits a planning application for the MUGA For: Cllr Jacklin (Chairman); Cllr Burn; Cllr Booth; Cllr Bains and Cllr Pike Cllr Penney; Cllr Evans Against: None</p> <p>22/11/2022: Item 54/22 Approved the award of lots 1,2,3,4 subject to planning permission. Budget £250,575.12. For: Cllr Booth, Cllr Evans, Cllr Penney, Cllr Grover, Cllr Buxton Against: Cllr Pike</p> <p>Scheme of Delegation –7/9/2022 – 14/9/2022 Approve a budget of £2,250 for planning drawings to be produced. For: Cllr Buxton Cllr Jacklin Cllr Booth Cllr Bains Cllr Biggs Cllr Burn Cllr Grover Abstain: Cllr Pike</p> <p>Scheme of Delegation – 3/2/2023 – 10/2/2023 Approve a budget facility of £6,300 to complete and submit planning application. For: Cllr Buxton Cllr Booth Cllr Bains Cllr Biggs Cllr Burn Cllr Grover</p>

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
SF5: Encourage outdoor exercise	<ul style="list-style-type: none"> <li>Look at potential uses of our green spaces to encourage additional sports and enjoyment of the environment[£]</li> <li>Engage third parties to provide exercise and adult fitness at the Recreation Ground [£]</li> </ul>	<ul style="list-style-type: none"> <li>Engage third parties to provide exercise and adult fitness at the Recreation Ground. [ Being Military Fit starts in September 2021]</li> </ul>		Income	

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
COM2: Achieve Green Flag status for Recreation ground	<ul style="list-style-type: none"> <li>Update the plan for the Recreation Ground to achieve Green Flag status [£]</li> </ul>		Create Master Plan to achieve Green Flag status, including new MUGA, Woodland Trail and any other enhancements.	Precept	
COM2: Support the Traders	<ul style="list-style-type: none"> <li>Have regular meetings with the traders – listen to their ideas and follow up where applicable.</li> </ul>		Work more actively with Traders	Precept	
COM4: Provide support to residents wanting to set-up Community Businesses	<ul style="list-style-type: none"> <li>Provide support to residents who might wish to set up and run a Community Business in accordance with the NALC 'Good Councillors Guide to Community Business'</li> </ul>				



# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
H1: Update Neighbourhood Plan following issue of RBWM Local plan	<ul style="list-style-type: none"> <li>Update the Neighbourhood plan to include green building initiatives in once RBWM Local Plan adopted.[££]</li> </ul>	<ul style="list-style-type: none"> <li>Start initial discussions with A&amp;SPC on updating the NP</li> </ul>	Monitor effect on Planning Decisions on NP.	Precept	
H2: Promote social and affordable housing	<ul style="list-style-type: none"> <li>Understand what our needs are for affordable housing [£]</li> <li>Identify opportunities to construct/fund social and affordable housing [£ - ££££]</li> </ul>				



## Actions assigned to Committees

Committee	Project Areas	Activities
Finance	F2: Prudent Financial management and leveraging our assets	<ul style="list-style-type: none"><li>• Evaluate all our assets for their revenue generating potential and classify them accordingly</li><li>• Review all income earning assets to ensure minimum contribution levels of replacement costs in lifetime.</li><li>• Making sure there is a correct level of staffing so that such opportunities can be not only explored but follow through professionally.</li><li>• Further investigate how to obtain the best return on reserve funds commensurate with the Parish Council's investment policy</li></ul>
Village Hall	F3: Making the Village Hall Sustainable	<ul style="list-style-type: none"><li>• Build up an EMR for the Village Hall to ensure that we can maintain and improve that community facility over time.</li><li>• Village Hall Project to ensure it is viewed as a valuable local asset attracting multiple users and is placed on a sustainable commercial footing including provisions for dilapidations and renovation.</li><li>• Encourage extension of Village Hall events to meet life learning needs of all age groups, eg financial management, digital skills.</li></ul>



## Actions assigned to Committees

Committee	Project Areas	Activities
Oversight and Strategy	F5: Aim to achieve Powers of Competence	<ul style="list-style-type: none"><li>• Make sure the Clerk has the time available for continuing personal development</li><li>• Make sure the Parish Council has the correct staffing levels and appropriately trained staff</li><li>• Identify what needs to be done to achieve this.</li><li>• Communicate rationale and benefit of Powers of Competence to our residents.</li></ul>
	F6: Look at achieving NALC Quality Accreditation	<ul style="list-style-type: none"><li>• Assess and Implement appropriate staffing levels.</li><li>• Conduct training on the Awards system.</li><li>• Perform a gap analysis to determine which areas need improvement</li><li>• Put plan in place to fill the gaps (aim to complete in 1 -3 years)</li><li>• Communicate rationale and benefit of Accreditation to our residents.</li></ul>
Planning	H3: Affordable Housing provision for Sunningdale	<ul style="list-style-type: none"><li>• Monitor and track developments which should be providing affordable housing for their compliance with planning legislation.</li></ul>

# Operational Activities and Key Decisions - 1





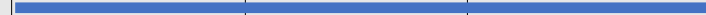




Objective	Project Activity 2021-2022	Funding	Key Decisions of Council
Financial Management			
Lifelong Learning	<ul style="list-style-type: none"> <li>Retaining the library in Sunningdale with the Parish Council taking it over from RBWM</li> </ul>	Precept	<p>22/6/2021, Item 25/21 It was resolved that</p> <ul style="list-style-type: none"> <li>SPC retain the library provision in conjunction with RBWM, running a 'pop up' library provision in the community.</li> <li>That the level of funding for this provision is no higher than £16,000 per annum and to gain confirmation of this when discussion has taken place with RBWM on the available hours for the library provision.</li> <li>That SPC accept the cost implication for the remaining period of the budget year 2021 22 from October to March of £8,000 and to task the finance committee with determining how these funds will be allocated.</li> <li>That SPC request RBWM place a separate line charge on the 2022 23 Council Tax Demand detailing the agreed library precept uplift.</li> </ul> <p>18/1/2022; Item 123 / 21 / 1 Approval for the cost of the staffing for the library provision to be met from the precept. This cost is included in the final budget and approved as part of the 2022-23 budget Voting: Cllr Pike – Against; All other councillors – For.</p>

# Operational Activities and Key Decisions - 2



Objective	Project Activity 2021-2022	Funding	Key Decisions of Council
Environment			
A Safe Place	<ul style="list-style-type: none"> <li>Setting up an Outreach facility</li> </ul>	CIL	<p>18/1/2022; Item 120 / 21 / 1</p> <p>Approval to provide an outreach information, advice and guidance service in Sunningdale in partnership with Bracknell CAB.</p> <p>For: Cllr Burn; Cllr Penney; Cllr Biggs; Cllr Grover; Cllr Booth; Cllr Buxton</p> <p>Abstain: Cllr Pike.</p>
Communications	<ul style="list-style-type: none"> <li>Upgrade of the Website</li> <li>Communications Project – a Support Service from our web designer to assist with surveys and engaging with residents</li> </ul>	<p>Precept</p> <p>EMR</p>	<p>23/11/2021; Item 90/21</p> <p>Approval to redevelop the website</p> <p>Voting: Unanimously in Favour</p> <p>14/12/2021; Item 106/21</p> <p>Approval to proceed with this service</p> <p>Voting: Unanimously in Favour</p>
Housing			
Community	<ul style="list-style-type: none"> <li>Jubilee in the Park event</li> </ul>		<p>23/11/2021; Item 88/21</p> <p>Approval to hold a Jubilee event in the Recreation Ground in 2022</p> <p>Voting: Unanimously in Favour</p>

## Timeline for Key Projects

Key Projects	2021-22	2022-23	2023-24	2024-25	2025-26
Provide a static library service at the recreation ground in a new multi purpose building					
To work with South Western Railway to improve the appearance of the station and its surroundings					
Provide a Shopper Hopper service – jointly with S&A PC					
Create a network of cycling routes to increase active travel and leisure activities. [£££]					
Implementation of a full MUGA facility at the Recreation Ground					
Achieve Green Flag status for Recreation ground					
Update Neighbourhood Plan					



## Policies and Protocols for review 2023 2024

	Last Updated	Update Required
<b>Governance</b>		
<a href="#">Business Plan 2021 - 2026</a>	<b>October 2021</b> PCM 26.10.2021 minute 74 / 21 Scheme of Delegation consultation sent 7 October for response by 15 October @ 5pm to approve the Business Plan: Approved under the Scheme of Delegation	<b>2026</b> Last update via Oversight and Strategy Committee 7.6.2022 (6/22) Approved Council 26.7.2022 (33/22/2)  Annual review due: 6.6.2022 Oversight and Strategy Committee
<b>Policies</b>		
Media Policy	<b>March 2021</b> AMPC 4.5.2021 Minute 7/21	Due for review with IT use policy
Risk Assessment Policy & Register	<b>June 2022</b> Council 21.6.2022 (17/2/22)	Annually reviewed by Oversight and Strategy Committee
Scheme of Delegation and Extension	<b>May 2021</b>	Clearer document draft
Consultation Policy	<b>Draft reviewed 2 May 2023 – Oversight and Strategy Committee</b>	Final draft version to be reviewed and proposed to council 25 July 2023
<b>Protocols</b>		
Member Officer Protocol	<b>Draft reviewed by council</b> - as part of the Civility and Respect Pledge	Final draft version to be reviewed and proposed to council 25 July 2023
Training plan		

# Sunningdale Parish Council Risk Register

Version 4 - January 2022

## Contents

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## Risk Matrix

		Severity				
		Insignificant	Minor	Moderate	Major	Severe
		1	2	3	4	5
Likelihood	Almost Certain (3)	3	6	9	12	15
	Likely (2)	2	4	6	8	10
	Possible (1)	1	2	3	4	5



# Financial Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
F1	Financial Regulations out of date	1	2	2	Financial Regulations updated annually	Approved by Council, 23 November 2021, item 90/21						
F2	Failure of bankers	1	2	2	Credit rating assessed annually: Feb 2020: AA/F1+ (stable) – January NOTE: Central Banks very unlikely to allow a failure	Investment Strategy – approved by Council 22 June 2021, item 25/21						
F3	Funds invested inappropriately or improperly	1	5	5	Clerk reports to Council monthly	Ongoing	Checking of balances quarterly	Chair Finance Committee	1	2		
F4	Fraud or error	1	2	2	Bank account reconciliations signed off by Chairman of Council or Chairman of Finance Committee monthly	Ongoing						
					All Receipts and Payments reported to Council monthly	Monthly						
					6 monthly Internal Audit (May/Oct)	Approved 7 Dec 21 item 106/21						
					Annual External Audit - February	Interim report received 26/9/21						
F5	Unauthorised payments made	1	2	2	All cheque payments require two or three signatures, BACS payments two signatures.	ongoing						
					Travel Expenses Policy adopted	Approved 19.01.2016 item 05/15						
F6	No financial control	1	2	2	RFO reports to every Council meeting	Ongoing						
					Annual Budget agreed by Council - January	Approved by Council, 18 Jan 2022, item 123/21						
					Progress against Budget reviewed at least quarterly by Finance Committee	11/1/2022 item 44/21						
					Capital Expenditure requires completion Capex Authorisation	Ongoing						
F7	Council has inadequate cash to meet its obligations	2	4	8	Annual Budget set to maintain Minimum Reserves of 4 months revenue expenditure plus Earmarked Reserves	Approved Council 19 Jan 2021 item 75/20	Continue to increase Earmarked Reserves	Chair Finance Committee	2	3	6	Ongoing
						Approved council 13 October 2021 item 34/20	Assumptions approved at start of budget process (Minute 34/20)	Chair Finance Committee	2	3	6	Start of Budget Process

## Financial Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
					Investment Strategy / Statement for Reserve holdings	Investment Strategy – approved by Council 22	Investment Strategy to council 9 March 2021	Chair Finance Committee	2	3	6	Updated Annually
F8	Precept not received	1	4	4	RBWM require details and responsible for payment	Details provided annually on Form 2223 last submitted 20 Jan 2022	None required - Form is part of papers for council prior to budget resolution					
F9	Inadequate Management Accounts prepared	2	3	6	Progress against Budget reviewed at least quarterly by Chairman of Finance Committee	Ongoing						
					Internal Audit twice a year	October 2021 Interim Report						
					Accounts prepared by budget heading and cost centre	Standard Practice as shown in Budget						
F10	Incorrect Annual Accounts prepared	1	3	3	Scrutiny by Finance Committee.	Approved FC 6 April 2021, FC60/20						
					Annual External Audit and Report	Interim report received 26/9/21						
F11	Bank Transactions not monitored	1	4	4	Monthly Bank Reconciliation signed off by member of Finance Committee	Ongoing	Currently Cllr Evans		1	1	1	
					Monthly schedules of Receipts and Payments presented to Council	Ongoing	Approved at each council meeting after scrutiny by council.		1	1	1	
F12	Cheques or cash not banked	1	2	2	All cheques or cash entered in paying-in book on receipt.	Cashbook updated at least monthly with end of month bank reconciliations.						
F13	VAT Returns incorrectly completed and VAT over/underpaid	2	2	4	System generated figures reviewed by Clerk. VAT return prepared by the RFO	Quarterly						
					VAT Consultancy	Last deminimis calculation 2018.						
F14	Routine payments not made on time	1	1	1	Standing Orders available/updated	SPC Standing Orders approved April 2021, 15b(xiii)						
F15	Theft of Money by Staff	1	1	1	Employee Fidelity Insurance Cover: £150,000 (Hiscox policy 1891376/2079370)	Renewed for 12 Months 1 October 2021 via Came and Company	Hiscox Policy No. 1891378/2079370					
F16	COVID - Risk to council finances for loss of income and additional	2	3	6	Active monitoring of loss of income	Ongoing						

## Financial Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
	costs during the pandemic				Claim against council insurance for loss of income with Hiscox	£3,100 received 18 October 2021	None Required					
F17	Spending CIL money inappropriately or illegally	2	4	8	CIL Policy and Process issued	Approved by Council, 20 April 2021, item 127/20	Put in place arrangements for legal advice	Proper Officer	1	4	4	CIL Working group to monitor legality
					Stakeholder Portion of CIL approved annually	Approved by Council, 4 May 2021, item 11/21						Approved expenditure through council
F18	Failure to spend CIL monies within 5 years of receipt	1	4		Business Plan to identify infrastructure needs and priorities - annually	Approved under scheme of delegation, see Council meeting 28 October 2021, item 74/21	Set-up and maintain Project Infrastructure Schedule	Project Officer	1	2	2	CIL Working group to monitor legality

# Property and Asset Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
P1	Loss of / damage to Council Land, Buildings: Pavilion	2	3	6	Insured Value: Pavilion Building £374,573.84 (Hiscox policy)	Renewed Sept 2020	Survey completed and received 28 Jan 2021	Proper Officer				
P2	Loss of /damage to Council Land, Buildings: Village Hall	2	3	6	Lease requires Trustees to insure Village Hall		Asset Register updated by Deputy Clerk	Finance Committee	1	2	2	
					Annual confirmation sought from Trustees	Insurance policy received Jan 21						
					Insured Value £990,043	Insurance policy received Mar 21						
					Copy Insurance policy received May 2022							
P3	Theft of Council Property: IT Equipment, Office Furniture etc	1	2	2	Office Property Insured Value: £4,335 (Hiscox policy 1891376/2079370)	Apr-22	Review Asset Register	Proper Officer				
P4	Council Assets misappropriated	1	2	2	Asset Register kept.	Updated as new assets are purchased, at least quarterly.						
					Insurance cover in place	Reviewed in July / August prior to renewal		Proper Officer				
					Physical check against Asset Register	Completed as ongoing action		Deputy Clerk				
P5	High repair costs due to lack of property maintenance	2	3	6	Regular inspections	Carried out by Park Team	Annual Preventative Maintenance Plan in place linked to the Asset Register	Deputy Clerk	1	2		
P6	Injury to Public	2	3	6	Public Liability Cover: £10 million (Hiscox policy 1891376/2079370)	1 October 2021 renewed						
					Safety Inspections (see below)							
P7	Injury to public using Playground Equipment or Recreation Facilities	2	3	6	Public and Product Liability Cover: £10 million (Hiscox policy 1891376/2079370)	1 October 2021 renewed						
					Safety Inspections (see below)							
					Planned Maintenance							
P8	Injury to Hirers using Recreation Facilities	1	2	2	Liability Cover: £2 million (Hiscox policy 1891376/2079370)							
P9	Theft from or damage to Vehicles belonging to users of Recreation Facilities	1	2	2	Disclaimer notice posted		Review improvements to lighting for parking area	Lead member for Property and Operations Team	1	1	1	
P10	Failure to carry out safety checks - Fire	1	2	2	Annual inspection by Paragon	Feb-21	Completed with no actions					
P11	Failure to carry out safety checks - Electrical	1	2	2	PAT test done	Jan-22	Completed by T Gardiner Electrical and all failures removed from site.					

## Property and Asset Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
P12	Failure to carry out safety checks – DDA and Asbestos report	1	2	2	One-off reports commissioned – every 10 years	Mar-18						
P13	Informal Inspection of Playground	1	2	2	Inspections by PGS - cost £100 (Fortnightly)	Ongoing						
					Inspections by Play Inspectors - cost £175 (Quarterly)							
P14	Inspection of Playground by qualified Inspector: ROSPA	1	2	2	ROSPA inspection and recommendations acted upon.	Apr-22						

## Reputational Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
R1	Publications or website give offence to third party	2	2	4	Communications Protocol / Media Policy	Approved council 11 June 2019, 23/19						
					Clerk controls. No one else has authority to use.							
R2	Council's reputation damaged by ventures with third parties	1	2	2	Council Standing Orders and Financial Regulations specify terms and conditions	SPC Standing Orders approved April 2021						
R3	Adverse publicity attracted	2	2	4	Communications Protocol / Media Policy approved	Approved council 11 June 2019, 23/19	Reviewed annually by Oversight Committee					
		2	4	8	Controversial issues brought to Council	Approved council 14 December 2021, PART 2,	Contract with Hampshire legal services	Proper Officer	2	3	6	
R4	Inappropriate material posted on social media	3	3	9	Communications Protocol / Media Policy	Approved council 11 June 2019, 23/19	Twitter account managed by Operations team.	Proper Officer	2	3	6	
					Regular Review by Deputy Clerk		Offensive comments removed					
					Covered under Council Code of Conduct		Code of conduct complaint process used if no other option available					
R5	Council recording meetings attracts adverse response	1	1		Public notice in Council chamber	Information on conduct and legalities per Openness act placed on public seating at each meeting.						

# Council Management Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
CM1	Council lacks relevant skills to carry out its functions	2	3	6	Good Councillor Guide placed on internal website	Dec-20						
					Training arranged annually	Training dates confirmed as 10.3.21 and 24.10.21	Ongoing					
CM2	Chairman undertakes too much work to the exclusion of others.	2	2	4	Committee Terms of Reference amended to prohibit a Councillor from serving on all Committees and exercising undue influence	Feb-21						
CM3	Chairman unavailable through illness or any other reason, leaving	2	3	6	Ensure that Vice-Chairman is capable / trained and well-informed. Key passwords	Feb-21						
CM4	Council dominated by small number of individuals causing non-engagement by other Councillors	2	3	6	All Councillors to accept responsibility.							
					Chairman to ensure full and fair debate							
					Councillors encouraged to serve on committees							
CM5	Council unready for major change of leadership	1	3	3	Identify a successor to the Chairman as soon as possible, so that the risk of loss, through illness or any other reason, is minimised.							
					Clerk provides continuity and support							
CM6	Clerk unavailable through illness or resignation, or other reason	2	3	6	Recruit Deputy Clerk	Deputy Clerk joined Sept 2022						
CM7	Council Members' Conflicts of Interest in decision making	2	3	6	Register of interests completed on appointment and updated when required							
					Code of Conduct adopted and reviewed annually	Adopted 27 July 2021						
					Declarations of Interests invited and minuted at all meetings and annually							
CM8	Council Members influenced by gifts/hospitality	1	2	2	Registers of Gifts and Hospitality maintained - annual declarations required							
CM9	Council members benefit from Council contracts	1	2	2	Declarations of Interests invited and minuted at all meetings							
						Ongoing						

## Council Management Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
CM10	Decisions of Council not implemented	1	2	2	Minutes numbered sequentially and approved and reviewed at the next Council meeting							
CM11	Council Members not fulfilling obligations to Council as per Good Councillor Guide	2	2	4	Ensure all Councillors provided with Good Councillor Guide							
CM12	Effective working of Council undermined by Council Member	2	3	6	Collective responsibility Seek professional advice to mitigate the risk							
CM13	Effective working of Council employees undermined by Council Member	2	3	6	Chairman and Clerk work together to ensure this does not happen Utilise external professional advice							
CM14	Failure to take adequate Insurance cover	1	2	2	Annual Review by Clerk and Finance Committee	Sep-22						
					New equipment added to Policy schedule	Sep-22						
CM15	Council has no disaster recovery plan	2	3	6	RBWM emergency plan in place for village wide disaster	Feb-21						
					Reviewed by Oversight Committee	Apr-22						
					Insurances up to date							
					Clerk's Manual kept updated							
CM16	Long Term Illness, Injury to or Death of Member of Staff or Councillor on Council business	1	2	2	Personal Accident Insurance Cover: £50,000 Key Person Insurance: Clerk / Assistant to Clerk or other key personnel for 26 weeks@ £400 (Hiscox policy 1891376/2079370)							
					Physical work now outsourced							



## Project Management Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
P1	Council commits resources and funds to unsound or badly managed projects	2	3	6	Detailed business proposal produced for each project by the Clerk							
					Council approval required		Lead Member assigned to each significant project.					
					Budgets monitored by Finance Committee and Council							
P2	Projects overrun or exceed their budget	2	3	6	Project management methodology adopted							NEW
					Reporting on progress to Council using this methodology		CIL Working Group established May 2022					NEW
P3	Lack of project management skills and expertise	2	4	8	Build up project management experience in house		Recruit Project Officer to enhance project management capability	Proper Officer	2	3	6	NEW

## Legal and Statutory Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
L1	Council undertakes activities outside its powers	2	2	4	Powers written in minutes for all significant items of expenditure (greater than £5,000) Powers set out in Payment Authorities List as of 2009 (to be addended to Annual Policies Booklet)	RD to action on minutes						
L2	Failure to comply with Equality legislation (including Gender, Race and Disability Discrimination)	2	4	8	Equal opportunities policy approved Croner HR Contract annually reviews the council HR policies	May-19 Apr-22	Put in place arrangements for legal advice	Proper Officer	2	3	6	
L3	Failure to comply with Health and Safety legislation	1	2	2	Reviewed May 2022	May-22						
L4	Failure to comply with Lone Worker policy	1	2	2	Policy approved	June 2019 (Minute 23/19)						
L5	Failure to comply with Employment legislation	2	3	6	Dignity at work policy adopted Employment Contracts based on NALC model Capability Policy adopted IT Safety/Security/Process & Policy Croner advice	May-19 May-19 May-19 May-19 May-19						
L6	Failure to comply with GDPR	1	2	2	6 monthly reviews. ICO Audit carried out 6 monthly and reported to Operations Cttee GDPR councillor waivers GDPR Compliance review	Nov-20 May-19 Nov-20						
L7	Transparency Code 2015	2	3	6	Code implemented and audited	Last update 2015						
L8	COVID - Failure to comply with government legislation on opening / closing council run facilities	2	3	-6	Risk assessments carried out for Tennis, Playgrounds and Facilities Closures in line with government legislation and opening only under COVID Secure guidelines with advisory signs on display for the park users and hirers of council facilities.	March 202, Nov 2020, January 2021 March 202, Nov 2020, January 2021						

## Legal and Statutory Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
L9	Risk to council statutory obligations failing to be met due to inability to hold meetings which are open to the public	2	3	6	Purchase of Zoom professional package to facilities virtual meetings allowing access by the public.	Jul-20						
L10	Vaxitious activity by third parties interferes with council's ability to meet its legal and statutory obligations	1	3	3	Legal support contract with Hampshire Legal Services for advice	Apr-22						NEW

## Staff Management Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
S1	Injury to Staff	1	2	2	Employer's Liability Cover: £10 million (Hiscox policy 1891376/2079370) Training (see Safety below)	Sep-20						
S2	Staff not being managed correctly	1	2	2	Experienced Clerk Annual contract with Croner							
S3	Staff not performing to job description and objectives	2	2	4	Annual Appraisals (Clerk - Chairman, Councillor) (Staff - Clerk)							
S4	Staff under-skilled, unsafe	1	2	2	Training budget; n.b. Groundsman no longer employed Recruitment against detailed Job Specifications	Ongoing						
S5	Staff over or under rewarded for their job role	1	3	3	Review Staff salaries annually against market place	Ongoing	HR Sub Committee	Clerk / Chairman				NEW
S6	COVID - Failure to provide adequate protection for employees during the pandemic	2	3	6	Risk assessments carried out for office and home working for Health and Safety. Alterations made to the office environment with seperation of work space and COVID secure measures implemented	June 2020 and Jan 2021 June and July 2020						

## IT Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
IT1	IT systems failure causes loss of financial records	1	2	2	One Drive and Drop Box used as duplicate off site back up options							
IT2	Local IT failure	1	2	2	IT contingency in place for council operations		Further contingency through external IT contract being reviewed.					

# Training Schedule for Council Members

Training by	Course	Location	Date	Times	Cost to SPC
Deputy Clerk	Planning Committee Process	Council Offices	30th May 2023	14:00 - 15:00	Nil
Clerk	Council Governing Documents	Council Offices	8th June 2023	13:00 - 15:00	Nil
Clerk	Council Governing Documents	Council Offices	13th June 2023	13:00 - 15:00	Nil

Training Organisation	Course	Location	Date	Times	Cost to SPC
					Excl Vat
HALC	The Knowledge and Core Skills for Councillors	Eastleigh House, Eastleigh	15th June 2023	10:00 - 14:30	£ 122.50
HALC	The Knowledge and Core Skills for Councillors	Winchester Racquets & Fitness Club, Bereweke Rd, Winchester SO22 6AN	19th June 2023	10:00 - 14:30	£ 122.50
HALC	The Knowledge and Core Skills for Councillors	Weybrook Park Golf Club, Basingstoke RG24 9NT	27th June 2023	10:00 - 14:30	£ 122.50
HALC	The Knowledge and Core Skills for Councillors	Eastleigh House, Eastleigh	19th July 2023	10:00 - 14:30	£ 122.50
HALC	The Knowledge and Core Skills for Councillors	Eastleigh House, Eastleigh	12th September 2023	10:00 - 14:30	£ 122.50
HALC	Managing Employees in Local Councils	Eastleigh House, Eastleigh	19th September 2023	10:00 - 13:00	£ 59.00
HALC	Chairing Skills	Eastleigh House, Eastleigh	22nd November 2023	10:00 - 13:00	£ 59.00
Breakthrough Communications	Workshop: Respectful Social Media	Zoom			£ 30.00