



## **NOTICE OF NEXT COUNCIL MEETING**

Dear Councillors

You are hereby summoned to attend the following meeting:

Meeting of... **EXTRA-ORDINARY FINANCE & ADMINISTRATION COMMITTEE**

Time... **19:00**

Date... **Tuesday 19 November 2024**

Place... **Small Hall, Village Hall, Towers Way, Corfe Mullen BH21 3UA**

A handwritten signature in blue ink, appearing to read 'Duncan Sowry-House', is written over a light blue rectangular background.

**Cllr Duncan Sowry-House  
Chair/Mayor of the Council  
13 November 2024**

Councillors will be discussing all the items listed on the agenda below.

**PUBLIC PARTICIPATION:** In accordance with Standing Orders, a maximum of 30 minutes is set aside before the meeting commences to enable members of the public to bring issues relevant to the agenda to the attention of Councillors. Up to 5 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

## **AGENDA**

- FA 24/37**      **To Receive and Accept apologies for absence** (LGA 1972 s85 (1))
- FA 24/38**      **To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)
- FA 24/39**      **Paper A - To Approve minutes of meeting held on 8 October 2024** LGA 1972, sch 12, para 41
- FA 24/40**      **Paper B - To Consider Small Grants Programme Application from Citizens Advice East Dorset & Purbeck**
- FA 24/41**      **Paper C – To Review and Approve Risk Management Strategy & Schedule**
- FA 24/42**      **Paper D - To Review and Approve Records Management & Retention Policy**
- FA 24/43**      **Paper E – To Consider and Approve Funds Transfer from General Reserves to Earmarked Reserves**

- FA 24/44**      **Paper F – To Note CIL and Section 106 Receipts**
- FA 24/45**      **Paper G – To Review and Approve Sports Fees for 2025/26**
- FA 24/46**      **Paper H - To Review and Approve Cemetery Charges and Regulations for 2025/26**
- FA 24/47**      **Paper I - To Review and Approve Allotment Rents Effective from 1 April 2026**
- FA 24/48**      **Paper J – To Note National Pay Award 2024/25**
- FA 24/49**      **Paper K - To Review Staff Salaries for the 2025/26 Financial Year**
- FA 24/50**      **Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>
- FA 24/51**      **To Agree a date and time for the next meeting** – Tuesday 7 January 2025 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.
- FA 24/52**      **Close of Meeting**

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<sup>1</sup> Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)



**Minutes of the Meeting of Finance & Administration Committee held at 19:00  
on Tuesday 8 October 2024 in the small hall of the Village Hall**

**Present:** *Councillors*  
J Lortie (Chair)  
S Florek  
L Hardy  
V Papilio  
D Sowry-House

**In Attendance:** Rachel Virrill (Deputy Town Clerk)  
Daryl Pearce (Deputy Town Clerk – Minute taker)

**Public Participation**

There were no members of the public present.

**FA 24/26 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllr Craven who was unwell. Cllr Joyce was not present.

**FA 24/27 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

**FA 24/28 Paper A - To Approve minutes of meeting held on 9 July 2024** LGA 1972, sch 12, para 41

The minutes of the meeting held on 9 July 2024 were **APPROVED**.

**FA 24/29 Paper B - To Approve Accounts for Payment**

The accounts for payments totalling £41,388.10 were **APPROVED**.

**FA 24/30 Paper C – To Note the Budget Monitoring Reports for the quarter ended 30 September 2024**

Members **RECEIVED** and **NOTED** the budget monitoring report for the quarter ending 30 September 2024.

**FA 24/31 Paper D – To Review and Approve Fund Transfers**

The fund transfers were **APPROVED**.

**FA 24/32 Paper E - To consider Small Grants Programme Applications**

The Chair presented the report, noting the budget of £8500 for the Small Grants Programme in the 2024/25 financial year.

It was noted the report should read Corfe Mullen Food Bank had received a small grant of £150 from the Town Council in the 2023/24 financial year, rather than St Nicholas Church.

Organisation	Requested £	Recommended to Full Council £
Corfe Mullen Foodbank	£536.10	<b>£536.10</b>
Corfe Mullen United Juniors Football Club	£1700.00	<b>£850.00</b>
Vision Wimborne Dial-a-ride	£250.00	<b>£250.00</b>
Corfe Mullen Home Watch	£2750.00	<b>£1000.00</b>
Planet Wimborne	£200.00	<b>£200.00</b>
Legs & Company Leg Club	-	<b>£2000.00</b>
Victim Support	£200.00	<b>£200.00</b>
Women's Institute (WI)	£300.00	<b>£200.00</b>
Mosaic	£600.00	<b>£600.00</b>
Corfe Mullen Carnival	£3415.00	<b>£1000.00</b>
Corfe Mullen Carnival (Father Christmas Evening Parade)	£350.00	<b>£350.00</b>
Corfe Mullen 5km run and Children's one-mile fun run	£600.00	<b>£450.00</b>
<b>TOTAL:</b>	<b>£10,901.10</b>	<b>£7636.10</b>

Members discussed each application with comments noted as follows:

- Corfe Mullen Food Bank: Members noted the detailed breakdown of costs on the grant application form and felt this was an important charity to support.
- Corfe Mullen United Junior Football Club: Members felt there were sufficient funds in the club accounts to cover training costs. Members were in support of grant funding towards equipment costs and noted they would consider further grants during 2025/26 finance year on the basis a breakdown of costs was provided.
- Corfe Mullen Home Watch: Members noted the great work in raising the profile of Corfe Mullen Home Watch since the 2023/24 grant funding.
- Legs & Company Leg Club: Members noted the importance of supporting Legs & Company which relies on grant funding to provide the invaluable service to its clients.
- Corfe Mullen Carnival & events: Members noted the events were the highlight for many residents and should be supported by the Town Council both via grant funding and during the events.

Members noted an application had not been received from Citizens Advice this year and queried whether this was an oversight. It was felt the advice bus service was well used and members wanted to ensure Corfe Mullen residents had continual use of the service. An email to be sent to Citizens Advice advising of the next round of grants available.

It was **RESOLVED** to recommend to Full Council to award grants totalling £7636.10, with a balance of £863.90 remaining available for any future grant funding applications during the 2024/25 financial year.

#### **FA 24/33 Paper F - To Consider Budget items for the 2025/26 Financial Year**

The Chair presented the report with members comments noted as follows:

- Additional items for consideration to include a shelter at Corfe Mullen Recreation Ground skate park, IT equipment to enable Council meetings to be live streamed and a safer pedestrian/cycle route between Corfe Mullen, Lytchett Minster and Upton.
- Future budgets should include a commitment to fund Corfe Mullen Youth Trust and Corfe Mullen Village Hall staff salaries.
- Budget allocated for the Small Grants Programme fund should be increased in the 2025/26 financial year in order to offer grant funding opportunities twice yearly, in June and September.
- All committees should consider items to include in the 2025/26 financial year budget.

It was **RESOLVED** to recommend to Full Council the items listed in Paper F to be included in the draft 2025/26 financial year budget.

The report was **NOTED**.

**FA 24/34 Matters for forthcoming agendas** No decisions can be taken<sup>1</sup>

There were no matters for forthcoming agendas.

**FA 24/35 To Agree a date and time for the next meeting** – Due to the absence of the Clerk & RFO, an extra-ordinary meeting will be held on Tuesday 19 November 2024 at 19:00 in the Small Hall of the Village Hall, Towers Way, Corfe Mullen.

**FA 24/36 Close of Meeting at 20.37**

*Signed as a correct record of the meeting*.....*Date*.....

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<sup>1</sup> Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

# FINANCE & ADMINISTRATION COMMITTEE – REPORT

**Meeting Date: 19 November 2024**



**Agenda Item: TC 24/40**

**Paper: B**

<b>Subject:</b>	To Consider Small Grants Programme Application																																										
<b>Prepared by</b>	Catherine Horsley, Town Clerk & RFO																																										
<b>Purpose of Report:</b>	To consider additional small grants programme application received from Citizens Advice.																																										
<b>Background:</b>	<p>Each year the Town Council set aside an agreed sum within the budget for small grants to be made to local organisations.</p> <p>At the Full Council meeting held on 22 October 2024, members reviewed and approved the recommendations from the Finance &amp; Administration Committee meeting held on 8 October 2024 to award small grants of the total budget available of £8500 as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">Organisation</th> <th style="text-align: right;">Requested £</th> <th style="text-align: right;">Recommended to Full Council £</th> </tr> </thead> <tbody> <tr> <td>Corfe Mullen Foodbank</td> <td style="text-align: right;">£536.10</td> <td style="text-align: right;">£536.10</td> </tr> <tr> <td>Corfe Mullen United Juniors Football Club</td> <td style="text-align: right;">£1700.00</td> <td style="text-align: right;">£850.00</td> </tr> <tr> <td>Vision Wimborne Dial-a-ride</td> <td style="text-align: right;">£250.00</td> <td style="text-align: right;">£250.00</td> </tr> <tr> <td>Corfe Mullen Home Watch</td> <td style="text-align: right;">£2750.00</td> <td style="text-align: right;">£1000.00</td> </tr> <tr> <td>Planet Wimborne</td> <td style="text-align: right;">£200.00</td> <td style="text-align: right;">£200.00</td> </tr> <tr> <td>Legs &amp; Company Leg Club</td> <td style="text-align: center;">-</td> <td style="text-align: right;">£2000.00</td> </tr> <tr> <td>Victim Support</td> <td style="text-align: right;">£200.00</td> <td style="text-align: right;">£200.00</td> </tr> <tr> <td>Women's Institute (WI)</td> <td style="text-align: right;">£300.00</td> <td style="text-align: right;">£200.00</td> </tr> <tr> <td>Mosaic</td> <td style="text-align: right;">£600.00</td> <td style="text-align: right;">£600.00</td> </tr> <tr> <td>Corfe Mullen Carnival</td> <td style="text-align: right;">£3415.00</td> <td style="text-align: right;">£1000.00</td> </tr> <tr> <td>Corfe Mullen Carnival (Father Christmas Evening Parade)</td> <td style="text-align: right;">£350.00</td> <td style="text-align: right;">£350.00</td> </tr> <tr> <td>Corfe Mullen 5km run and Children's one-mile fun run</td> <td style="text-align: right;">£600.00</td> <td style="text-align: right;">£450.00</td> </tr> <tr> <td><b>TOTAL:</b></td> <td style="text-align: right;"><b>£10,901.10</b></td> <td style="text-align: right;"><b>£7636.10</b></td> </tr> </tbody> </table> <p>In addition, at the Full Council meeting held on 22 October 2024, it was resolved to award a small grant of £250 to Corfe Mullen Food Bank to support their warm spaces initiative. Therefore, the total small grants awarded to date is £7886.10, leaving a remaining balance of £613.90.</p>	Organisation	Requested £	Recommended to Full Council £	Corfe Mullen Foodbank	£536.10	£536.10	Corfe Mullen United Juniors Football Club	£1700.00	£850.00	Vision Wimborne Dial-a-ride	£250.00	£250.00	Corfe Mullen Home Watch	£2750.00	£1000.00	Planet Wimborne	£200.00	£200.00	Legs & Company Leg Club	-	£2000.00	Victim Support	£200.00	£200.00	Women's Institute (WI)	£300.00	£200.00	Mosaic	£600.00	£600.00	Corfe Mullen Carnival	£3415.00	£1000.00	Corfe Mullen Carnival (Father Christmas Evening Parade)	£350.00	£350.00	Corfe Mullen 5km run and Children's one-mile fun run	£600.00	£450.00	<b>TOTAL:</b>	<b>£10,901.10</b>	<b>£7636.10</b>
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<b>Key Points:</b>	<p>Following the Finance &amp; Administration Committee meeting held on 8 October 2024, an email was sent to Citizens Advice East Dorset &amp; Purbeck, as no application had been received on their behalf in line with previous years and members felt the service provided to Corfe Mullen residents, was invaluable and did not want residents to miss out should the service not be funded to support Corfe Mullen residents. An application was received on 28 October 2024 shown in Appendix 1. The total grant application request is £1800.</p>																																										

To ensure the small grants programme is fair to all applicants, members

	consider awarding a grant to Citizens Advice East Dorset & Purbeck.
<b>Implications:</b>	<p>Small grants programme cost centre balance is £613.90. Should members agree to award the full amount requested by Citizens Advice East Dorset &amp; Purbeck of £1800, there would be an overspend of £1186.10.</p> <p>Negative publicity to the Council by not considering the small grants programme application.</p> <p>Invaluable service provided to Corfe Mullen residents, particularly the Advice Bus attending the village on a regular basis.</p>
<b>Recommendation:</b>	To consider and recommend APPROVAL to Full Council to award a small grant to Citizens Advice East Dorset & Purbeck.



## GRANT TO LOCAL ORGANISATIONS APPLICATION FORM

Please read the guidance notes before completing the form

1.	Name of organisation	Citizens Advice East Dorset and Purbeck
2.	Name of contact	[REDACTED]
3.	Contact Address	[REDACTED]
4.	Tel. No	[REDACTED]
5.	Email Address	[REDACTED]
6.	Address where activities are based <i>if different from contact address</i>	
7.	What area (community) is served?	East Dorset and Purbeck
8.	Are there any other similar facilities or services provided in the area/district?	No
9.	Approximately how many people in Corfe Mullen benefit from and/or attend your organisation/activity?	We helped 239 clients with 1322 issues in 2023/24 which is a 43% increase in issues from 2022/23. The top issues were charitable support, welfare benefits, financial services and capability and debt.
10.	How does your organisation/activity benefit the residents of Corfe Mullen?	We offer free, impartial and confidential advice and information to all.
11.	Present charges/subscription/fees.	Our service is free of charge



	Please attach schedule if available.	
12.	Are there any proposals to change or introduce charges, subscriptions or fees? If so, please advise effective dates.	No
13.	<p>Details of the project, facilities, or service to be provided and how it will benefit the community:</p> <p>Citizens Advice Service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. We value diversity, we promote equality and challenge discrimination.</p> <p>Citizens Advice in East Dorset and Purbeck provides the advice people need for the problems they face, to enable them to improve the quality of their lives. We also aim to improve the policies and practices that affect people's lives.</p> <p>Corfe Mullen residents benefit from free, independent, confidential and impartial advice and also benefit from our specialist advice including Energy, MacMillan, Housing, Benefits, Debt and Employment. Home visits are also offered to those more vulnerable people who are unable to access these services. Residents can also visit our mobile advice bus at The Dorset Soldier on Wednesday afternoons, where we have 2 advisers present. The advice bus has seen over 1000 clients since it launched in April 2023.</p> <p>These services are even more essential this year, as we can see in our statistics for Corfe Mullen residents, we have seen an increase in financial capability and debt advice, as the cost of living continues to affect people this year.</p> <p>Our plans for this year are to continue to offer advice when and where it is needed and we will be looking to begin the process of offering an Out of Hours service as well as looking at remote self-service kiosks.</p>	
14.	a) Proposed starting date of project or acquisition date of equipment.	ongoing
	b) Estimated completion date or length of time for the project.	ongoing
15.	Please give details of the cost of the project	It costs us in the region of £100 per client per year to provide our services. Therefore, the cost of supporting the 239 Corfe Mullen clients is in the region of £23,900 per year. It costs in the region of £5400 per year to provide the advice bus on a weekly basis for an afternoon session.
16.	Please give details of other grants awarded or applied for.	We apply to local Parish and Town Councils throughout the year for funding. The amount of funding awarded varies depending upon the Council. We received £202,742 in 2023/24 (total of Dorset Council grant and Parish and Town Council grants).

		Our 2023/24 accounts have not yet been signed off, we can provide these as soon as they are available.
17.	Amount of grant requested from Corfe Mullen Town Council	£1800
18.	<p>Any other relevant information <i>continue on a separate sheet if necessary</i></p> <p>Cost of living continues to increase the demand on our service, which is why we are looking to innovate with an out of hours service and remote self-serve. We foresee this increase in demand continuing throughout the next year and beyond, as debts increase and energy bills rise again this autumn.</p> <p>The service aims to provide the advice people need for the problems they face and to improve the policies and practices that affect people's lives. Issues covered range from debt, employment, housing to consumer and health problems. Many clients visit us a number of times with a variety of topics.</p> <p>We are always grateful to Corfe Mullen Town Council for their continuing support of our service and are always seeking to evolve our service to better help our clients.</p>	

Signed..........

Date.....24/09/2024.....

Please return your application form to: Corfe Mullen Town Council, Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset BH21 3UA or email [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk) enclosing your organisation's latest financial statement. **The deadline for receipt of applications is Friday 27 September 2024.**

## FINANCE & ADMINISTRATION COMMITTEE – REPORT

Meeting Date: 19 November 2024



Agenda Item: FA 24/41

Paper: C

<b>Subject:</b>	Risk Management Strategy and Schedule
<b>Prepared by</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To Consider and Approve Risk Management Strategy and Schedule 2024/25
<b>Background:</b>	As part of its internal controls, Council should assess the risk across all its functions/services and governance. Best practice is for the strategy and schedule to be reviewed annually by the Finance & Administration Committee who then recommend approval to Full Council.
<b>Key Points:</b>	<p>The Risk Management Strategy sets out what the risk management for the Council is, what risk is in general, why a strategy is needed, how risk management is implemented, along with who is responsible.</p> <p>It provides clarity for members and the public to understand the seriousness of risk to the Council and what is being done by officers to mitigate any risks identified.</p> <p>The Risk Management Schedule is a RAG-rated table of all the areas of the Council with the risks identified and the actions taken to mitigate. This provides the Council with a clear understanding of the most vulnerable areas; the mitigated actions being taken and timescales to ensure risks are correctly managed.</p>
<b>Implications:</b>	Financial Regulations state a comprehensive Risk Management Strategy and Scheme should be in place and if not in place, would leave the Council's internal controls unchecked.
<b>Recommendation:</b>	To consider and recommend APPROVAL to Full Council of the Risk Management Strategy and Schedule 2024/25



# **Corfe Mullen Town Council**

## **Risk Management Strategy**

## RISK MANAGEMENT STRATEGY

### 1 Introduction

1.1 This document sets out the Council's Risk Management Strategy.

- What is risk management
- Why does the Council need a risk management strategy
- What is the Council's philosophy on risk management
- What is the risk management process
- Roles and responsibilities
- Future monitoring

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council
- Integrate risk management into the culture of the organisation
- Embed risk management through the ownership and management of risk as part of all decision-making processes; and
- Manage risk in accordance with best practice

### 2 What is Risk Management?

2.1 '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.' Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5).

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work.

2.3 Risks can be classified into various types, but it is important to recognise that for all categories, the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

- **Strategic Risk** - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worse-case scenario Government intervention.
- **Compliance Risk** - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

- **Financial Risk** - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.
  - **Operating Risk** - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.
- 2.4 Not all these risks are insurable and for some, the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.
- 2.5 Risk is not restricted to potential threats but can relate to missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

### **3 Why does the Council need a Risk Management Strategy?**

- 3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that all Committees/service areas understand risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3 Strategic risk management is also an important element in demonstrating continuous service improvement.
- 3.4 There is a requirement under the Accounts and Audit (England) Regulations 2011 to establish and maintain a systematic strategy, framework and process for managing risk.

### **4. Risk Management Policy Statement**

- 4.1 Corfe Mullen Town Council recognises that it has a responsibility to manage risks effectively to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.
- 4.2 The Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk. Risk management is an integral part of the Council's management processes.

## 5. Implementing the Strategy

### 5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists.
- **Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring.
- **Transfer** – the financial impact is passed to others e.g., by revising contractual terms.
- **Sharing** - the risk is shared with another party.
- **Insuring** - insure against some or all the risk to mitigate financial impact; and
- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

### 5.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

### 5.3 Risk Management System

- **Risk Identification** – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.
- **Risk Analysis** – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

- **Risk Prioritisation** - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored using a matrix. This will require a numeric value to be given to both the likelihood of the risk happening and the impact of the impact if it did, based upon the scoring identified in the Risk Management Schedule Risk Matrix.

## 6. Roles and Responsibilities

- 6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is in the right place. The process must be driven from the top but must also involve employees throughout the organisation.
- 6.2 Elected Members – risk management is seen as a key part of the Elected Member’s role and there is an expectation that Elected Members will lead and monitor the approach adopted, including:
- a) Approval of the Risk Management Strategy
  - b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed
  - c) Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
  - d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.
- 6.3 Employees – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Clerk.
- 6.4 Clerk – will be responsible for overseeing the implementation of the Risk Management Strategy and will:
- a) provide advice as to the legality of policy and service delivery choices
  - b) provide advice on the implications for service areas of the Council’s corporate aims and objectives
  - c) update the Council on the implications of new or revised legislation
  - d) assist in handling any litigation claims
  - e) provide advice on any HR issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury
  - f) advise on any health and safety implications of the chosen or proposed arrangements for service delivery



- 6.5 Responsible Finance Officer (RFO) – as the Council’s section 151 Officer the Clerk will:
- a) assess and implement the Council’s insurance requirements
  - b) assess the financial implications of strategic policy options
  - c) provide assistance and advice on budgetary planning and control
  - d) ensure the Council’s financial procedures allows effective budgetary control
  - e) maintain the Council’s Risk Management Schedule
- 6.6 Role of Internal Audit – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.
- 6.7 Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud. Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.
- 6.8 Finance & Administration Committee – Review and future development of the Risk Management Policy and Strategy will be overseen by Committee and shall make recommendations for its adoption to Full Council.
- 6.9 Training – Risk Management training will be provided to Elected Members and employees through a variety of mediums. The aim will be to ensure that both Elected Members and employees have the skills necessary to identify, evaluate, and control the risks associated with the services they provide.
- 6.10 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.
- 7. Future Monitoring**
- 7.1 Review of Risk Management Strategy will be carried out annually.
- 8. Conclusion**
- 8.1 The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

## Corfe Mullen Town Council Risk Management Schedule

### RISK MANAGEMENT

#### Notes

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Council to identify all potential risks inherent in the place or practices. Based on a recorded assessment the Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable the Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed.

- Identify the areas to be reviewed
- Identify what the risk may be and level of risk
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise if required

#### Key

L = low risk

M = medium risk

H = high risk

## ASSESSMENT OF RISK

Each risk identified will be objectively assessed in terms of its 'likelihood' and 'impact' upon the Council.

### Likelihood

		Probability	Frequency
4	Almost Certain	>90%	Frequent Occurrence
3	Likely	>60%	Regular Occurrence
2	Possible	>10%	Occasional Occurrence
1	Unlikely	<10%	Has never occurred

### Impact

		Risk Threat
4	Major	<ul style="list-style-type: none"> <li>Financial Impact &gt;£400,000</li> <li>Fatality/life-changing injuries to staff or public/regulatory intervention – prosecution/service disruption/extensive legal proceedings against the Council.</li> </ul>
3	Serious	<ul style="list-style-type: none"> <li>Financial Impact &gt;£200,000</li> <li>Adverse media attention/public complaints/adverse findings by auditors -ICO- Ombudsman/significant service disruption/project delivery delayed or suspended/legal action.</li> </ul>
2	Significant	<ul style="list-style-type: none"> <li>Financial Impact &gt;£50,000</li> <li>Adverse service-user complaints/Some service disruption/Minor injuries or “near-misses” to staff and public</li> </ul>
1	Minor	<ul style="list-style-type: none"> <li>Financial Impact less than £5,000/isolated complaints/Minor service disruption.</li> </ul>

### Risk Matrix

Likelihood	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4

### Impact

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Advice	Inability to seek guidance and advice	1	2	L	<ul style="list-style-type: none"> <li>Continue with subscription/membership of NALC<sup>1</sup>, DAPTC<sup>2</sup> and SLCC<sup>3</sup>.</li> <li>Continue contracts with Southwest Councils (HR) and Peninsula (H&amp;S) consultants.</li> <li>Continue with subscription of ICCM<sup>4</sup>.</li> </ul>	Procedures in place.
Allotments	Day to day management of site	1	1	L	<ul style="list-style-type: none"> <li>Day-to-day management remains with the Council.</li> <li>Continue good working relationship with the Allotment Association.</li> </ul>	Procedures in place.
Allotments	Increase in net expenditure	2	1	L	<ul style="list-style-type: none"> <li>Annual budget including income from plot rents to cover costs to the Council for the day-to-day management of site.</li> <li>Most other expenditure can be dealt with by budget setting and monitoring process.</li> </ul>	Procedures in place.
Allotments	Liability	2	2	M	<ul style="list-style-type: none"> <li>Insured risk and insurance adequate to cover the Councils responsibilities. Copies of all insurance policies applicable to the site held on file.</li> <li>Allotment Association are members of the NAS<sup>5</sup> providing personal liability insurance for plot holders along with third party insurance for their communal shed and contents.</li> </ul>	Insurance reviewed annually.
Allotments	Damage to plot holders' equipment and/or produce	2	1	L	<ul style="list-style-type: none"> <li>Grounds Team made aware of taking care when using machinery in and around allotment plots.</li> <li>Any damage occurred to be reported to the Deputy Clerk who will contact the plot holder.</li> <li>Sufficient budget to be allocated should damage occur.</li> </ul>	Procedures in place.
Allotments	Potential risk of drowning in water troughs	2	1	L	<ul style="list-style-type: none"> <li>All water troughs fitted with lids.</li> <li>Balancing pond fenced off to provide an awareness of danger from drowning.</li> </ul>	Procedures in place.

<sup>1</sup> National Association of Local Councils

<sup>2</sup> Dorset Association of Parish & Town Councils

<sup>3</sup> Society of Local Councils & Clerks

<sup>4</sup> Institute of Cemetery and Crematorium Management

<sup>5</sup> National Allotment Society

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
	and/or balancing pond				<ul style="list-style-type: none"> <li>Allotment Association to take responsibility of the project to develop the balancing pond to become a wildlife pond/haven. Fencing to be enlarged as part of the project.</li> </ul>	
<b>Assets</b>	Failure to recognise assets held	1	1	L	<ul style="list-style-type: none"> <li>Asset register to be maintained and updated utilising the accounting software, Scribe.</li> <li>Assets over £250 to be included on Register as per guidance on recent Internal Audit Report.</li> <li>Inventory of Grounds Team equipment reviewed annually.</li> </ul>	Procedures in place.
<b>Assets</b>	Security of buildings, equipment etc	2	2	M	<ul style="list-style-type: none"> <li>Council office - secure locks, CCTV, burglar and fire alarms. Continue with annual/6-monthly maintenance checks carried out by an external contractor.</li> <li>Grounds unit - secure locks/compound, CCTV and burglar alarm. Burglar alarm linked with external security, K9 Security, who also check site daily. Continue with annual maintenance checks and security checks carried out by external contractors.</li> <li>Sports Pavilion - secure locks, CCTV and fire alarm. Access to building via keypads. Continue with annual/6-monthly maintenance checks carried out by an external contractor. Padlock/access codes to all sites/buildings to be changed regularly, monthly/quarterly where applicable.</li> </ul>	Procedures in place.
<b>Assets</b>	Theft, damage or vandalism of Council assets	2	3	M	<ul style="list-style-type: none"> <li>Vehicles and equipment kept locked when not in use/unattended.</li> <li>Grounds team truck parked in the Village Hall car park overnight in sight of the CCTV.</li> <li>Grounds team gator kept in locked/alarmed store in sight of the CCTV.</li> <li>Grounds Team equipment and trailer (with hitch lock) kept in locked/alarmed store and/or compound in sight of CCTV.</li> </ul>	Procedures in place. Annual review of staff driving licences at vehicle insurance renewal.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>• Grounds Team reminded of their responsibilities in respect of driving Council vehicles as part of their contract of employment and staff handbook.</li> <li>• Sports Pavilion users only have access to specified areas. Terms &amp; Conditions of use provided at time of booking and displayed throughout the building.</li> <li>• Cemeteries - damaged headstones reported to Deputy Clerk to contact burial right holder(s).</li> <li>• Opening times of Recreation Ground public toilets limited by door timer 8am-4pm, 7 days a week. <i>Vandal proof sanitary under consideration, to be included as part of the budget setting process.</i></li> <li>• Grounds Team conduct visual checks of all sites as part of their rounds, any theft, damage or vandalism is reported to the Deputy Clerk.</li> </ul>	
<b>Assets</b>	Maintenance of sites/buildings	2	3	<b>M</b>	<ul style="list-style-type: none"> <li>• External visual buildings inspections carried out by the Grounds Team as part of their rounds. Deputy Clerk to review weekly inspection checklists.</li> <li>• RPII Operational Playground Inspections of play area training scheduled on 18-19 November 2024 to be carried out by Grounds team.</li> <li>• Play areas including skate park visually inspected weekly/monthly by Grounds Team and annually by an accredited RoSPA external playground inspector.</li> <li>• Council to receive report from external playground inspector for review and consideration of any necessary works.</li> <li>• Community Services Committee members to carry out visual checks of sites as part of the Parish Tour annually in June.</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
<b>Audit</b>	Non-compliance with statutory deadlines for the completion/ approval/ submission of year end accounts and other financial returns	1	1	L	<ul style="list-style-type: none"> <li>Annual review of JPAG<sup>6</sup> to update the Council's Financial Regulations and Standing Orders, approved at the Annual Town Council Meeting.</li> <li>Continue to ensure all accounts and returns are completed and submitted within prescribed deadlines using accounting software.</li> <li>Internal Audit review.</li> </ul>	Procedures in place.
<b>Audit</b>	Non-compliance with Internal Audit requirements	1	1	L	<ul style="list-style-type: none"> <li>Internal Auditor carries out two interim inspections ahead of year end followed by a full inspection prior to submission of the AGAR to External Audit.</li> </ul>	Procedures in place.
<b>Audit</b>	Independent assurance of accuracy of Councils processes and accounts	1	1	L	<ul style="list-style-type: none"> <li>New Internal Auditor appointed by the Council at the Annual Town Council meeting for the 2024/25 financial year.</li> <li>Independence and added value of Internal Auditor to be reviewed at the Annual Town Council Meeting.</li> <li><i>Consideration to be given to appointing Internal Auditor for 2025/26 and 2026/27 financial years.</i></li> <li>Procurement and appointment of External Audit is carried out by SAAA every 5 years.</li> <li>Audit reports presented to Council which form part of the meeting papers for public inspection/ transparency.</li> </ul>	<ul style="list-style-type: none"> <li>Appointment of Internal Audit to be reviewed every 3 years.</li> <li>External Audit, BDO LLP appointed from 2022-23 to 2026-27 financial years.</li> </ul>
<b>Business Continuity</b>	Access to CMTC local network	2	1	L	<ul style="list-style-type: none"> <li>Full use of Microsoft 365 accounts to access CMTC local network and emails from any location/device.</li> <li><i>Business Continuity Plan for Council services to be progressed.</i></li> </ul>	Procedures adequate.
<b>Cemeteries</b>	Increase in net expenditure	2	1	L	<ul style="list-style-type: none"> <li>Annual budget set to maintain cemeteries, chapel and war memorial.</li> <li>Most expenditure can be dealt with by budget</li> </ul>	Procedures in place.

<sup>6</sup> Joint Panel on Accountability and Governance

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					setting and monitoring process.	
<b>Cemeteries</b>	Damage to headstones by Grounds Team	2	1	L	<ul style="list-style-type: none"> <li>• Grounds Team made aware to take care when using machinery in and around the cemetery which may cause damage to headstones.</li> <li>• Any damage occurred to be reported to the Deputy Clerk who will contact the burial right holder(s).</li> <li>• Sufficient budget to be allocated should damage occur.</li> </ul>	Procedures in place.
<b>Cemeteries</b>	Unsafe graves/headstones	2	1	M	<ul style="list-style-type: none"> <li>• Grounds Team carryout a visual check of the cemeteries as part of their rounds.</li> <li>• Any unsafe headstones are reported to the Deputy Clerk to contact burial right holder(s) and are laid down where possible.</li> <li>• Visible signs of vermin (moles) and/or movement of burial plot footprint to be reported to the Deputy Clerk. Grounds Team to level off burial plots, where applicable.</li> </ul>	Procedures in place.
<b>Civic</b>	Mayoralty and items of value (Mayor's Chain, Regalia) risk of theft	1	1	L	<ul style="list-style-type: none"> <li>• Mayor, Deputy Mayor and escorts chain and/or pins are insured under civic regalia and kept in a locked safe when not being worn.</li> </ul>	Procedures in place. Insurance reviewed annually.
<b>Community</b>	Lack of awareness by the wider community of the role and achievements of the Council	2	1	L	<ul style="list-style-type: none"> <li>• Maintaining website with publications of news items, updates and work of the Council which is also included in the Link Magazine distributed to all households.</li> <li>• Social media (Facebook) presence used as a notice board to update residents on the work of the Council. Electronic Communications Policy in place to be followed by employees and Elected Members.</li> <li>• Parish Newsletter to be sent to all householders at least twice a year.</li> <li>• Publishing Chair/Mayor of the Council Annual</li> </ul>	Procedures in place.



Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>Report from the Annual Parish Meeting.</li> <li>Agenda item for representatives from outside organisations to provide updates at Council meetings.</li> <li>Members to maintain good relationships and engage within the community it serves.</li> <li><i>Commencement of monthly coffee mornings held in the Village Hall with Elected Members in attendance to engage with residents on the work of the Council and to assist with any concerns and/or issues.</i></li> <li><i>Upcoming appointment of Community Engagement &amp; Project Officer to work within the community to oversee the Councils upcoming projects.</i></li> </ul>	
<b>Community</b>	Lack of Dorset Council engagement and updates	2	1	L	<ul style="list-style-type: none"> <li>Both Dorset Ward Councillors are also Town Councillors who provide verbal and/or written updates to members at each Full Council meeting under an agenda item.</li> <li>Clerk engages with both Ward Councillors to work together for the benefit of the community it serves.</li> <li>Subscribe to Dorset Council digital newsletters and where appropriate, information posted on website for an awareness to residents.</li> <li><i>Clerk attends bi-monthly Dorset Clerks meetings (Face to Face and Virtually) with the Dorset Council Chief Executive who provides updates on the work of Dorset Council and the challenges faced.</i></li> </ul>	Procedures in place.
<b>Complaints</b>	Lack of procedure	1	1	L	<ul style="list-style-type: none"> <li>Complaints Procedure Policy available via the Council office or website.</li> <li>Procedure reviewed at Annual Town Council meeting.</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
<b>Complaints - Vexatious</b>	Lack of procedure	1	1	L	<ul style="list-style-type: none"> <li>• Vexatious Complaints Policy available via the Council office or website.</li> <li>• Procedure reviewed at Annual Town Council meeting.</li> </ul>	Procedures in place.
<b>Council – Decision making</b>	Council eligible to adopt General Power of Competence (GPC) with a least two thirds elected members and Clerk holding an appropriate qualification	2	2	M	<ul style="list-style-type: none"> <li>• Following the non-contested election in May 2024, 11 members were elected. 3 vacancies were filled by co-option in June 2024.</li> <li>• Clerk passed CiLCA qualification in July 2023.</li> </ul>	GPC declared at the Annual Town Council meeting in May 2024 due to two thirds elected members and qualified Clerk.
<b>Council - Election Costs</b>	Election is requested	2	2	M	<ul style="list-style-type: none"> <li>• In an election year or if a casual vacancy occurs, the electorate can call for an election with associated costs met by the Town Council.</li> <li>• Adequate provision for election costs allocated within the approved budget.</li> </ul>	Procedures in place.
<b>Defibrillator</b>	Vandalism/damage to equipment	2	4	H	<ul style="list-style-type: none"> <li>• <i>Grounds Team to monitor equipment daily as part of their rounds. Checklist to be signed/dated. Any issues to be reported to the Deputy Clerk.</i></li> <li>• <i>Access to equipment via keypad code, shared with users of Recreation Ground facilities, namely sports clubs.</i></li> <li>• <i>Registered equipment for 999 use.</i></li> <li>• <i>Procure replacement supplies following use.</i></li> <li>• <i>Annual budget to include maintenance/supplies of equipment.</i></li> </ul>	Procedures in place.
<b>Employer Liability</b>	Comply with Employment Law	1	2	L	<ul style="list-style-type: none"> <li>• Agreement with Southwest Councils to provide HR advice and guidance.</li> <li>• Provision reviewed annually.</li> </ul>	Procedures in place.
<b>Finance</b>	Illegal expenditure	2	3	M	<ul style="list-style-type: none"> <li>• Continue to ensure all expenditure is within legal powers and presented to Full Council for approval.</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Finance	Incorrect payments processed	2	2	M	<ul style="list-style-type: none"> <li>All payments are listed on the Accounts for Payment report presented to Full Council/Committee twice monthly for approval.</li> <li>No cheque payments are processed, however, if required, two Councillor signatories, counter signed by the Clerk/RFO is required. Majority of payments processed via online banking by the Clerk/RFO or by Business Debit Card.</li> <li>Scanned copies of all invoices held on accounting software for audit trail purposes.</li> <li>Bank mandate and signatories reviewed annually.</li> <li>Financial Regulations in place and reviewed annually at the Annual Town Council meeting.</li> <li>Business Debit Card held by the Clerk/RFO for purchases where a credit account is not held or unavailable with the supplier. Card kept in locked safe.</li> </ul>	Procedures in place.
Finance	Interest rates	1	1	L	<ul style="list-style-type: none"> <li>Clerk/RFO to review interest rates regularly to ensure Council receives optimum interest.</li> <li>Precept held with the CCLA/PSDF<sup>7</sup>.</li> </ul>	Procedures in place.
Finance	Banking	1	1	L	<ul style="list-style-type: none"> <li>Council holds accounts with the Co-operative Bank and CCLA/PSDF.</li> <li>Ensure bank accounts are relevant and fit for purpose.</li> <li>Clerk/RFO carries out daily checks of transactions/balances via online banking.</li> <li>Clerk/RFO monitors Co-operative Bank account to ensure balance remains &lt;£85k.</li> </ul>	Procedures in place.
Finance	Loss of cash through theft, dishonesty or efficiency	1	1	L	<ul style="list-style-type: none"> <li>No petty cash held.</li> <li>Increased cash received from sports income and Youth Trust. Cash held in locked safe and banked as soon as possible, preferably on the same day of receipt. Receipts given to payee, where applicable.</li> </ul>	Procedures in place.

<sup>7</sup> Public Sector Deposit Fund

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>• <i>Procurement of card payment machine in progress as per previous Interim Internal Audit Report to reduce cash payments.</i></li> </ul>	
<b>Finance</b>	Financial controls and records	1	1	L	<ul style="list-style-type: none"> <li>• Monthly bank reconciliation prepared by Clerk/RFO and reported via the Finance &amp; Administration Committee/Full Council meetings.</li> <li>• Chair of Finance &amp; Administration Committee signs bank reconciliation and countersigns all corresponding bank statements.</li> <li>• Two signatories required on cheques and counter-signed by the Clerk/RFO.</li> <li>• Financial Regulations approved annually at the Annual Town Council meeting.</li> <li>• Internal and external audit in place.</li> <li>• All Councillors have read-only access to accounting software.</li> <li>• <i>Use of Purchase Orders facility on accounting software to provide audit trail of procurement to ensure documentation is held centrally.</i></li> <li>• <i>Monthly transaction testing to be conducted by Elected Members on a rota basis.</i></li> </ul>	Procedures in place.
<b>Finance - Borrowing</b>	Unauthorised borrowing	1	1	L	<ul style="list-style-type: none"> <li>• No borrowing or new borrowing anticipated in the 2024/25 financial year.</li> <li>• Financial Regulations to be followed should any borrowing arise.</li> </ul>	Procedures in place.
<b>Finance - Budget</b>	Overspend/ Underspend of public money	2	2	M	<ul style="list-style-type: none"> <li>• Budget monitoring report reviewed quarterly by the Finance &amp; Administration Committee.</li> </ul>	Procedures in place.
<b>Finance – Community Infrastructure Levy (CIL)</b>	Potential risk of recovery of monies plus interest if not used in line with Dorset Councils CIL policy	2	2	M	<ul style="list-style-type: none"> <li>• Maintain accounting records showing receipts and expenditure.</li> <li>• CIL monies held under Earmarked Reserves.</li> <li>• <i>Council to consider how CIL monies should be spent.</i></li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Finance - Contracts	Ensure continued value for money along with continuity of work	1	2	L	<ul style="list-style-type: none"> <li>Ensure Financial Regulations are followed. <i>Impact of the implementation of the new Procurement Act due to go live in February 2025 are under review.</i></li> <li>Where possible three quotes obtained with redacted quotes presented to Committee/Full Council to proceed in accordance with Financial Regulations.</li> <li>Review relevant documentation to ensure contractors are qualified and/or accredited to carry out work with appropriate insurance in place.</li> <li>Existing contracts to be reviewed annually, at renewal or in line with contract terms of business.</li> </ul>	Procedures in place.
Finance - Grant's payable	Power and authorisation to pay	1	1	L	<ul style="list-style-type: none"> <li>Small Grants Programme Policy in place, with all applications considered by the Finance &amp; Administration Committee ahead of recommendations for approval to Full Council in accordance with the policy.</li> <li>Policy reviewed annually.</li> <li>End of grant report to be obtained from all grant recipients.</li> <li>Budget allocated for grants to be awarded as part of budget setting process.</li> </ul>	Procedures in place.
Finance - Grant's receivable	Receipt of monies	1	1	L	<ul style="list-style-type: none"> <li>Council may seek and apply for grants for specific projects.</li> <li>Criteria should be met and evidence of spend maintained to complete end of grant report.</li> </ul>	Procedures in place.
Finance - Payroll	Loss of payroll provider	1	1	L	<ul style="list-style-type: none"> <li>Contract with external payroll provider, Livepay to process monthly salaries.</li> <li>Online access to payroll portal to update employee details and/or salaries.</li> <li>Copies of electronic reports downloaded from online portal and held locally on CMTC network.</li> </ul>	Contract renewal due in Q1 2026. Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Finance - Payroll	Incorrect salary paid to employees	1	1	L	<ul style="list-style-type: none"> <li>Review of electronic reports produced by external payroll provider to confirm accurate calculation of salaries via BACs and authority to proceed signed by Clerk/RFO.</li> <li>Monthly salary payments approved as part of the Accounts for Payment presented to Council.</li> </ul>	Procedures in place.
Finance - Payroll	Risk of financial penalty if PAYE/ Pension contributions not paid to HMRC/ Pension Provider	1	1	L	<ul style="list-style-type: none"> <li>External payroll provider prepares schedule of payments to be paid to third parties i.e., HMRC, DCPF.<sup>8</sup></li> <li>Monthly/annual return completed and provided to DCPF for reconciliation prior to annual statement being produced/sent to members of the pension scheme.</li> <li>Clerk/RFO sets up online banking payments in line with salaries pay date.</li> </ul>	Procedures in place.
Finance - Precept	Annual precept not the result of proper detailed budget	1	3	M	<ul style="list-style-type: none"> <li>Draft annual budget prepared by the Clerk/RFO and Chair of Finance &amp; Administration Committee based on previous years income and expenditure alongside any exceptional or capital planned works.</li> <li>Finance &amp; Administration Committee members and Full Council review items to be included in the draft budget during Q3 of each financial year, ahead of budget setting/approval in Q4 for the next financial year.</li> <li>Finance &amp; Administration Committee review draft budget, line by line and make recommendation to Full Council for approval.</li> </ul>	Procedures in place.
Finance - Precept	Failure to apply via the billing authority	1	1	L	<ul style="list-style-type: none"> <li>Precept request based on approved budget and Band D tax base provided by Dorset Council as the billing authority.</li> <li>Clerk/RFO submits formal precept request following approval by Full Council ahead of the</li> </ul>	Procedures in place.

<sup>8</sup> Dorset County Pension Fund

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					deadline prescribed by Dorset Council as the billing authority.	
<b>Finance - Precept</b>	Non receipt of Precept	1	1	L	<ul style="list-style-type: none"> <li>Precept received in two instalments from Dorset Council as the billing authority at the end of April and September annually via BACs.</li> <li>On receipt monies transferred by CHAPs to CCLA/PDSF, so not to hold &gt;£85k in current account.</li> <li>General reserves of 3-6 months operating costs held by the Council, should the precept not be received as described.</li> </ul>	Procedures in place.
<b>Finance – Records Retention</b>	Non-standard and/or non-compliant records kept	1	1	L	<ul style="list-style-type: none"> <li>Continue to retain adequate, complete and statutory financial records and accounts.</li> <li>All payments and receipts entered onto accounting software and reported to Full Council/Committees via the bank reconciliation.</li> <li>All members have read only access to review accounting software.</li> </ul>	Procedures in place.
<b>Finance – s.106</b>	Potential risk of recovery of monies plus interest if not used in line with section 106 agreement	1	3	M	<ul style="list-style-type: none"> <li>Maintain accounting records showing receipts and expenditure.</li> <li>Section 106 monies held in Earmarked Reserves for sports &amp; recreation.</li> <li><i>Council to commence community engagement and appoint project manager for the sports pavilion redevelopment and Recreation Ground project during Q4 2024/25 financial year to demonstrate how s.106 monies to be spent.</i></li> </ul>	Procedures in place.
<b>Finance – s.137</b>	Exceeding section 137 expenditure	1	1	L	<ul style="list-style-type: none"> <li>Maintain accounting records of any expenditure under s.137 to ensure per electorate limit is not exceeded.</li> <li>Only applicable if Council does not have GPC.</li> </ul>	Review electorate spend annually.



Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Finance - VAT	Incorrect or no VAT claimed	2	2	M	<ul style="list-style-type: none"> <li>VAT claims calculated quarterly by the Clerk/RFO using Form 126 produced by the accounting software.</li> <li>Internal Audit provide double check of correct VAT claimed.</li> <li>Legislation changes on the VAT status of local authority sports facilities which can be treated as non-business activity being monitored.</li> <li>Clear financial reporting of sports income and expenditure maintained.</li> <li><i>Expert VAT advice to be sought once work on the redevelopment of the Sports Pavilion and Recreation Ground project gets underway.</i></li> </ul>	Procedures in place.
Grounds Unit	No control of utilities provider and costs	3	1	M	<ul style="list-style-type: none"> <li>Electricity and water costs are invoiced to the Council by the Scouts. Meters are located in the Scout hut with no access by Council staff.</li> <li>Meters have now been installed in the Grounds Unit to monitor usage to validate against invoices received from Scouts.</li> </ul>	Procedures adequate.
Health & Safety	Safety of staff and visitors	2	2	M	<ul style="list-style-type: none"> <li>CCTV coverage of office, Village Hall, Grounds Unit and Sports Pavilion.</li> <li>Lone working devices and policy in place. However, where possible staff are discouraged from lone working by ensuring two staff members are present, where possible.</li> </ul>	Procedures in place.
Health & Safety	Safety of users of play equipment	2	2	M	<ul style="list-style-type: none"> <li>Play equipment checked as part of the Grounds Team responsibilities. Any concerns or issues identified are reported to the Deputy Clerk.</li> <li>Additional budget allocated in the 2024/25 financial year budget to replace play equipment no longer fit for purpose and/or safe along with maintenance programme to maintain play equipment.</li> <li>Play equipment self-insured.</li> </ul>	Procedures in place.
Health & Safety	Users of buildings	2	2	M	<ul style="list-style-type: none"> <li>Weekly/monthly cleaning of taps and showers on all sites. Checklist signed by</li> </ul>	Procedures in place.



Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
	contracting legionnaires disease				<ul style="list-style-type: none"> <li>Handyman/Caretaker and/or cleaning contractor where appropriate.</li> <li>Monthly temperature checks carried out on all sites. Checklist completed and signed by Handyman/Caretaker and/or cleaning contractor where appropriate.</li> <li>Monitoring of water supply appliance(s) to ensure temperature(s) are applied correctly.</li> </ul>	
<b>Health &amp; Safety</b>	Not maintaining fire break between Recreation Ground pit area and properties adjacent in Stour View Crescent	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>Budget allocated for external contractor to carry out ground works to maintain pit area, twice yearly in February and September.</li> <li>Grounds Team to carry out litter picking in area and ground works within their capacity, if applicable.</li> </ul>	Procedures in place.
<b>Hire Agreements</b>	Breach of agreements	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>Clerk ensures all hire agreements are in force and reviewed as and when appropriate.</li> <li>All original documents kept in locked safe, with scanned copies retained on local CMTC network.</li> </ul> <p><b>Hire Agreements</b></p> <ul style="list-style-type: none"> <li>Pony Espresso – External catering provider at Recreation Ground</li> <li>Metal Detectorist – Permission to access specified areas at the Recreation Ground</li> <li>Dog Training – Permission to access specified areas at the Recreation Ground</li> <li>Corfe Mullen Juniors Tennis Club – Use of Sports Pavilion and tennis courts at the Recreation Ground</li> <li>Mini Munchkins – Use of Sports Pavilion lounge, prep area and storage</li> </ul>	Procedures in place.
<b>Insurance</b>	Employers Liability (statutory)	1	4	<b>M</b>	<ul style="list-style-type: none"> <li>Level of cover to be reviewed against risks. Continue existing cover of £10m.</li> </ul>	Insurance reviewed annually.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Insurance	Vehicle Insurance (statutory)	2	2	M	<ul style="list-style-type: none"> <li>Comprehensive insurance held and renewed annually, factoring in vehicle depreciation.</li> </ul>	Insurance reviewed annually.
Insurance	Fidelity Guarantee Insurance	1	4	M	<ul style="list-style-type: none"> <li>Level of cover to be reviewed against risks. Continue existing cover of £500,000.</li> </ul>	Insurance reviewed annually.
Insurance	Property/buildings	1	4	M	<ul style="list-style-type: none"> <li>Level of cover to be reviewed against risks and assets held. Building revaluation to be completed every 5 years.</li> <li>Full review of all buildings insurance and valuations takes place annually in August/September ahead of renewal due on 1 October.</li> </ul>	Insurance reviewed annually. Next revaluation due in March 2027.
Insurance	Personal Accident	2	4	H	<ul style="list-style-type: none"> <li>Level of cover to be reviewed against risks. Up to £100,000 per incident covered for staff, members and/or volunteers. Specific incidents covered as per policy schedule. Any insured person between ages 76-85 years level of cover reduced to £10,000 per incident.</li> </ul>	Insurance reviewed annually.
Insurance	Terrorism	1	1	L	<ul style="list-style-type: none"> <li>Currently no cover in place.</li> </ul>	Procedures adequate.
Insurance	Business Interruption	1	1	L	<ul style="list-style-type: none"> <li>Level of cover to be reviewed against risks. Continue existing cover of up to £55,000.</li> </ul>	Insurance reviewed annually.
Insurance	Public Liability (statutory)	1	4	M	<ul style="list-style-type: none"> <li>Level of cover to be reviewed against risks. Continue existing cover of £10m.</li> </ul>	Insurance reviewed annually.
Leases	Breach of leases	2	1	L	<ul style="list-style-type: none"> <li>Clerk ensures all leases are in force and reviewed as and when appropriate.</li> <li>Internal Audit review.</li> <li>All original documents kept in locked safe, with scanned copies retained on local CMTC network.</li> </ul> <p><b>Lessee Responsibilities</b></p> <ul style="list-style-type: none"> <li>Wimborne Academy Trust – Lockyer’s Hub</li> <li>Scouts Association – Storeroom</li> <li>Dorset Council/Dorset Wildlife Trust – Springdale Road Open Space</li> <li>Dorset Council – County Field</li> </ul>	<ul style="list-style-type: none"> <li>Procedures in place.</li> </ul>

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>Harry J Palmer Ltd – Broadmoor Road Allotment Site</li> </ul> <b>Lessor Responsibilities</b> <ul style="list-style-type: none"> <li>Guides Association – Ground Rent</li> <li>Scouts Association – Ground Rent</li> <li>Mini Munchkins – Fenced hardstanding at Sports Pavilion</li> </ul>	
<b>Legal Liability</b>	Ensuring activities are within legal powers	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>Clerk to clarify and seek external legal advice when necessary.</li> <li>Any associated legal costs are allocated within the annual budget.</li> </ul>	Procedures in place.
<b>Legislation</b>	Comply with Health & Safety Law	2	4	<b>H</b>	<ul style="list-style-type: none"> <li>Agreement with H&amp;S Consultants to provide advice and guidance.</li> <li>Annual site visits carried out by H&amp;S Consultants.</li> <li>Findings and Recommendations Reports produced by H&amp;S Consultant presented to Full Council.</li> <li>Risk Assessments conducted using H&amp;S Provider software, BrightSafe and bespoke templates.</li> </ul>	Next contract review due August 2026. Procedures in place.
<b>Legislation</b>	Comply with HMRC requirements	1	2	<b>L</b>	<ul style="list-style-type: none"> <li>Advice sought from HMRC. Review of processes in place carried out by internal and external auditors.</li> </ul>	Procedures in place.
<b>Legislation</b>	Freedom of Information	1	1	<b>L</b>	<ul style="list-style-type: none"> <li>Timely response in line with statutory time frames.</li> <li>Publication Scheme available on website.</li> </ul>	Procedures in place.
<b>Legislation</b>	Data Protection	1	1	<b>L</b>	<ul style="list-style-type: none"> <li>Council is registered with the ICO<sup>9</sup>.</li> <li>Data Protection policies available on website.</li> <li>All Data Protection related policies reviewed at the Annual Town Council meeting.</li> </ul>	Procedures in place.
<b>Members - Declaration of Interests</b>	Debating issues and voting without declaration of members	1	1	<b>L</b>	<ul style="list-style-type: none"> <li>Agenda item on all Full Council/Committee meetings.</li> <li>Members responsibility to declare any interests pertaining to agenda.</li> </ul>	Procedures in place.

<sup>9</sup> Information Commissioners Office

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
	interests, including disclosable pecuniary interests					
<b>Members - Register of Interests</b>	Councillors' failure to register known interests	2	4	H	<ul style="list-style-type: none"> <li>Members complete Dorset Councils electronic Register of interests who are responsible for updating as and when required.</li> <li>Dorset Council Monitoring Officer monitors/reviews members interests.</li> </ul>	Procedures in place.
<b>Minutes/ agenda/ notices/ statutory documents</b>	Accuracy and legality of business conducted	1	1	L	<ul style="list-style-type: none"> <li>Summons/agendas, meetings papers and minutes are produced by the Clerk/RFO and published on public notice boards and website to comply with legal requirements.</li> <li>Minutes are approved and signed by the Chair at the subsequent meeting.</li> <li>Hard copies of all meeting papers held on site in line with Records Management &amp; Retention Policy.</li> <li>Business of the meetings is managed by the respective Chairperson alongside the Clerk/RFO who provides advice.</li> </ul>	Procedures in place.
<b>Neighbourhood Plan</b>	Insufficient Councillors and volunteers to be part of Steering Group	2	2	M	<ul style="list-style-type: none"> <li>At the Ful Council meeting held on 24 October 2023 it was resolved to pause drafting plan until after the elections in May 2024 with a new Council in place.</li> <li><i>Relaunch of the Neighbourhood Plan/Steering Group to commence during Q4 2024/25.</i></li> <li><i>Re-appointment of a Planning Consultant to be progressed and approved by Full Council.</i></li> <li>Councillors and volunteers need to work with Planning Consultant to formulate draft plan for approval by Full Council ahead of any referendum.</li> <li>Plan is community lead which will help to shape the future development of Corfe Mullen.</li> </ul>	Procedures adequate.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>Project support to be provided by Community Engagement &amp; Project Officer role to be appointed during Q4 2024/25.</li> </ul>	
<b>Outsourcing</b>	Non-availability of contractors to carryout work in line with Service Level Agreement	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>Maintain good working relationships with external contractors. Hold regular meetings to understand any challenges or issues.</li> <li>Monitor work to ensure Council receives services and value for money in line with Service Level Agreement.</li> </ul>	Procedures in place.
<b>Records Retention</b>	Loss of records computer back up	1	1	<b>L</b>	<ul style="list-style-type: none"> <li>Accounts and bookings packages are cloud based and backed up to the cloud by the provider.</li> <li>Allotments and Cemetery databases held on virtual PC and backed up by the provider, Edge IT.</li> <li>Hard copy Burial Register held in locked safe.</li> <li>Website provider, Vision ICT backs up website content on a regular basis. <i>Website provider and redesign of website in progress.</i></li> <li><i>New IT provider in place to manage CMTC network, email, Microsoft accounts and security.</i></li> </ul>	Procedures in place.
<b>Records Retention</b>	Proper and timely reporting via the minutes	1	1	<b>L</b>	<ul style="list-style-type: none"> <li>Full Council meets monthly with committees on a rotating calendar cycle. Both receive and approve minutes of meetings which are available to members of the public and the press to view 7 days following the meetings via the Council office and/or the website.</li> </ul>	Procedures in place.
<b>Records Retention</b>	Proper document control	1	1	<b>L</b>	<ul style="list-style-type: none"> <li>Central electronic filing system accessed by all office staff and hard-copy files kept for business continuation purposes where appropriate.</li> <li>Publication Scheme available on website.</li> <li>Historic documents/archive held at Dorset History Centre, Dorchester.</li> <li>Records Management &amp; Retention Policy in place and available on the website.</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Resources/ Services	Recognition of cuts to services provided by Dorset Council as the Unitary Authority and/or neighbouring BCP Council	2	2	M	<ul style="list-style-type: none"> <li>Identify services at potential risk e.g., highways including road safety, countryside team (verges &amp; green space), equipment (tractor &amp; flail/cherry picker/gully cleansing), cricket high fence, grit bins, tree officer and sports pitch maintenance/grass cutting.</li> <li>Contingency budget allocated as part of annual budget setting process.</li> </ul>	Procedures in place.
Sports Association	Responsibilities as Sole Trustee of Charity	2	2	M	<ul style="list-style-type: none"> <li><i>Constitution to be reviewed to ensure it is fit for purpose and meets the Charities objectives.</i></li> <li>Separate accounts software in place to manage accounts.</li> <li>As a separate entity, some of the processes in place for Council property including insurance and health and safety are mirrored for the Sports Association.</li> <li><i>Specific procedures to be reviewed.</i></li> <li>Independent Auditor.</li> <li>Online reporting to Charity Commission.</li> </ul>	Procedures adequate.
Sports Association	Procurement	1	1	L	<ul style="list-style-type: none"> <li>Clerk/Senior Administrator to investigate best value for money when procuring supplies.</li> <li>Payment of invoices via online banking, where possible.</li> <li><i>Business Debit Card to be considered to reduce the necessity for the Town Council to purchase on behalf of the Sports Association.</i></li> </ul>	Procedures in place.
Sports Association	Records Management & Retention	2	1	L	<ul style="list-style-type: none"> <li>Financial records including all income and expenditure held on free accounting software, Cashbook held on the local CMTC network and backed up externally on encrypted memory stick.</li> <li>Copies of all invoices held both hard copy and scanned copies held on local CMTC network for audit trail purposes.</li> <li>Meeting papers including agendas, minutes and reports held electronically on the local CMTC network. Hard copies held on site in line with the</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					Council's Records Management and Retention Policy.	
<b>Sports Association</b>	Lack of historic financial records	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>• <i>Following handover from the previous Trustees, there are limited financial records. Independent Examiner has collated year end data back to 2019/20 financial year to provide a limited financial audit trail.</i></li> <li>• <i>Review of governance documentation and filing underway.</i></li> </ul>	Procedures adequate.
<b>Sports Pavilion &amp; Recreation Ground Redevelopment</b>	Lack of Community Engagement	2	1	<b>L</b>	<ul style="list-style-type: none"> <li>• Appointment of Community Engagement &amp; Project Officer to oversee community engagement and support project.</li> <li>• Working party made up of two Councillors and key stakeholders to consider options on proposed facilities and sports provision in order to engage with a Project Manager/Architect to prepare draft plans/options.</li> </ul>	Procedures in place.
<b>Sports Pavilion &amp; Recreation Ground Redevelopment</b>	Insufficient funding for project	2	3	<b>M</b>	<ul style="list-style-type: none"> <li>• Role of Community Engagement &amp; Project Officer is to demonstrate community engagement in order for the Council to provide evidence as part of applying for any grant funding and application to HM Government Public Works Loan Board (PWLB).</li> <li>• Section 106 monies and earmarked reserves to form part of the project funding.</li> <li>• Managing key stakeholders and members of the public expectations within financial envelope.</li> </ul>	Procedures in place.
<b>Sports Provision</b>	Increase in net expenditure	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>• Annual budget set to maintain sports pitches and sports pavilion.</li> <li>• Ongoing monitoring of sports pavilion energy use, cleaning costs and supplies.</li> </ul>	Procedures in place.
<b>Springdale Road Open Space</b>	Cease of lease with Dorset Council/Dorset Wildlife Trust to maintain area	2	1	<b>L</b>	<ul style="list-style-type: none"> <li>• <i>Liaison with Dorset Council and Dorset Wildlife Trust to continue to maintain open space for the benefit of residents.</i></li> </ul>	Procedures Adequate.



Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
Staff	Insufficient Grounds Team members to carryout work to maintain Town Council sites	2	1	L	<ul style="list-style-type: none"> <li>Outsourcing grounds work considered when appropriate.</li> <li>Deputy Clerk to monitor the teams work on a daily/weekly basis to prioritise workload.</li> <li>Two full time (37 hours) and one part time (22 hours) in place. Ability to increase part time hours as and when required.</li> </ul>	Procedures in place.
Staff	Retention of staff	2	1	L	<ul style="list-style-type: none"> <li>Contract terms &amp; conditions and pay scales annually reviewed in line with standing orders.</li> <li>Job roles and descriptions to be kept up to date and reviewed by the Staffing Committee when applicable.</li> </ul>	Procedures in place.
Staff	Pressure on staff when any members of staff are on long term sick leave	2	1	L	<ul style="list-style-type: none"> <li>Sickness review meetings conducted with staff members to understand what assistance the Council can provide for staff member to return to work.</li> <li>Return to work meetings to take place to support staff member when returning to work.</li> <li>Seek advice from HR consultants to ensure correct procedures are being followed.</li> <li><i>Administration provision restructure with appointment of Senior Administrator and pending appointment of Community Engagement &amp; Project Officer to bolster the office administration team to carry out duties in order for the Council to meet its strategic objectives and remain compliant.</i></li> </ul>	Procedures in place.
Training	Awareness of roles and powers	1	1	L	<ul style="list-style-type: none"> <li>Staff and members to attend training held by NALC, SLCC, DAPTC and/or external providers.</li> <li>Fire Marshall training for all staff carried out in October 2024</li> <li>Senior Administrator and Administration Assistant carried out ICCM Cemeteries management training in October 2024 &amp; December 2024.</li> <li>Grounds Team carried out trailer training in December 2023 and April 2024.</li> </ul>	Review annually.



Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>List of identified training needs for Grounds Team members maintained by the Deputy Clerk with sufficient budget allocated as part of the budget setting process.</li> </ul>	
<b>Trees</b>	Ongoing Management of trees identified as requiring immediate/moderate attention failing	2	4	<b>H</b>	<ul style="list-style-type: none"> <li>Visual checks of trees on all sites carried out by the Grounds Team as part of their rounds. Feedback provided to Deputy Clerk.</li> <li>External tree consultants instructed as and when required to manage trees where there is a risk to life and/or properties.</li> <li>Submission to Dorset Council Planning for consent for tree works if applicable, which is managed by external tree consultants on instruction.</li> <li>Tree survey of all sites to be conducted by an external arboriculturist every 3 years.</li> <li>Progressing tree works identified as part of the tree survey. High risk work completed.</li> <li>Sufficient budget to be allocated to cover expenditure for tree works.</li> </ul>	<ul style="list-style-type: none"> <li>Procedures in place.</li> <li>Next tree survey due March 2026.</li> </ul>
<b>Vehicles</b>	Reliability of Grounds Team Truck and obtaining parts	3	2	<b>M</b>	<ul style="list-style-type: none"> <li>Annual Service and MOT to be conducted.</li> <li>Weekly Vehicle Checklist carried out by Grounds Team.</li> <li><i>Additional vehicle - Gator purchased in March 2024. Truck to be replaced.</i></li> <li><i>Council has resolved to sell the truck and purchase a replacement vehicle to be progressed.</i></li> </ul>	Procedures in place.
<b>Village Hall</b>	Responsibilities as Sole Trustee of Charity	2	2	<b>M</b>	<ul style="list-style-type: none"> <li>Separate accounts and bookings software in place to manage day to day running of the Village Hall.</li> <li>As a separate entity, some of the processes in place for Council property including insurance, health and safety, staff and hirers are mirrored for the Village Hall, its staff, and hirers. Specific procedures in place for day-to-day management.</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<ul style="list-style-type: none"> <li>Independent Auditor.</li> <li>Online reporting to Charity Commission.</li> </ul>	
Village Hall	Processing salaries	1	1	L	<ul style="list-style-type: none"> <li>Clerk/Senior Administrator processes payroll via free online payroll package, Basic Tools.</li> <li>All reporting is downloaded from online portal to local CMTC network.</li> <li>Salary payments and third-party payments to HMRC and pension provider made by the Clerk/Senior Administrator via online banking.</li> <li>Monitor national living/minimum wage legislation to ensure staff are paid appropriately.</li> </ul>	Procedures in place.
Village Hall	Retention of staff	2	2	M	<ul style="list-style-type: none"> <li>Ongoing training for staff members.</li> <li>Engagement of external contractors as a result of keyman dependency for Handyman/ Caretakers role.</li> <li>Contract terms &amp; conditions and pay scales reviewed annually.</li> <li>Job roles and descriptions to be kept up to date.</li> <li><i>Additional two keyholders recruited to provide resilience when existing keyholder unavailable with less reliance on Town Council office staff.</i></li> </ul>	Procedures in place.
Village Hall	Procurement	1	1	L	<ul style="list-style-type: none"> <li>Clerk/Senior Administrator to investigate best value for money when procuring supplies for the Village Hall</li> <li>Payment of invoices via online banking, where possible.</li> <li><i>Business Debit Card in place to reduce the necessity for the Town Council to purchase on behalf of the Village Hall.</i></li> </ul>	Procedures in place.
Village Hall	Lack of bookings income to cover expenditure	2	2	M	<ul style="list-style-type: none"> <li>Advertising banner displayed on side of main hall, visible from the Co-op car park to promote hiring the hall for events etc.</li> <li>Clerk/Senior Administrator to control expenditure.</li> <li>Hold arranged events to provide additional income to the Charity.</li> <li><i>Council to consider as part of budget setting</i></li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<i>process to grant fund salaries in the same way as the Youth Trust..</i>	
Village Hall	Unable to complete improvement works	2	1	L	<ul style="list-style-type: none"> <li>• Town Council 2023/24 financial year budget allocated £10,000 to carry out building works to erect porch at the front of the Village Hall/Council Office.</li> <li>• <i>Town Council 2024/25 financial year budget allocated a further £50,000 to commence ground works for disabled parking space and loading bay at the front of the Village Hall/Council Office along with small hall extension in line with planning permission, due to insufficient Village Hall Charity income and funds.</i></li> <li>• <i>Under Building Regulations 1984 legislation, Section 32 notice to be progressed due to small hall extension works not commencing within the 3-year deadline of 134 September 2024.</i></li> <li>• <i>Accessible parking and loading bay commenced ahead of 3-year deadline of 14 September 2024.</i></li> </ul>	Procedures in place.
Village Hall	Records Management & Retention	1	1	L	<ul style="list-style-type: none"> <li>• Financial records including all income and expenditure held on Scribe Accounting software.</li> <li>• Copies of all invoices held on accounting software as an audit trail.</li> <li>• Meeting papers including agendas, minutes and reports held electronically on the local CMTC network. Hard copies held on site in line with the Council's Records Management and Retention Policy.</li> <li>• Hirers income and deposits records held on accounting/bookings software.</li> </ul>	Procedures in place.
Village Hall	Implementation of Martyn's Law	1	2	L	<ul style="list-style-type: none"> <li>• <i>The Terrorism (Protection of Premises Bill) undergoing parliamentary scrutiny. Impact on Council buildings/sites to be reviewed.</i></li> </ul>	Procedures inadequate.
Youth Trust	Responsibilities as Sole Trustee of Charity	2	2	M	<ul style="list-style-type: none"> <li>• Separate accounts software in place to manage accounts.</li> <li>• As a separate entity, some of the processes in</li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<p>place for Council staff are mirrored for the Youth Trust staff. Specific procedures in place for day-to-day management of the youth club and activities.</p> <ul style="list-style-type: none"> <li>• Independent Auditor.</li> <li>• Online reporting to Charity Commission.</li> </ul>	
Youth Trust	Processing salaries	1	1	L	<ul style="list-style-type: none"> <li>• Clerk/Senior Administrator processes payroll via free online payroll package, Basic Tools.</li> <li>• All reporting is downloaded from online portal to local CMTC network.</li> <li>• Salary payments and third-party payments to HMRC and pension provider made by the Clerk/Senior Administrator via online banking.</li> <li>• Monitor JNC for Youth Workers pay reviews.</li> </ul>	Procedures in place.
Youth Trust	Retention of staff	2	2	M	<ul style="list-style-type: none"> <li>• Ongoing training for all team members.</li> <li>• Promotion of existing youth support worker to senior youth support worker with effect from 9 October 2023. <i>Level 2/3 Youth Support Worker Qualification outstanding.</i></li> <li>• Contract terms &amp; conditions and pay scales annually reviewed.</li> <li>• Job roles and descriptions to be kept up to date.</li> <li>• Senior Administrator working closely to support the senior youth support worker and youth club.</li> <li>• <i>Recruitment of additional zero hours contract youth support worker to provide resilience during times of absence.</i></li> <li>• <i>Volunteers and senior helpers in place to provide support to the running of the youth club.</i></li> </ul>	Procedures adequate
Youth Trust	Procurement	1	1	L	<ul style="list-style-type: none"> <li>• Clerk/Senior Administrator to investigate best value for money when procuring supplies for the youth club.</li> <li>• Payment of invoices via online banking, where possible.</li> <li>• <i>Business Debit Card in place to reduce the necessity for the Town Council to purchase on</i></li> </ul>	Procedures in place.

Area	Risk(s) Identified	Likelihood	Impact	Level	Controls of risk/management <i>(Italics indicates areas for improvement)</i>	Review/assess/revise
					<i>behalf of the Youth Trust.</i>	
<b>Youth Trust</b>	Records Management & Retention	1	1	L	<ul style="list-style-type: none"> <li>Financial records including all income and expenditure held on free accounting software, Cashbook held on the local CMTC network and backed up externally to encrypted memory stick.</li> <li>Copies of all invoices held both hard copy and scanned copies held on local CMTC network for audit trail purposes.</li> <li>Meeting papers including agendas, minutes and reports held electronically on the local CMTC network. Hard copies held on site in line with the Council's Records Management and Retention Policy.</li> </ul>	Procedures in place.
<b>Youth Trust</b>	Anti-social behaviour on Town Council sites	2	1	L	<ul style="list-style-type: none"> <li>Youth support workers to carry out outreach work and continue to hold after school club in the Village Hall where funding allows to work with the young people to understand their behaviours to encourage positive outcomes.</li> </ul>	Procedures in place.



## CORFE MULLEN TOWN COUNCIL – REPORT

Meeting Date: 19 November 2024

Agenda Item: TC 24/42

Paper: D

<b>Subject:</b>	To Review and Approve Records Management & Retention Policy
<b>Prepared By:</b>	Catherine Horsley, Town Clerk/RFO
<b>Purpose of Report:</b>	To review and approve Records Management & Retention Policy.
<b>Background:</b>	This policy should be reviewed annually or when any changes are made to current legislation, whichever is sooner.
<b>Key Points:</b>	<p>The Records Management &amp; Retention Policy was last reviewed and approved/adopted on 28 February 2023.</p> <p>This policy has been reviewed and drafted in accordance with NALC guidance and best practice.</p>
<b>Implications:</b>	Failure to have correct policies in place exposes the Council to challenge of its compliance in respect of GDPR/Data Protection and other applicable legislation.
<b>Recommendation:</b>	To review and recommend APPROVAL to Full Council of the Records Management & Retention Policy.



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# **Corfe Mullen Town Council**

## **Records Management & Retention Policy**

## 1. Introduction

1.1. Corfe Mullen Town Council (the 'Council') is committed to meeting the principles of the General Data Protection Regulations (GDPR) made pursuant to the provisions of the Data Protection Act 2018 Article 5(1)(e) which requires that:

*'Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.'*

1.2. This policy and retention schedule should be used as the basis for the management of personal data and more widely all data processed by the Council. Establishing effective Information Governance systems requires the purpose, legality, and period of processing to be identified prior to undertaking the handling of any data.

1.3. For clarification, processing refers to the capture, storage, use, transfer, and disposal of data.

## 2. Scope and Application

2.1. All staff who handle personal data are responsible for ensuring that they are aware of this policy and where any concern that personal data is being handled beyond the period for which it should be, they should raise their concern with the Clerk.

2.2. The Council is responsible for ensuring that any existing system, or new system has, by design, appropriate and effective measures in place for the marking or tracking of personal data from collection to its applicable date of disposal.

2.3. This policy applies to all records irrespective of format. Consideration should always be made where the format may increase potential vulnerabilities. The application of the data protection principle of security will always apply, GDPR Article 6(1)(f).

2.4. A record may refer to any piece of information created or received and maintained by an organisation or person in the course of their business or conduct of their affairs and kept as evidence of such activity.

2.5. Records must be kept in such a format that they are accurate, accessible, secure, and safely disposed of and appropriate safeguards must always be in place to ensure an adequate level of security is applied commensurate to the sensitivity of the record.

## 3. Definition of Retention Periods

3.1. Defining a retention period will be determined on one of the following three factors:

- a) Statutory requirements
- b) Codes of Practice and guidance published by professional bodies
- c) In the absence of a) or b), the retention period will be determined by the needs of the Council.



#### **4. Reviewing Retention Periods**

- 4.1. Most retention periods will remain static and will relate to legal requirements to retain data. However, retention periods based on codes of practice and guidance published by professional bodies may vary. Any changes to known retention periods should be raised with the Clerk.
- 4.2. This policy and retention schedule should be reviewed annually or where any other cause requires its immediate correction.

#### **5. Course of Action at the End of the Retention Period**

- 5.1. When a record reaches the end of its retention period in most cases it will be deleted or destroyed. However, these are not the only courses of action that can be taken, and consideration must be made to the relevance of the data for other uses.
- 5.2. In most cases the requirement for further use of data will be identified prior to processing. However, there may be occasions where a dataset is identified as having particular relevance to the needs of the Council.
- 5.3. The following may occur to data after the period of use has expired:
  - a) Anonymisation for statistical needs
  - b) Transfer to an appropriate archive where it is in the public interest
  - c) Scientific or historical research purposes
- 5.4. Appropriate safeguards must be put in place to ensure that wherever personal data is used beyond its original period of retention it is done so legally and in compliance with the Data Protection Act 2018 and guidance from the Information Commissioner's Office (ICO).

#### **6. Record Disposal**

- 6.1. Systems that are designed to handle personal data will generally have in built settings that automatically flag or delete records once they have reached the end of their retention period. However, it is necessary to ensure that the system is effectively managed and flagged records are reviewed and deleted. Where a system may automatically delete records adequate measures such as data quality assessments must be taken to ensure this has occurred correctly.
- 6.2. When using personal data that does not have in built settings, a structure of storage must be created to allow for the proper control of personal data. This may be in such a way as labelling electronic or physical folders with expiry dates or using a hierarchy that indicates the date of creation.
- 6.3. Physical records must be disposed of in a manner corresponding to their sensitivity. If records containing Special Category (SC) personal data are to be destroyed, they must be securely shredded in accordance with DIN66399 either 2mm strips or crosscut.
- 6.4. Physical records for permanent preservation should be archived at the Dorset History Centre, Bridport Road, Dorchester DT1 1RP.

6.5. Where applicable a record of destruction should be maintained. This should include the type of data or, grouping of data, the period it correlates to and date of destruction and an authorising signature.

## **7. Protective Marking**

7.1. Protective markings may be written upon documentation where it is used in physical forms. In general, the classification of documentation will relate more specifically to the handling and access that is permitted to that data. Confidential data related to employment purposes for example, should only be accessible by the Clerk or their Deputy for specific reasons.

7.2. Information deemed to be financially sensitive, or business sensitive may for the purposes of requests made under the Freedom of Information Act be exempt and, in any case, should be handled with more caution than general data.

7.3. This document has been produced by the Clerk.

## **8. Review**

8.1. This Records Management and Retention Policy was presented to the Finance & Administration Committee on 19 November 2024 under minute no. FA 24/42, to recommend to Full Council, for approval and adoption on 26 November 2024 minute no. TC 24/XX.

8.2. Future reviews will be carried out annually or when any changes are made to current legislation, whichever is sooner.

## **9. References**

9.1. Data Protection Act 2018 –  
<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted/data.htm>

9.2. UK General Data Protection Regulation (GDPR) -  
<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

9.3. HMRC Internal Manual Compliance Handbook –  
<https://www.gov.uk/hmrc-internal-manuals/compliance-handbook/ch15400>

9.4. National Association of Local Councils (NALC) – Legal Topic Note 40

9.5. NALC's Model Financial Regulations (England and Wales)

9.6. Dorset History Centre –  
<https://www.dorsetcouncil.gov.uk/libraries-history-culture/dorset-history-centre>

## Retention Schedule

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
Accounts	Annual Report & Accounts	Legitimate interests	Permanent	Permanent preservation	No	Not protectively marked
Accounts	Approved budgets	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	Asset Register	Legitimate interests	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	Bank cheque books	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	Yes	Not protectively marked
Accounts	Bank paying in books	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	Yes	Not protectively marked
Accounts	Bank Reconciliation	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	Bank Statements	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	Budget monitoring	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	Budget setting & calculations	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	Fraud Reporting	Local Government Transparency Code 2015	Date reported + 6 years	Secure disposal	Yes	Protectively marked
Accounts	Grants Documentation	HMRC Compliance Handbook Manual CH15400 Local Government Transparency Code 2015 Limitation Act 1980 (as amended)	Financial year + 6 years	Secure disposal	Yes	Not protectively marked
Accounts	Income & Expenditure Records	Local Government Transparency Code 2015 Limitation Act 1980 (as amended)	Financial year + 6 years	Permanent preservation	No	Not protectively marked

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
Accounts	Investment Records	Legitimate interests	Permanent	Permanent preservation	No	Not protectively marked
Accounts	Invoices	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	Yes	Not protectively marked
Accounts	Loan Records	Limitation Act 1980 (as amended)	Date repaid + 6 years	Secure disposal	No	Not protectively marked
Accounts	Procurement inc Quotes & Tenders	Local Government Transparency Code 2015 Limitation Act 1980 (as amended)	Financial year + 6 years	Secure disposal	Yes	Not protectively marked
Accounts	Scales of fees & charges	Legitimate interests	Financial year + 6 years	Secure disposal	No	Not protectively marked
Accounts	VAT	HMRC Compliance Handbook Manual CH15400	Financial year + 6 years	Secure disposal	No	Not protectively marked
Allotments	Allotment Records	Legitimate interests	Tenancy end date + 6 years	Secure disposal	Yes	Not protectively marked
Allotments	Tenancy Agreements	Legitimate interests	Tenancy end date + 6 years	Secure disposal	Yes	Not protectively marked
Audit	Internal & External Reports/ Documentation	Local Audit & Accountability Act 2014	Permanent	Permanent preservation	No	Not protectively marked
Business Continuity	Plans & Records	Legitimate interests	Financial year + 6 years	Secure disposal	No	Not protectively marked
CCTV	Recordings	Data Protection Act 1998	30 days	Automatic Deletion	Yes	Protectively marked
Cemeteries	Cemetery Register	Archives and Local Authorities Cemeteries Order 1977 (SI. 204)	Permanent	Permanent Preservation	Yes	Not protectively marked
Civic	Mayoral Correspondence inc Civic Events	Legitimate interests	Current election term + 4 years	Secure disposal	Yes	Not protectively marked
CMVH	Village Hall Records	The Charities Act 2011	Financial year + 6 years	Secure disposal	Yes	No protectively marked

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
CMYT	Youth Club Records	The Charities Act 2011	Financial year + 6 years	Secure disposal	Yes	No protectively marked
CMSA	Sports Association Records	The Charities Act 2011	Financial year + 6 years	Secure disposal	Yes	No protectively marked
Code of Conduct	Records relating to investigation of complaints regarding breaches of the Code of Conduct	Localism Act 2011 s. 28	Date investigation closed + 1 year	Secure disposal	Yes	Protectively marked
Code of Conduct	Records relating to members Code of Conduct	Localism Act 2011 s. 28	Date of Code of Conduct + 6 years	Secure disposal	Yes	Not protectively marked
Code of Conduct	Whistleblowing	Public interest	Date raised + 4 years	Secure disposal	Yes	Protectively marked
Communications	Correspondence/ Post & Emails	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.	Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal, other rights and interests.	Secure disposal	Yes	Not protectively marked
Communications	Newsletters, leaflets, flyers & posters	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 February 2004 has published works in print (this includes a	Calendar year + 10 years	Permanent preservation	No	Not protectively marked

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
		pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.				
Communications	Press Releases	Legitimate interests	Current election term + 4 years	Secure disposal	No	Not protectively marked
Communications	Public Consultation	Legitimate interests	End of Consultation + 4 years	Secure disposal	Yes	Not protectively marked
Competitions	Competition Documentation	Legitimate interests	Current election term + 4 years	Secure disposal	Yes	Not protectively marked
Complaints	Complaint Records	Legitimate interests	Date raised + 4 years	Secure disposal	Yes	Not protectively marked
Constitution	Policies & Procedures	Limitation Act 1980 (as amended)	Until superseded	Secure disposal	No	Not protectively marked
Contacts	Contact Details	Legitimate interests	Permanent	Permanent Preservation	Yes	Not protectively marked
FOI	Freedom of Information (FOI) Records	Freedom of Information Act 2000	Date of request + 4 years	Secure disposal	Yes	Not protectively marked
Health & Safety	Accident Reporting	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Date of accident + 3 years	Secure disposal	Yes	Protectively marked
Health & Safety	Playground Inspections	Legitimate interests	Financial year + 6 year	Secure disposal	No	Not protectively marked

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
Historic	Historic Parish Information	Legitimate interests	Calendar year + 10 years	Permanent preservation	No	Not protectively marked
HR	Annual Leave Records	Limitation Act 1980 s. 5	Financial year + 6 years	Secure disposal	Yes	Protectively marked
HR	Appraisal Documentation	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Copies of ID	Immigration (Restrictions on Employment) Order 200 s. 6	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	DBS Checks	Legitimate interests	End of Probation Period	Secure disposal	Yes	Protectively marked
HR	Disciplinary Records	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Employment Application Records	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Employment Contracts	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Job Descriptions	Legitimate interests	Until superseded	Secure disposal	No	Not protectively marked
HR	Maternity/Paternity Leave	The Statutory Maternity Pay (General) Regulations 1986 s. 26	Financial year + 6 years	Secure disposal	Yes	Protectively marked
HR	Medical Certificates	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Next of Kin information	Legitimate interests	Upon cessation of employment	Secure disposal	Yes	Protectively marked
HR	Parental Leave	Limitation Act 1980 s. 5	5 years from birth/adoption or 18 years if the child receives	Secure disposal	Yes	Protectively marked

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
			disability allowance			
HR	Redundancy Records	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Sickness Records	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Statutory Sick Pay (SSP) records	The Statutory Sick Pay (General) Regulations 1982, reg 13	Financial year + 6 years	Secure disposal	Yes	Protectively marked
HR	Training Records	Limitation Act 1980 s. 5	6 years after cessation of employment	Secure disposal	Yes	Protectively marked
HR	Unpaid Leave	Limitation Act 1980 s. 5	Financial year + 6 years	Secure disposal	Yes	Protectively marked
ICO	Information Commissioner's Office (ICO) records	Legitimate interests	Date of contact + 6 years	Secure disposal	Yes	Not protectively marked
Insurance	Claims Information	Legitimate interests	Case concluded + 4 years	Secure disposal	Yes	Protectively marked
Insurance	Copies of Third Parties Insurance	Legitimate interests	Expiry date + 4 years	Secure disposal	Yes	Protectively marked
Insurance	Employers Liability & Public Liability Insurance Policies	The Employers Liability (Compulsory Insurance) Regulations 1998	40 years from date of commencement	Secure disposal	No	Not protectively marked
Legal	Breach of Trust	Limitation Act 1980 (as amended)	None	Secure disposal	Yes	Protectively marked
Legal	Byelaws	Legitimate interests	Permanent	Permanent Preservation	No	Not protectively marked
Legal	Deeds & Leases	Limitation Act 1980 (as amended)	Permanent	Permanent preservation	Yes	Protectively marked



Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
Legal	Defamation	Limitation Act 1980 (as amended)	1 year	Secure disposal	Yes	Protectively marked
Legal	Licences	Legitimate interests	Cessation of licence + 6 years	Secure disposal	No	Not protectively marked
Legal	Negligence	Limitation Act 1980 (as amended)	6 years	Secure disposal	Yes	Protectively marked
Legal	Personal Injury	Limitation Act 1980 (as amended)	3 years	Secure disposal	Yes	Protectively marked
Legal	Rent	Limitation Act 1980 (as amended)	6 years	Secure disposal	Yes	Protectively marked
Legal	Signed Contracts	Local Government Transparency Code 2015 Limitation Act 1980 (as amended)	Financial year + 6 years	Secure disposal	Yes	Not protectively marked
Legal	Sums recoverable by Statute	Limitation Act 1980 (as amended)	6 years	Secure disposal	Yes	Protectively marked
Legal	To recover land	Limitation Act 1980 (as amended)	12 years	Secure disposal	Yes	Protectively marked
Meetings	Agendas and reports for Full meetings, Committees and Working Groups	Legitimate interests	Financial Year + 6 years	Permanent preservation	No	Not protectively marked
Meetings	Meetings Schedule	Legitimate interests	Financial Year + 6 years	Secure disposal	No	Not protectively marked
Meetings	Minute taker notes	Legitimate interests	Until minutes are approved and signed as a true and accurate record of the meeting	Secure disposal	No	Not protectively marked
Meetings	Signed Minutes	Local Government Act 1972 sch. 12 (19)	Financial Year + 6 years	Permanent preservation	No	Not protectively marked

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
Member Administration	Declaration of Office	The Local Elections (Declaration of Acceptance of Office) Order 2012	Date of election + 6 years	Permanent preservation	Yes	Not protectively marked
Member Administration	Register of Interests, gifts & hospitality	Localism Act 2011 s. 29	Date of election + 6 years	Secure disposal	Yes	Not protectively marked
Member Administration	Register of Member's contact details	Legitimate interests	Current election term + 2 years	Secure disposal	Yes	Not protectively marked
Neighbourhood Plan	Documentation	Legitimate interests	Permanent	Permanent Preservation	Yes	Not protectively marked
Payroll	Payroll records	HMRC Compliance Handbook Manual CH15400 Superannuation	Financial year + 11 years	Secure disposal	Yes	Protectively marked
Payroll	Pension records	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s. 15	Retirement Date + 12 years	Secure disposal	Yes	Protectively marked
Photographs	Members, Officers & Events	Legitimate interests	Election term/ Cessation of employment/ Event concluded + 4 years	Secure disposal	No	Not protectively marked
Planning	Council applications & documentation	Legitimate interests	Permanent	Permanent Preservation	No	Not protectively marked
Risk	Risk Assessments	Legitimate interests	Financial year + 6 years	Secure disposal	No	Not protectively marked
SARs	Subject Access Requests (SAR) Records	General Data Protection Regulations Article 15	Date of requests + 4 years	Secure disposal	Yes	Not protectively marked
SLA	Service Level Agreement (SLA) Records	Local Audit & Accountability Act 2014	Cessation of Agreement + 6 years	Secure disposal	No	Not protectively marked

Category	Description	Legal basis	Retention Period (on site)	Action upon expiry	Potentially contains SC data	Protectively Marked
Sport	Sports Provision Records	Legitimate interests	Financial year + 6 years	Secure disposal	Yes	No protectively marked



## FINANCE & ADMINISTRATION COMMITTEE – REPORT

**Meeting Date: 19 November 2024**

**Agenda Item: FA 24/43**

**Paper: E**

<b>Subject:</b>	Funds Transfer from General Reserves to Earmarked Reserves
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To Consider and Approve Funds Transfer from General Reserves to Earmarked Reserves
<b>Background:</b>	The final Internal Audit report for the financial year ending 31 March 2024, under test D – General Reserve, states that <i>‘due to lower than expected expenditure in some areas, the General Reserve of the Council is at the very upper end of good practice’</i> .
<b>Key Points:</b>	<p>As part of the Q2 2024/25 budget monitoring report presented to the Committee at its previous meeting held on 8 October 2024, the reporting showed a total underspend of £91,356.25.</p> <p>As at the end of Q2 2024/25, the General Reserves Fund totalled £598,021.57. The Fund should provide for budgeted expenditure during Q3/4 2024/25, £60,000 to offset budget shortfall and circa 3-6 months operating costs.</p> <p>As at 31 October 2024, the General Reserves Fund totals £538,994.45. The average monthly expenditure is circa £40,000. Therefore, the Council’s general reserves taking into account 5 months (1 November 2024 – 31 March 2025) operating costs and a recommended maximum of 6 months operating costs, the predicted underspend as at 31 March 2025 is circa £98,000.</p> <p>To ensure the Council’s general reserves are within the recommended minimum limits, members to consider transferring £80,000 from general reserves to earmarked reserves for the Pavilion Refurbishment/Rebuild project cost centre. This would bring the total earmarked for the project to be circa £157,000. Note: this amount does not include the s.106 earmarked reserves of £205,848.02 for the sports pavilion redevelopment project.</p>
<b>Implications:</b>	<p>It is recommended to hold a minimum of 3-6 months operating costs.</p> <p>Should the Council continue to hold general reserves in excess of 6 months operating costs and equating to more than 50% of the total precept for the current financial year, the Council could come under criticism from Internal and External Audit along with those households in the community who pay Council Tax, for the increase in the precept over the last few years.</p> <p>The Council remains in a strong financial position to deliver services and facilities to the community.</p> <p>By transferring monies from general reserves to earmarked reserves for the Sports Pavilion refurbishment/rebuild project, this would reduce the amount required via an application for a Public Works Loan and</p>

	<p>provides monies immediately available to engage with the Project Manager/Architect to get the project underway.</p> <p>Council must commence the project as soon as possible to ensure the s.106 monies are not recovered by Dorset Council as the Unitary Authority by demonstrating monies are being spent on sports and recreation in Corfe Mullen in line with the s.106 agreement.</p>
<b>Recommendation:</b>	To recommend APPROVAL to Full Council to transfer of £80,000 from general reserves to earmarked reserves for the Sports Pavilion Refurbishment/Rebuild Project.



## FINANCE & ADMINISTRATION COMMITTEE – REPORT

**Meeting Date: 19 November 2024**

**Agenda Item: FA 24/44**

**Paper: F**

<b>Subject:</b>	CIL and Section 106 Receipts
<b>Prepared by:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To note CIL and Section 106 monies received from Dorset Council in the 2024/25 financial year to date.
<b>Background:</b>	<p><b>Community Infrastructure Levy (CIL):</b> CIL receipts are received by Town &amp; Parish Councils to support the development of the area or part of the area. Where a Neighbourhood Plan is adopted, the Town Council will receive 25% CIL receipts. If no Neighbourhood Plan is adopted, 15% will be received. CIL receipts are paid by Dorset Council twice a year, calculated from 1 April to 30 September each year payable by 28 October and from 1 October to 31 March, payable by 28 April.</p> <p>CIL receipts should be used for the provision, improvement, replacement, operation or maintenance of infrastructure needed to support development in the area or anything else that helps address the demands that a new development is placing on the area. The monies can be allocated to a strategic project which is being funded in the main by CIL receipts.</p> <p><b>Section 106 (s.106):</b> s.106 funding is a legal agreement between the developer and Dorset Council as the planning authority. It is used to make a development acceptable in planning terms where it would otherwise be undesirable. It is based on the specific needs of the local community and can be used for facilities such as village halls, schools, or for affordable housing and roads. Any monies received by Dorset Council are paid to the Town Council, who are responsible for managing how the money is spent.</p> <p>S.106 monies are usually paid in instalments at key stages during the construction of a development. Developers have three years to commence a development once planning permission is granted, it can therefore take several years before contributions are received by the Town Council from the time planning permission was originally granted.</p>
<b>Key Points:</b>	<p><b>CIL:</b> Receipts can be used for open space provision, play areas, cycle paths, landscaping, planting or improvement of existing facilities.</p> <p>CIL monies received during 2024/25 financial year to date - £6,019.75  <b>Total unspent CIL monies to date - £15,271.11</b></p> <p>Dorset Council Planning have confirmed, no further CIL monies are due in the 2024/25 financial year.</p> <p><b>Section 106:</b> Receipt for ‘Open Space Maintenance Contribution’ and must be used to fund the provision and/or the improvement of open space, recreation and sports facilities in the parish of Corfe Mullen.</p>

	No s.106 monies have been received during 2024/25 financial year to date. <b>Total unspent s.106 receipts - £204,848.02.</b> Earmarked reserves for proposed development of the Sports Pavilion.
<b>Implications:</b>	<p>It is important what CIL monies can be spent on and justified as something tangible that the community can see and address extra demand on infrastructure and services. If monies are not spent within 5 years of receipt, Dorset Council may require that the money is repaid and would be spent by them on supporting development of the area.</p> <p>S.106 monies must be used as per the description of the s.106 Agreement and usually, spent within 10 years of receipt and, if not, the funds may be returned to Dorset Council.</p>
<b>Recommendation:</b>	To NOTE CIL and s.106 receipts and consider any infrastructure items which may be purchased using the earmarked CIL monies.



## FINANCE & ADMINISTRATION COMMITTEE – REPORT

**Meeting Date: 19 November 2024**

**Agenda Item: FA 24/45**

**Paper: F**

<b>Subject:</b>	Sports Fees for 2025/26
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To review and approve the sports fees for 2025/26 financial year effective from 1 April 2025.
<b>Background:</b>	Since 1 August 2022, tennis, football and cricket are booked via the Town Council who honoured all fees previously agreed with the CMSA and sports clubs up to 31 March 2023. Since then, the Council has resolved for the fees effective from 1 April 2023 to increase by 10% and from 1 April 2024 to increase by 8%.
<b>Key Points:</b>	<p>Council to agree sports fees for all sports clubs including tennis, football and cricket along with use of the Pavilion effective from 1 April 2025, taking into consideration the following:</p> <ul style="list-style-type: none"> <li>• Town Council sports provision predicted income &amp; expenditure for 2024/25 financial year shown in Appendix 1.</li> <li>• Proposed sports fees for 2025/26 financial year effective from 1 April 2025 showing a 1.7%, 3%, or 5% increase along with comparison with BCP similar facilities shown in Appendix 2. Note: 1.7% increase in line with Consumer Prices Index (CPI) as at September 2024.</li> <li>• Tennis courts surfacing is cracking and breaking up in places. In June 2024, Council resolved to give a 25% discount on the agreed fees due to the surfacing and impact on play.</li> <li>• Corfe Mullen Sports Association (CMSA) affiliated and non-affiliated clubs fees no longer applicable.</li> <li>• Early learning provider, Mini Munchkins use of the sports pavilion/storage at a daily fee of £80 Monday to Friday 8am-6pm term time only. Council resolved by a Special Motion on 27 February 2024 to reduce the agreed fee to ensure the small business providing valuable childcare facilities for Corfe Mullen families remained viable. The current fee to be reviewed every 6 months.</li> </ul>
<b>Implications:</b>	<p>Increased costs of sub-contracting maintenance of the sports pitches.</p> <p>Costs absorbed by the Councils reserves if charges are not reviewed and moderately increased, recognising the cost-of-living crisis for all users and the impact on the Councils finances.</p> <p>Clarity for sports clubs and users for the forthcoming financial year.</p> <p>Uncertainty with ongoing running and energy costs of the sports pavilion due to the current economic climate.</p> <p>Due to difficult decisions in 2023 and 2024, the sports fees are now more in line with comparable sports facilities locally.</p>



<b>Recommendation:</b>	To review and recommend to Full Council to APPROVE one of the proposed sports fees increases set out in Appendix 2 for 2025/26.
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## Appendix 1 – Predicted Income & Expenditure 2024/25 financial year

<b>Income</b>	
Sports Fees (inc Sports Pavilion room hire)	£33000.00
<b>TOTAL:</b>	<b>£33000.00</b>

<b>Expenditure</b>	
Sports Pitch Maintenance sub-contracting	£17000.00
Recreation/Sports Facility Maintenance ( <i>Materials</i> )	£2100.00
Pavilion Utilities (inc waste)	£6000.00
Pavilion Cleaning & Supplies	£7500.00
Pavilion Maintenance	£5000.00
20% of all annual Equipment Fuel Costs	£80.00
20% of all annual PPE costs for staff	£300.00
Cricket nets ( <i>put up and take down by contractors</i> )	£280.00
Pavilion Annual Fire Extinguisher Service	£224.00
Pavilion Annual Fire & Security Maintenance Checks	£469.31
Pavilion Annual Boiler Service including descaling showers	£500.00
Pavilion Annual PAT Testing	£100.00
Pavilion Annual Legionella Testing	460.00
Recreation Insurance 2024/25	£884.06
Scribe Bookings (Annual Subscription)	600.00
<b>TOTAL EXC VAT:</b>	<b>£41497.37</b>

<b>Difference:</b>	<b>£8497.37</b>
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**Appendix 2 - Sports Fees – 1 April 2025 to 31 March 2026**

<b>Sports Club</b>	<b>Current Fees</b>	<b>Proposed Fees 1.7% increase</b>	<b>Proposed Fees 3 % increase</b>	<b>Proposed Fees 5% increase</b>	<b>BCP Council Comparison Fees 2024/25</b>	<b>Comments</b>
Corfe Mullen Lawn Tennis Club (CMLTC)	Winter Fees – 1 October 2024 to 31 March 2025 - £1159 <i>(Equivalent to £193.17pcm)</i>	£1179 <i>(Equivalent to £196.50pcm)</i>	£1194 <i>(Equivalent to £199pcm)</i>	£1217 <i>(Equivalent to £202.83pcm)</i>	N/A	Fees include use of 4 courts on Tuesday, Wednesday and Thursday evenings from 6-10pm, Saturdays from 2-6pm and Sundays 10am-2pm (av. 86.66 hours pcm), use of the Pavilion lounge area/prep area, storage facilities and tennis court floodlights. Fees are paid in arrears regardless of usage during the specified times i.e., no play/matches due to the weather. Use of Pavilion 4 x year for Committee meetings.
Corfe Mullen Lawn Tennis Club (CMLTC)	Summer Fees – 1 April 2024 to 30 September 2024 - £2496 <i>(Equivalent to £416pcm)</i>	£2539 <i>(Equivalent to £423.17pcm)</i>	£2571 <i>(Equivalent to £428.50pcm)</i>	£2621 <i>(Equivalent to £436.83pcm)</i>	N/A	
Casual Tennis	£7.50 per court per hour	£7.50			£8 per court per hour	Users allocated courts 3 & 4 where possible.
Corfe Mullen Juniors Tennis Club	£135 per month	£138	£140	£142	N/A	Fees include use of 2 courts during term time (15.15 hrs per month) Holiday clubs use of 2-3 courts, Mon to Fri & use of Pavilion lounge. (av. 30 hours pw).
Approved Coaches	£5 per court per hour	£5.50			N/A	Private tuition sessions. Allocated courts 3 & 4 where possible.
Corfe Mullen Juniors United (Football)	11v11 £40 9v9 £29 Mini (7v7 & 5v5) £24	£41 £29.50 £24.50	£41.50 £30 £25	£42 £30.50 £25.50	N/A	Exclusive use of all pitches and sports pavilion on Saturday mornings free of charge and use of sports pavilion 4 x year for Committee meetings. Pitch fees payable for Sunday matches only.

**Appendix 2 - Sports Fees – 1 April 2025 to 31 March 2026**

<b>Sports Club</b>	<b>Current Fees</b>	<b>Proposed Fees 1.7% increase</b>	<b>Proposed Fees 3 % increase</b>	<b>Proposed Fees 5% increase</b>	<b>BCP Council Comparison Fees 2024/25</b>	<b>Comments</b>
Football Clubs (Adults)	£78 includes 11v11 pitch and use of changing rooms £60 pitch only	£79.50  £61	£80.50  £62	£82  £63	£92.50 11v11 pitch and use of changing rooms	
Football Clubs (Juniors)	11v11 £54 9v9 £36 Mini (7v7 & 5v5) £24	£55  £24.50	£56  £25	£57  £25.50	£46.50 £39 £23.50	
Corfe Mullen Cricket Club (CMCC)	Astro turf wicket £46 – weekends £34 – weekdays Grass wicket £27 £23 – Youths	£47 £34.50 £27.50 £23.50	£47.50 £35 £28 £24	£48.50 £36 £28.50 £24.50	N/A	Cricket season generally runs from beginning of April to beginning of September. Exclusive use of grass wicket. Wicket maintenance carried out by the Club. BCP Contractor line mark outer circle & gang mowing. Use of Pavilion 4 x year for Committee meetings.
Casual Cricket	Astro turf wicket £46 – weekends £34 – weekdays	£47 £34.50	£47.50 £35	£48.50 £36	Grass - £128 all day £86.50 evening Astro turf - £104 all day £67 evening	Astro turf wicket only, in agreement with CMCC.
Pavilion	Private Hire £15 per hour (minimum 2 hour booking)	Private Hire £15.50 per hour (minimum 2 hour booking) <sup>1</sup>				

<sup>1</sup> Increased fee not based on a percentage

**Appendix 2 - Sports Fees – 1 April 2025 to 31 March 2026**

<b>Sports Club</b>	<b>Current Fees</b>	<b>Proposed Fees 1.7% increase</b>	<b>Proposed Fees 3 % increase</b>	<b>Proposed Fees 5% increase</b>	<b>BCP Council Comparison Fees 2024/25</b>	<b>Comments</b>
Pavilion Lounge/Kitchen/storage/hard standing (patio area)	Pre-school £80 per day	£81.50	£82.50	£84	N/A	Usage Monday to Friday 8am-6pm term-time only. Changing Room 10 used for storage.

**Note:** Use of changing rooms – 2 x home & visitor teams and 1 x referee.  
Proposed fees increase rounded up to nearest 00



## FINANCE & ADMINISTRATION COMMITTEE – REPORT

**Meeting Date: 19 November 2024**

**Agenda Item: FA 24/46**

**Paper: H**

<b>Subject:</b>	Cemetery Charges and Regulations for 2025/26
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To review and approve the charges and regulations for the Cemetery in 2025/26
<b>Background:</b>	The cemetery charges and regulations should be agreed by the burial authority (Corfe Mullen Town Council) and reviewed annually.
<b>Key Points:</b>	<p>The review of the cemetery charges and regulations should be considered by the Finance and Administration Committee who recommend to Full Council for approval.</p> <p>Under the Local Authorities' Cemeteries Order 1977, a burial authority must keep and make available a table of the nature and amount of every fee or charge payable. The charges should also include any maintenance agreements (regulations).</p> <p>Corfe Mullen fees are in the higher bracket of Local Council cemetery charges. In the 2023/24 financial year, each charge increased by £5 and for 2024/25 financial year, an increase of £2. It is recommended Council consider a moderate increase to the existing fees and regulations for the 2025/26 financial year.</p> <p>Updated Cemetery charges and regulations shown in Appendix 1. Amounts in brackets indicate 2024/25 fees for a comparison.</p>
<b>Implications:</b>	<p>Increased costs of labour and materials for maintaining the cemetery being absorbed by Council reserves if charges are not reviewed and moderately increased.</p> <p>Clarity for members of the public and funeral directors.</p>
<b>Recommendation:</b>	To review and recommend to Full Council to APPROVE the Cemetery charges and regulations set out in Appendix 1 for 2025/26.



# Corfe Mullen Town Council

## Cemetery Charges and Regulations with effect from 1<sup>st</sup> April 2025

*If you require any clarification regarding these charges or regulations, please contact the Town Council office*

<b>Charges</b>	<b>£</b>	<b>£</b>
<b>Exclusive right of burial in earthen grave</b>		<b>Residents</b>
Full burial grave 2m x 1m	849.00 (847.00)	219.00 (217.00)
Cremated remains grave 1 m x 1m	469.00 (467.00)	124.00 (122.00)
<b>Interment in a grave in respect of which exclusive rights of burial has been granted</b>		
Body of a still-born child, or of a child whose age at the time of death did not exceed one month	No charge	No charge
Body of a child whose age at the time of death exceeded one month but did not exceed 12 years	129.00 (127.00)	39.00 (37.00)
Body of a person whose age at the time of death exceeded 12 years	529.00 (527.00)	139.00 (137.00)
Non-viable foetus	No charge	No charge
Cremated remains	321.00 (319.00)	86.00 (84.00)
Scattering ashes in cemetery (permission required)	No charge	No charge
<b>Memorials, monuments, gravestones, tablets &amp; inscriptions</b>		
For the right to erect or place on a grave in respect of which exclusive rights of burial has been granted:		
A headstone	409.00 (407.00)	109.00 (107.00)
A kerb or border stone (old cemetery only)	409.00 (407.00)	109.00 (107.00)
A vase	109.00 (107.00)	34.00 (32.00)
Each additional inscription on any of above	181.00 (179.00)	52.00 (50.00)

**These charges should be read in conjunction with the regulations overleaf.**

Corfe Mullen residents are entitled to a 75% discount on the above fees. Where a Corfe Mullen resident has moved elsewhere into residential care, the resident charge shall apply.

*All relevant forms available on our website: [www.corfemullen-tc.gov.uk](http://www.corfemullen-tc.gov.uk)*

**NB: All Charges are applied according to the residency of the deceased or, in the case of pre-purchase of burial rights, the residency of the person for whom the grave is intended to be used.**

<b>Other Charges</b>	<b>£</b>
Grave/Burial Search	7.00 <sup>i</sup> (7.00)
Renewal of burial right*	49.00 (47.00)
Transfer of burial right*	94.00 (92.00)

***\*The same charge applies to both residents and non-residents.***

***Should a burial right renewal involve a transfer of burial rights both charges will apply.***

## **Regulations**

### **Exclusive Right of Burial in an Earthen Grave**

1. A right of burial may be purchased in advance or at the time of the first interment.
2. A right of burial will be granted for the period of 50 years (renewable upon application to the Council).
3. A plot for full burial is 2 m x 1m for up to 2 burials and 6 interments of ashes
4. A plot for cremated remains burial is 1m x 1m for up to 4 interments of ashes
5. Cremated ashes casket size up to an approx. maximum (l) 310 mm, (w) 200 mm, (h) 150mm.

### **Interment in a grave in respect of which exclusive rights of burial has been granted**

1. An interment may only take place upon application by the grave right holder or, if deceased, by their executor or next of kin.
2. There must be a transfer of the right if the grave right holder is deceased. This can be done after the interment: please contact the Council for assistance.
3. Notice of an interment must be made by application on the relevant form which must be submitted at least TWO days prior to the proposed interment.
4. The green Certificate for Burial or the pink Certificate of Cremation must be enclosed with the burial application form if available: if unavailable the certificate must be forwarded at the earliest opportunity and in any event PRIOR to the interment taking place.
5. The date of the proposed interment must be booked with the Council before any arrangements are made with officiant, funeral director etc.
6. The digging of graves must be pre-booked with the Council who will identify the grave and mark it.
7. Full burial graves must be dug to a depth of 7ft.



## Memorials, monuments, kerb or border stones, tablets & inscriptions

1. All memorials, monuments, kerb or border stones, tablets and inscriptions must be approved in advance by the Council.
2. Application must be made by the grave right holder or, if deceased, by their executor or next of kin.
3. There must be a transfer of the right if the grave right holder is deceased before any memorial is approved: please contact the Council for assistance.
4. The design of any memorial must be approved by the Council, whose decision is final.
5. Memorials must be within the following dimensions:

Base (including foundation slab unless fitted at or below soil level)	(h) 75 mm, (w) 700 mm), (d) 600 mm
Headstone:	(h) 1 metre
Vase	Maximum (h) 200 mm, (w) 200 mm, (d) 200 mm
Tablet	Maximum (h) 400 mm, (w) 400 mm, (d) 75 mm

- All parts of the memorial must be contained within the footprint of its base.
6. All memorials must be installed to NAMM standards as must any memorials being reinstalled following maintenance or additional inscriptions.
  7. The grave right holder is the owner of the memorial and therefore responsible for its maintenance, repair and safety. It is recommended that consideration be given to taking out insurance: stonemasons should be able to offer advice on this.
  8. Any intended work to a memorial (installation, lifting, reinstallation etc.) must be booked in advance with the Council.
  9. The Council reserves the right to remove or lay flat any memorial which it perceives may be dangerous and will attempt to contact the grave right holder in this instance.

## Adornments

1. Any adornment on a grave must be contained within the footprint of the grave.
2. All adornments must be easily removed for grass maintenance.
3. No permanent planting is permitted and will be removed by the Council.
4. The Council reserves the right to remove dead plants, flowers, pots and containers and will attempt to contact the grave right holder in this instance.
5. The Council reserves the right to remove any adornment deemed inappropriate and will attempt to contact the grave right holder in this instance.

## Access

1. The cemetery is always open for pedestrian access; however, the Council reserves the right to close the cemetery where it may be necessary for repair, emergencies or in the interests of public safety.
2. No dogs (accepted assistance dogs) are permitted in the cemetery.
3. Any person(s) committing a nuisance or disturbance to others attending a funeral or grave, or wilfully destroying, damaging or defacing any property of the Council or any memorial will be reported to the police for prosecution

## Disclaimer

1. The Council cannot be held responsible for any damage caused by an act of god or third party to any memorial or any personal property taken into the cemetery unless acting under the direction of the Council.
2. If any damage is caused to the Council's land or premises by the bringing in of any materials, gravestones, or monument, the person or persons causing such damage will be held responsible for the same and the Council may recover the

cost of repairing such damage from such persons and may take further action under Article 18 of the Local Authorities Cemeteries Order 1977.

## Contact Details

Corfe Mullen Town Council

Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA.

Telephone: 01202 698600

Email: [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk)

Website: [www.corfemullen-tc.gov.uk](http://www.corfemullen-tc.gov.uk)

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<sup>i</sup> No increase



## FINANCE & ADMINISTRATION COMMITTEE – REPORT

**Meeting Date: 19 November 2024**

**Agenda Item: FA 24/47**

**Paper: I**

<b>Subject:</b>	Allotment Rents with effect from 1 April 2026
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	For members to review the allotment rents effective from 1 April 2026.
<b>Background:</b>	<p>Since the allotments moved from the old site in Wimborne Road to the new site on Broadmoor Road during 2019/20, Council felt whilst allotment holders were settling into the new site and issues with the site were being resolved, allotment rents have not been reviewed and/or increased.</p> <p>The Allotments Act 1950 says that an allotment must be let at a rent that a tenant may be reasonably expected to pay.</p> <p>Allotment rent is commonly fixed by the tenancy agreement, which means that it cannot be altered without the consent of the tenant. This in turn means that it is necessary to give tenants 12 months' notice to increase the rent, unless otherwise stated in the tenancy agreement.</p>
<b>Key Points:</b>	<p>The review of the allotment rents should be considered by the Finance and Administration Committee who recommend to Full Council for approval.</p> <p>Allotment tenants should be given a notice period of 12 months for the revised charges coming into force.</p> <p>The allotment rents effective from 1 April 2025 allotment rents (per annum) are as follows:</p> <ul style="list-style-type: none"> <li>• Full plot (125 sqm) - £35 (Total 33 plots)</li> <li>• Half plot (62.5 sqm) - £17.50 (Total 52 plots)</li> <li>• Raised bed - £15 (Total 6 plots)</li> <li>• Starter plot (31 sqm) - £15 (Total 4 plots)</li> </ul> <p>TOTAL: 95 plots with an anticipated income of: £2215.</p> <p>Generally, it is expected that allotment rental income does not cover the costs to maintain an allotment site.</p> <p>Note: When the plots were marked out by the developers when creating the new allotment site on Broadmoor Road, it has been highlighted that not all plots are equal to the size noted on the Council records as above and/or charged for.</p> <p>The Council is responsible for the following:</p> <ul style="list-style-type: none"> <li>• Public Liability Insurance</li> <li>• Perimeter fencing/hedging</li> <li>• Car park &amp; driveway</li> </ul>

	<ul style="list-style-type: none"> <li>• Water including plumbing works, troughs and utility costs</li> <li>• Compost bays mechanical turning</li> <li>• Public areas grounds maintenance/grass cutting</li> <li>• Waste disposal</li> <li>• General maintenance including hard standing for portaloo, communal shed and delivery bays</li> <li>• Purchasing and installation of sheds on behalf of tenants</li> </ul> <p>2024/25 Expenditure to date: £1577.14 exc VAT. 2024/25 Budget allocated - £4200.00. It is anticipated there will be an overspend due to works required on site including car park and driveway hoggin, tarmac entrance from Broadmoor Road, turning vertical paths over to grass and rebuilding raised beds.</p> <p>Comparison of allotment rents with other Town Councils in Dorset and BCP Council as follows:</p> <p><b>BCP</b> – charge 74p per sqm (62.5 sqm - £46.25 per annum, 125 sqm - £92.50 per annum)</p> <p><b>Weymouth Town Council</b> - 125 sqm - £36 per annum (administration charge of £30)</p> <p><b>Sherborne Town Council</b> from £26.25 per annum (administration charge of £40)</p> <p><b>Wimborne Town Council</b> 60ft x 35ft - £65 per annum, 30ft x 35ft - £45 per annum (administration charge of £25)</p> <p>Note: Administration charge applicable for new tenants when signing tenancy agreement.</p> <p>The tenancy agreement was reviewed and updated in December 2023 to show plot holders to be responsible for maintaining paths adjacent to their plots and plot edging. Vertical paths must be grass with remaining paths either grass or woodchip. Weed matting should not be used as it may cause a trip hazard.</p> <p>Proposed allotment rents effective from 1 April 2026 shown in Appendix 1. % increases in line with proposed increases for sports fees shown in Paper G.</p>
<p><b>Implications:</b></p>	<p>Increased costs of utilities (water), and material/supplies for general maintenance of the allotment site.</p> <p>Costs absorbed by the Councils reserves if rent is not reviewed and moderately increased, recognising the cost-of-living crisis for allotment holders and the impact on the Councils finances.</p> <p>Proposed allotment rent increase would provide an anticipated income between £2284 and £2360.80, dependent on % increase.</p> <p>Clarity for allotment holders of rents payable from 1 April 2026.</p> <p>Responsibility of Health &amp; Safety of all allotment holders whilst on the site.</p>

<b>Recommendation:</b>	To review and recommend to Full Council to APPROVE one of the proposed allotment rent increases set out in Appendix 1 for 2026/27.
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## Appendix 1 – Allotment Rents – 1 April 2026 to 31 March 2027

<b>Plot Size</b>	<b>Current Fees</b>	<b>Proposed Fees 1.7% increase</b>	<b>Proposed Fees 3 % increase</b>	<b>Proposed Fees 5% increase</b>
Full Plot (125 sqm)	£35	£35.60	£36.10	£36.80
Half Plot (62.5 sqm)	£17.50	£17.80	£18.05	£18.40
Raised Bed	£15	£15.30	£15.50	£15.80
Starter Plot (31 sqm)	£15	£15.30	£15.50	£15.80

Proposed fees increase rounded up to nearest 0.10.



## CORFE MULLEN TOWN COUNCIL – REPORT

**Meeting Date: 19 November 2024**

**Agenda Item: TC 24/48**

**Paper: J**

<b>Subject:</b>	To Note National Pay Agreement 2024/25 for Local Government Services
<b>Prepared By:</b>	Catherine Horsley, Town Clerk & RFO
<b>Purpose of Report:</b>	To Note the National Pay Agreement for local government services employees for the 2024/25 financial year effective from 1 April 2024.
<b>Background:</b>	<p>Town Council employees are part of the NALC 'Green Book' for employment contract terms.</p> <p>The National Joint Council (NJC) for local government services reached an agreement with the Trade Unions in October 2024 on pay awards for local government services ('Green Book') employees and local authority Chief Officers.</p>
<b>Key Points:</b>	<p>The National Pay Award agreement for 2024/25 is a flat rate of £1290 per SCP scale point to be backdated to 1 April 2024 and paid to all Town Council employees in November 2024 payroll.</p> <p>Please see Appendix 1 showing agreement and effect on salary scale points.</p> <p>Salary Scale Points as of 1 April 2024 are as follows:</p> <ul style="list-style-type: none"> <li>• Town Clerk and RFO - SCP 39-43</li> <li>• Deputy Town Clerk - SCP 26-30</li> <li>• Senior Administrator – SCP 22</li> <li>• Community Engagement &amp; Project Officer – SCP 22</li> <li>• Grounds Staff, SCP 10-11</li> <li>• Administration Assistant, SCP 10-11</li> </ul>
<b>Implications:</b>	<p>Council should note the increase for budget purposes and the expenditure.</p> <p>The 2024/25 budget does allow for a 6.5% increase under the National Pay Agreement.</p>
<b>Recommendation:</b>	To review and recommend to Full Council to NOTE National Pay Award Agreement for local government services employees for 2024/25 financial year effective from 1 April 2024.

**LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024/25, a comparison with 2023/24 agreement**

SCP	01 April 2024		1 April 2023		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£22,737	£11.82	
4	£24,404	£12.65	£23,114	£12.01	
5	£24,790	£12.85	£23,500	£12.21	
5	£24,790	£12.85	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£25,183	£13.05	£23,893	£12.42	
7	£25,584	£13.26	£24,294	£12.63	
8	£25,992	£13.47	£24,702	£12.84	LC1 (7-12) (substantive benchmark range)
9	£26,409	£13.69	£25,119	£13.06	
10	£26,835	£13.91	£25,545	£13.28	
11	£27,269	£14.13	£25,979	£13.50	
12	£27,711	£14.36	£26,421	£13.73	
13	£28,163	£14.60	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£28,624	£14.84	£27,334	£14.21	
15	£29,093	£15.08	£27,803	£14.45	
16	£29,572	£15.33	£28,282	£14.70	
17	£30,060	£15.58	£28,770	£14.95	
18	£30,559	£15.84	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£31,067	£16.10	£29,777	£15.48	
20	£31,586	£16.37	£30,296	£15.75	
21	£32,115	£16.65	£30,825	£16.02	
22	£32,654	£16.93	£31,364	£16.30	
23	£33,366	£17.29	£32,076	£16.67	
24	£34,314	£17.79	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£35,235	£18.26	£33,945	£17.64	
26	£36,124	£18.72	£34,834	£18.10	
27	£37,035	£19.20	£35,745	£18.58	
28	£37,938	£19.66	£36,648	£19.05	
29	£38,626	£20.02	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£39,513	£20.48	£38,223	£19.87	
31	£40,476	£20.98	£39,186	£20.37	
32	£41,511	£21.52	£40,221	£20.90	



SCP	01 April 2024		1 April 2023		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
33	£42,708	£22.14	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£43,693	£22.65	£42,403	£22.04	
35	£44,711	£23.17	£43,421	£22.57	
36	£45,718	£23.70	£44,428	£23.09	
37	£46,731	£24.22	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£47,754	£24.75	£46,464	£24.15	
39	£48,710	£25.25	£47,420	£24.65	
40	£49,764	£25.79	£48,474	£25.19	
41	£50,788	£26.32	£49,498	£25.73	LC3 (42-45) (above substantive benchmark range)
42	£51,802	£26.85	£50,512	£26.25	
43	£52,805	£27.37	£51,515	£26.77	
44	£54,071	£28.03	£52,752	£27.42	
45	£55,367	£28.70	£54,017	£28.08	LC4 (46-49) (below substantive range)
46	£56,708	£29.39	£55,325	£28.76	
47	£58,064	£30.10	£56,648	£29.44	
48	£59,300	£30.74	£57,854	£30.07	
49	£60,903	£31.57	£59,418	£30.88	LC4 (50-54) (substantive benchmark range)
50	£62,377	£32.33	£60,856	£31.63	
51	£63,881	£33.11	£62,323	£32.39	
52	£65,943	£34.18	£64,335	£33.44	
53	£68,000	£35.25	£66,341	£34.48	LC4 (55-62) (above substantive benchmark range)
54	£70,065	£36.32	£68,356	£35.53	
55	£72,145	£37.39	£70,385	£36.58	
56	£74,198	£38.46	£72,388	£37.62	
57	£76,277	£39.54	£74,417	£38.68	
58	£78,315	£40.59	£76,405	£39.71	
59	£80,247	£41.59	£78,290	£40.69	
60	£82,221	£42.62	£80,216	£41.69	
61	£84,243	£43.67	£82,188	£42.72	
62	£86,319	£44.74	£84,214	£43.77	

NB - In 2024/25 in line with the Green book and new template contract and to avoid confusion the hourly rate calculation was changed to that used by the NJC and LGA. Annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

Until 2023/24 the hourly rate was calculated differently. Annual salary divided by 52 weeks to produce a weekly figure and then divided that figure by 37 hours.

## FINANCE AND ADMINISTRATION COMMITTEE – REPORT

**Meeting Date: 19 November 2024**



**Agenda Item: FA 24/49**

**Paper: K**

<b>Subject:</b>	To review Staff Salaries
<b>Prepared By:</b>	Catherine Horsley, Town Clerk and RFO
<b>Purpose of Report:</b>	To review the staff salaries in accordance with Financial Regulations 4.4.
<b>Background:</b>	Staff Salaries increased effective from 1 April 2024 by way of National Pay Award increase awarded for year 2024/25. There has also been an increment increase in September 2024.
<b>Key Points:</b>	<p>It is a requirement of the Council’s Financial Regulations to review all staff salaries in October for the following financial year. Therefore, this review is for the 2025/26 financial year.</p> <p>Provision should be made in the 2025/26 budget for any agreed National Pay increase in the 2025/26 financial year.</p> <p>It should be noted that staff should be recognised and awarded SCP pay increments only when the Council considers it appropriate for both the council finances and where it believes staff should be rewarded given all other factors.</p> <p>For equality reasons, salary increases should be only considered for all staff, not isolated individuals unless there are exceptional circumstances that may be justified.</p> <p>Current Salary Scale Points are as follows:</p> <ul style="list-style-type: none"> <li>• Town Clerk and RFO - SCP 43</li> <li>• Deputy Town Clerk - SCP 36-30</li> <li>• Senior Administrator – SCP 22</li> <li>• Community Engagement &amp; Project Officer – SCP 22</li> <li>• Grounds Staff, SCP 11 (or FTE for part-time staff)</li> <li>• Administration Assistant, SCP 11 (or FTE for part-time staff)</li> </ul> <p>Local Government Services SCP and ranges shown in Appendix 1 of Paper J.</p>
<b>Implications:</b>	<p>An increase in salaries will put pressure upon the Council budget given the increase would affect the council's pension, NI and Tax contributions.</p> <p>Failure to recognise staff through pay increases in addition to the National Pay Award may leave staff despondent and the risk of losing good staff as a result.</p>
<b>Recommendation:</b>	To consider and recommend for Full Council to APPROVE setting the 2025/26 budget to include a potential increment rise in addition to the provision being made for the National Pay Award for 2025/26