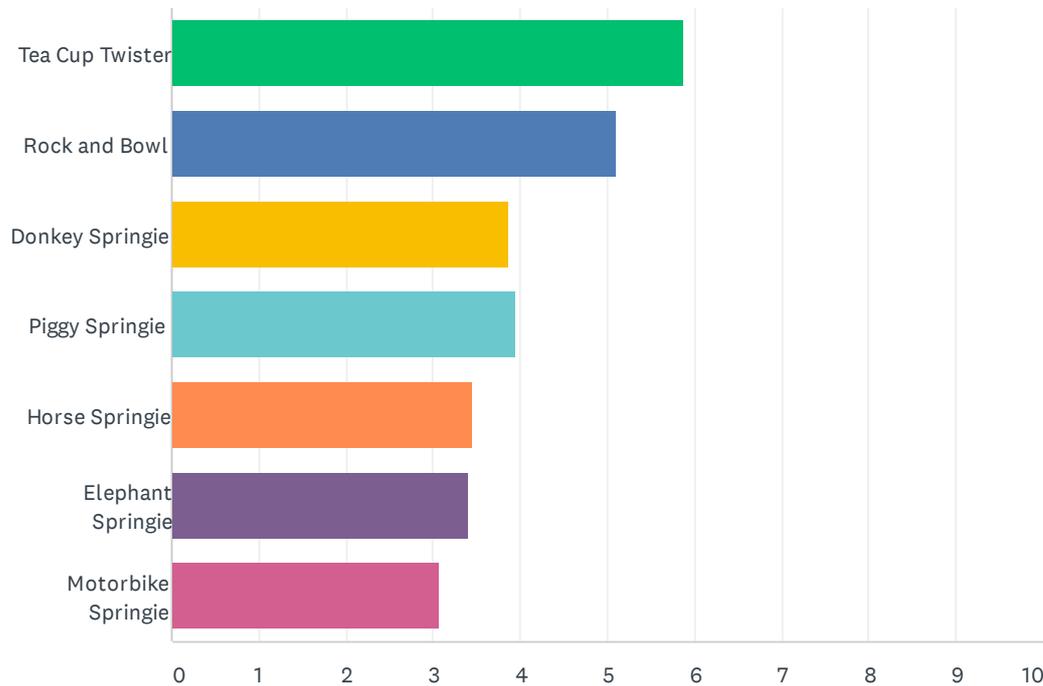


Q1 Please select your top three preferences from the following

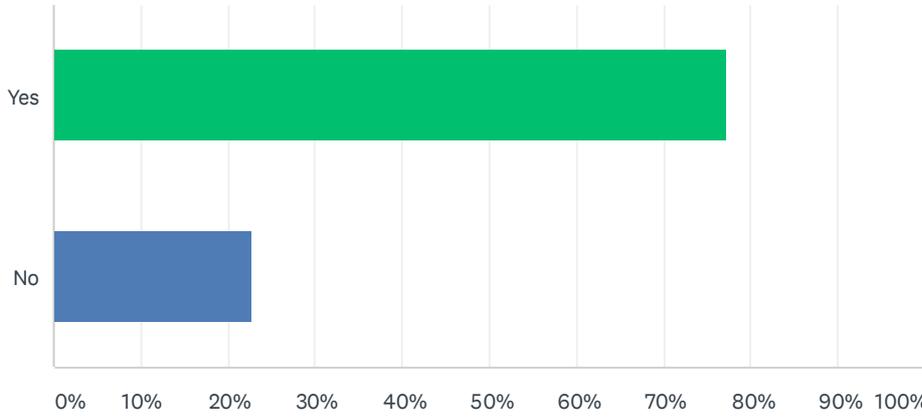
Answered: 43 Skipped: 1



	1	2	3	4	5	6	7	TOTAL	SCORE
 Tea Cup Twister	59.52% 25	14.29% 6	9.52% 4	2.38% 1	4.76% 2	4.76% 2	4.76% 2	42	5.88
 Rock and Bowl	20.51% 8	38.46% 15	10.26% 4	15.38% 6	0.00% 0	7.69% 3	7.69% 3	39	5.10
 Donkey Springie	2.78% 1	11.11% 4	33.33% 12	8.33% 3	22.22% 8	11.11% 4	11.11% 4	36	3.86
 Piggy Springie	2.50% 1	15.00% 6	17.50% 7	35.00% 14	10.00% 4	10.00% 4	10.00% 4	40	3.95
 Horse Springie	0.00% 0	10.26% 4	12.82% 5	20.51% 8	30.77% 12	20.51% 8	5.13% 2	39	3.46
 Elephant Springie	7.50% 3	7.50% 3	15.00% 6	15.00% 6	12.50% 5	30.00% 12	12.50% 5	40	3.42
 Motorbike Springie	12.50% 5	10.00% 4	10.00% 4	0.00% 0	17.50% 7	7.50% 3	42.50% 17	40	3.08

Q2 Sandown Town Council are installing CCTV in response to previous anti-social behavior and also investing in other maintenance and improvement projects, should funding for the parks be increased in future budgets?

Answered: 44 Skipped: 0

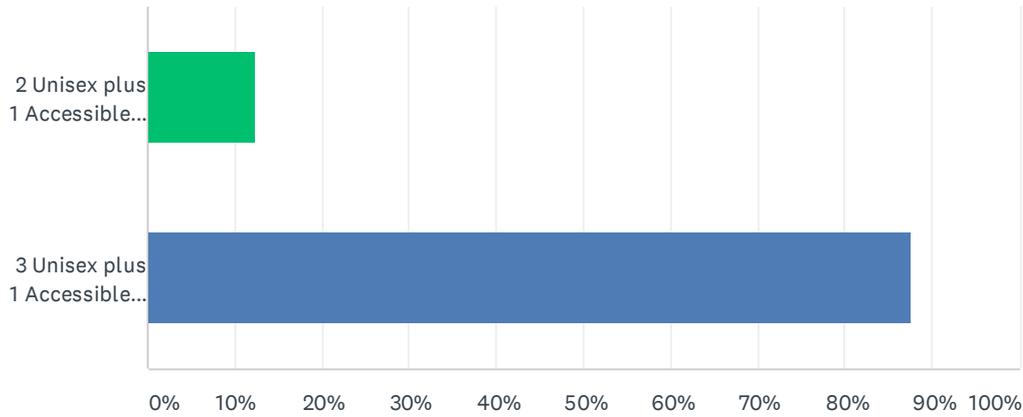


ANSWER CHOICES	RESPONSES	
Yes	77.27%	34
No	22.73%	10
TOTAL		44

Eastern Gardens Public Convenience Options

Q1 Would you prefer a 2 unisex plus 1 accessible or 3 Unisex plus 1 accessible cubicle provision?

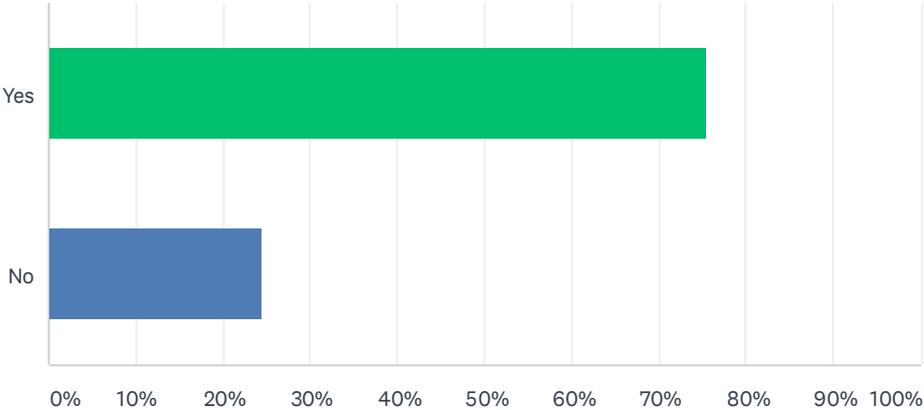
Answered: 49 Skipped: 5



ANSWER CHOICES	RESPONSES	
2 Unisex plus 1 Accessible Cubicle	12.24%	6
3 Unisex plus 1 Accessible Cubicle	87.76%	43
TOTAL		49

Q2 Would you support the provision of pay-to-use showers as part of the development?

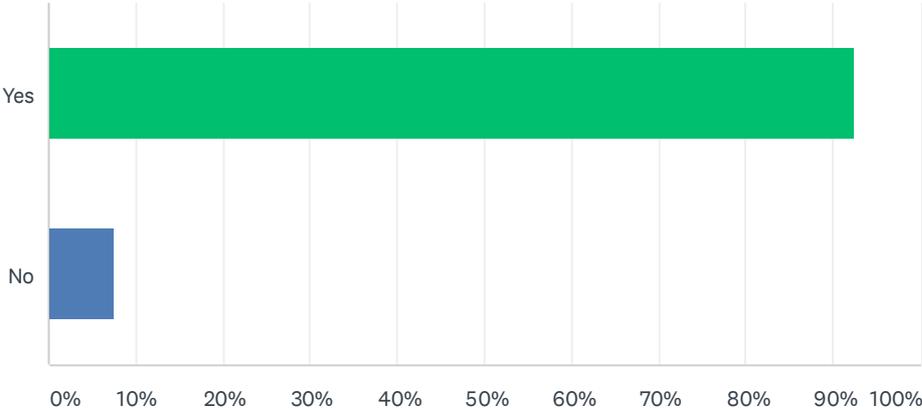
Answered: 53 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	75.47%	40
No	24.53%	13
TOTAL		53

Q3 Would you support the inclusion of a "Refill" point (for drinking water) at the new facilities?

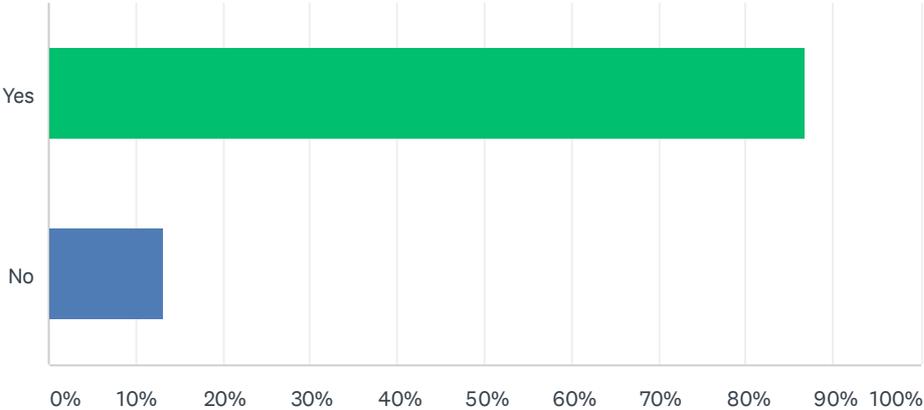
Answered: 53 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	92.45%	49
No	7.55%	4
TOTAL		53

Q4 There is an option to have a community project relating to the appearance of the facilities. Do you support this?

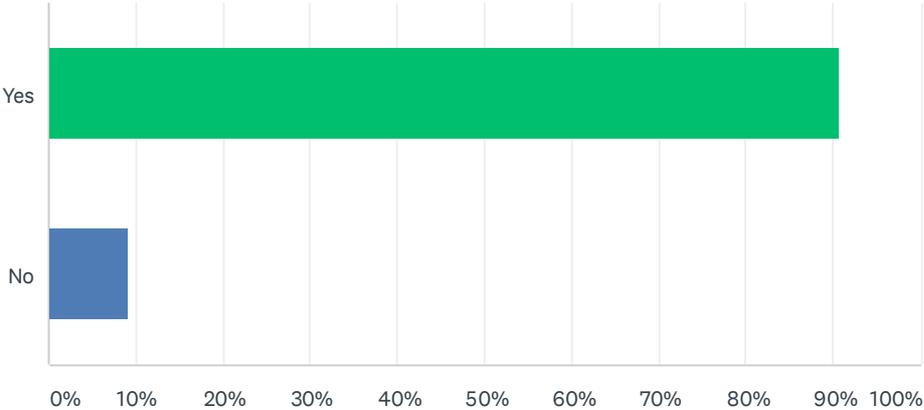
Answered: 53 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	86.79%	46
No	13.21%	7
TOTAL		53

Q5 Do you think the council should work with partners regarding other public realm enhancements in the adjoining areas?

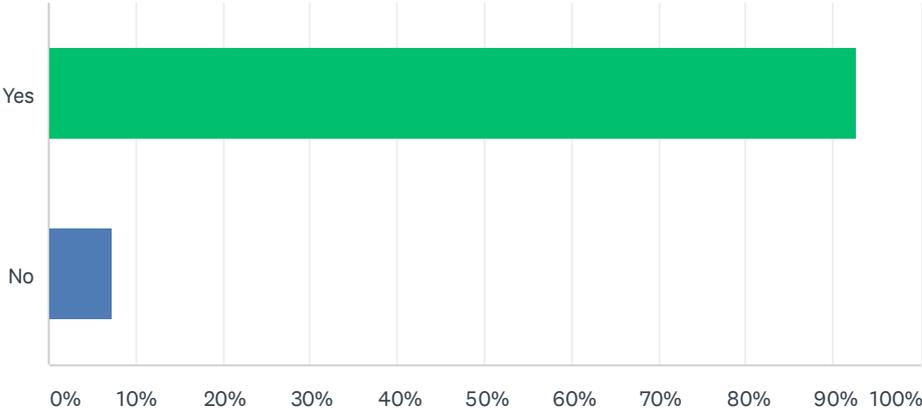
Answered: 54 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	90.74%	49
No	9.26%	5
TOTAL		54

Q6 Would you support a link between enhancements and Beach Safety initiatives?

Answered: 54 Skipped: 0

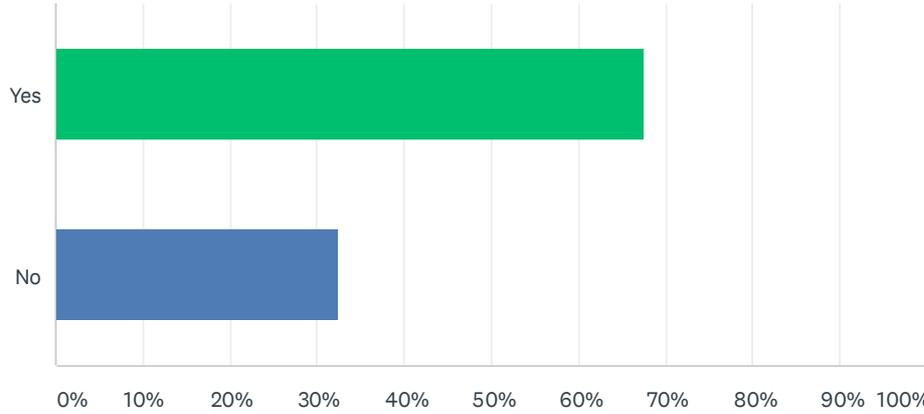


ANSWER CHOICES	RESPONSES	
Yes	92.59%	50
No	7.41%	4
TOTAL		54

Budget 2021-2022

Q1 The town council have facilitated volunteer support through the Bay Hub, would you support budget allocation to support future emergency response planning activities?

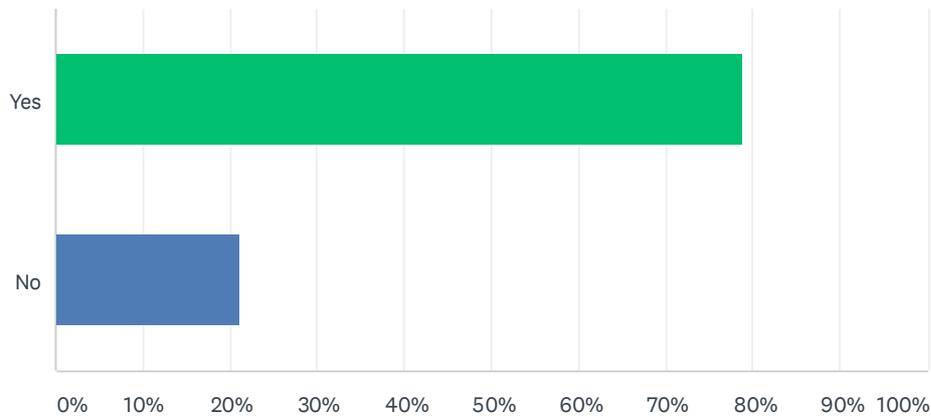
Answered: 37 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	67.57%	25
No	32.43%	12
TOTAL		37

Q2 Would you support budget provision for projects to improve the Esplanade (e.g. new decorative lighting, memorial centenary)?

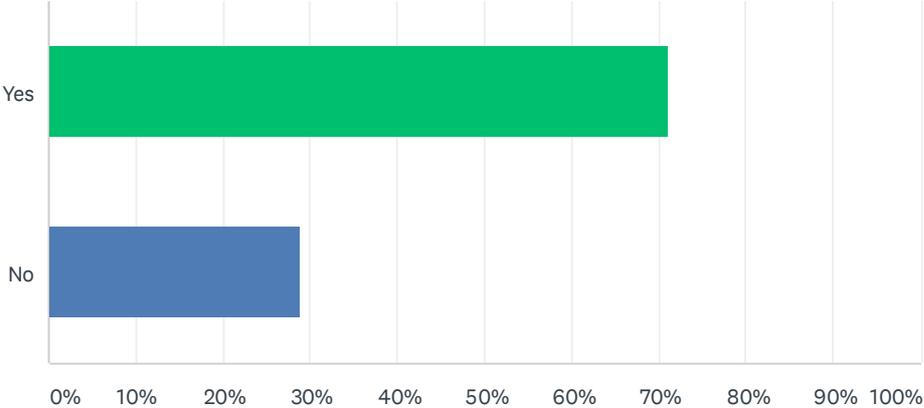
Answered: 38 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	78.95%	30
No	21.05%	8
TOTAL		38

Q3 Would you support funding of environmental initiatives?

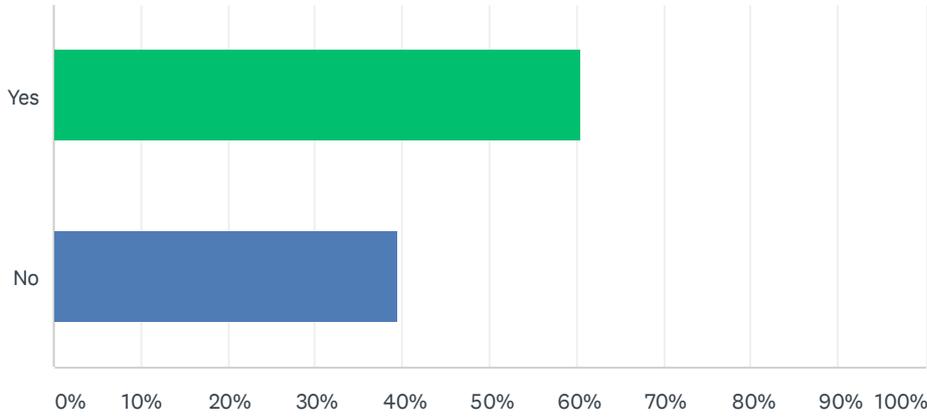
Answered: 38 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	71.05%	27
No	28.95%	11
TOTAL		38

Q4 The Broadway Centre is currently a Covid-secure venue, supporting government permitted activities, would you support continued investment in the Centre in line with changes to national guidance to allow these activities to continue and develop?

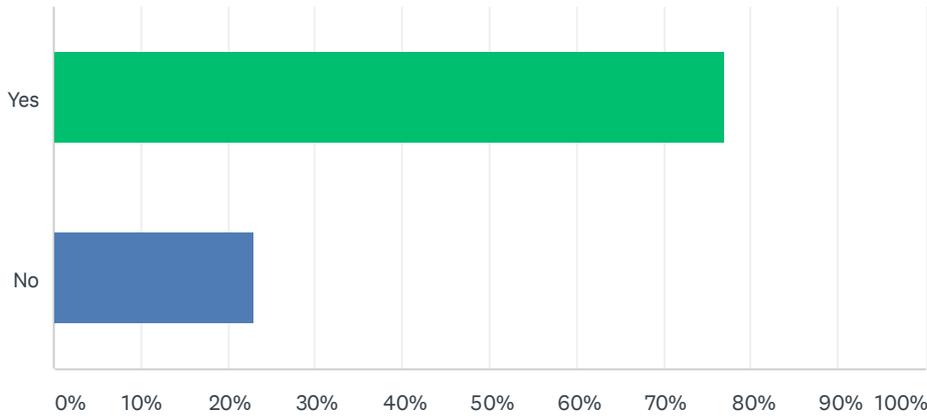
Answered: 38 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	60.53%	23
No	39.47%	15
TOTAL		38

Q5 Looking forward, would you support the consideration of future projects relating to Los Altos Park and Fern Cliff Gardens?

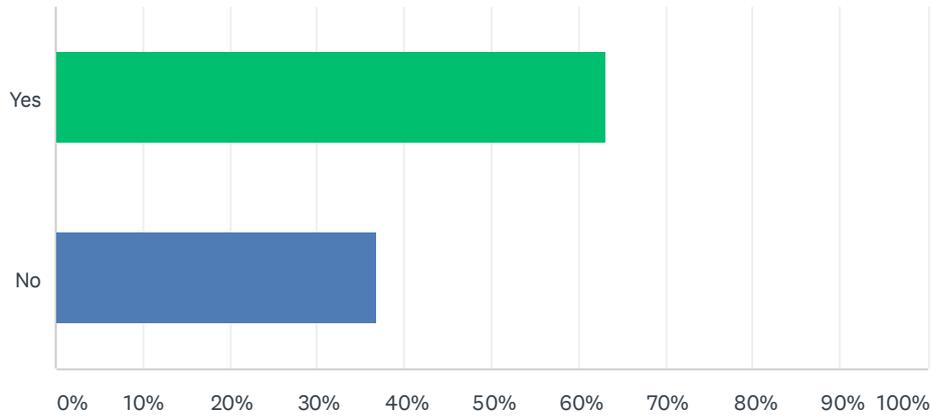
Answered: 39 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	76.92%	30
No	23.08%	9
TOTAL		39

Q6 Would you support provision being made for community heritage projects (e.g. war memorial centenary events)?

Answered: 38 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	63.16%	24
No	36.84%	14
TOTAL		38

Cashed as of 31 December 2020			Balance Carried Forward		156501.85	
Voucher	Date	Cheque N	Description	Net	VAT	Total
242	07/12/2020		Loan Repayment	4963.24	0.00	4963.24
243	10/12/2020		Business Rates	600.00	0.00	600.00
244	03/12/2020		Christmas Market Contribution	500.00	0.00	500.00
245	11/12/2020		Grass Cutting (SJP)	80.00	0.00	80.00
246	11/12/2020		Grass Cutting (Spare ground - sar	80.00	0.00	80.00
247	11/12/2020		Payroll	31.00	0.00	31.00
248	11/12/2020		Payroll	4851.61	0.00	4851.61
249	11/12/2020			728.87	0.00	728.87
250	11/12/2020		HMRC PAYE	1805.79	0.00	1805.79
251	11/12/2020		Security	240.00	48.00	288.00
252	11/12/2020		Legionella Testing	62.00	12.40	74.40
253	11/12/2020		Christmas Tree Lights/Set-up and	625.00	125.00	750.00
254	11/12/2020		Grass Cutting (SJP)	80.00	0.00	80.00
255	11/12/2020		Grass Cutting (Spare ground - sar	80.00	0.00	80.00
256	11/12/2020		Church Wall - Final Retention Pay	551.10	110.22	661.32
257	16/12/2020		Water - Yaverland	478.68	0.00	478.68
258	17/12/2020		Electricity - Eastern Gardens	54.92	2.75	57.67
259	17/12/2020		Electricity	105.57	5.28	110.85
260	17/12/2020		Electricity - Yaverland	41.19	2.06	43.25
261	18/12/2020		Cleaning	1148.40	229.68	1378.08
262	18/12/2020		Litter Picking	210.00	42.00	252.00
263	18/12/2020		Padlock/Key Cutting	74.66	14.93	89.59
264	18/12/2020		Grant (Green Towns)	750.00	0.00	750.00
265	18/12/2020		Microwave for centre kitchen	41.58	8.32	49.90
266	18/12/2020		Expenses - Decorating Supplies	6.18	1.24	7.42
267	18/12/2020		Expenses - Stationary	4.17	0.83	5.00
268	18/12/2020		Expenses - Gardening	12.50	2.50	15.00
269	18/12/2020		Expenses - ICT	320.00	64.00	384.00
270	18/12/2020		Expenses - Vouchers	125.00	25.00	150.00
271	18/12/2020		Expenses - PAT Test	25.00	5.00	30.00
272	18/12/2020		Expenses - Vouchers	4166.67	833.33	5000.00
273	18/12/2020		Grass Cutting (Los Altos)	360.00	72.00	432.00
274	23/12/2020		Business Rates	-27.12	0.00	-27.12
275	31/12/2020		Broadband and Telephone	48.78	9.76	58.53
276	21/12/2020		Volunteer Expenses Payments	1100.00	0.00	1100.00
						25939.08
			End Balance			182440.93

Cashed as of 31 January 2021			Balance Carried Forward			182440.93
Voucher	Date	Cheque N	Description	Net	VAT	Total
277	04/01/2021		Professional fees	5.00	0.00	5.00
278	11/01/2021		Public Works Loan Board	12021.50	0.00	12021.50
304	11/01/2021		Business Rates	601.00	0.00	601.00
279	12/01/2021		Service	15.00	0.00	15.00
280	12/01/2021		Professional Subscriptions	234.00	0.00	234.00
281	12/01/2021		Furniture and Fittings	0.07	0.02	0.09
282	12/01/2021		Stationery	40.98	8.19	49.17
283	12/01/2021		Stationery	76.10	15.22	91.32
284	12/01/2021		Waste	131.25	26.25	157.50
285	12/01/2021		Grass Cutting (Los Altos)	360.00	72.00	432.00
286	18/01/2021		Professional fees	31.00	0.00	31.00
287	18/01/2021		Salaries/HMRC/ Pensions	4851.61	0.00	4851.61
288	18/01/2021		Salaries/HMRC/ Pensions	728.87	0.00	728.87
289	18/01/2021		Salaries/HMRC/ Pensions	1805.79	0.00	1805.79
290	18/01/2021		Licences	34.36	6.87	41.23
291	18/01/2021		Electricity	48.27	2.41	50.68
292	18/01/2021		Electricity	50.21	2.51	52.72
293	18/01/2021		Christmas Tree and Lighting	216.67	43.33	260.00
294	18/01/2021		Electricity	43.27	2.16	45.43
295	18/01/2021		Electricity	43.69	2.18	45.87
296	18/01/2021		Electricity	58.40	2.92	61.32
297	18/01/2021		Electricity	112.92	5.64	118.56
298	19/01/2021		Business Rates	-23.01	0.00	-23.01
299	28/01/2021		Cleaning & Security	1044.00	208.80	1252.80
300	28/01/2021		Litter Picking	220.00	44.00	264.00
301	28/01/2021		Mayor Allowance	500.00	0.00	500.00
302	29/01/2021		Broadband & Phone	48.20	9.64	57.84
303	31/01/2021		Town Improvement Fund	1050.00	0.00	1050.00
						24801.29
				End Balance		207242.22

SANDOWN TOWN COUNCIL**PAPER D**

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/12/2020		
	Cash in Hand 01/04/2020		355,729.36
	ADD Receipts 01/04/2020 - 31/12/2020		378,991.97
			734,721.33
	SUBTRACT Payments 01/04/2020 - 31/12/2020		182,440.93
A	Cash in Hand 31/12/2020 (per Cash Book)		552,280.40
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2020	2.41	
	2 - Treasurers Account 30-97-42 1 31/12/2020	0.00	
	5 - Business Bank Instant 30-97-4: 31/12/2020	0.10	
	3 - Reserves 30-97-42 24097868 31/12/2020	233,000.00	
	4 - Business Bank Instant 30-97-4 31/12/2020	80,000.00	
	1 - Treasurers Account 30-97-42 0 31/12/2020	239,387.09	
			552,389.60
	Less unrepresented payments		109.20
			552,280.40
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		552,280.40
	A = B Checks out OK		

SANDOWN TOWN COUNCIL

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/01/2021		
	Cash in Hand 01/04/2020		355,729.36
	ADD Receipts 01/04/2020 - 31/01/2021		384,757.72
			740,487.08
	SUBTRACT Payments 01/04/2020 - 31/01/2021		207,242.22
A	Cash in Hand 31/01/2021 (per Cash Book)		533,244.86
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2021	2.41	
	2 - Treasurers Account 30-97-42 1 31/01/2021	0.00	
	5 - Business Bank Instant 30-97-4: 31/01/2021	0.10	
	3 - Reserves 30-97-42 24097868 31/01/2021	233,000.00	
	4 - Business Bank Instant 30-97-4 31/01/2021	80,000.00	
	1 - Treasurers Account 30-97-42 0 31/01/2021	220,351.55	
			533,354.06
	Less unrepresented payments		109.20
			533,244.86
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		533,244.86
	A = B Checks out OK		



SANDOWN TOWN COUNCIL

Risk Management Policy 2021

APPROVAL DATE:
REVIEW DATE: 31-Jan-22
MINUTE NUMBER:

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Purpose of Document:

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:

- g
- Identify the areas to be reviewed.
- Identify what the risks may be.
- Assign a risk levels: high, medium, and low (H, M, L).
- Evaluate the management and control of the risk (e.g. take out insurance, work with another party to reduce the risk, manage the risk yourself.
- Record findings

There are several common themes such as:

- Physical assets – buildings, equipment, IT hardware etc.
- Finance – banking, loss of income, petty cash etc.
- Injury to the public – in playgrounds and recreation grounds, at burial grounds etc
- Complying with legal requirements – agendas and minutes, GDPR, etc

Assets				
Subject	Risk(s) Identified	Level	Control (and actions)	Details/Review/Renew
Assets	Loss or Damage to Council Assets (General)	M	<p>An annual review of assets is undertaken.</p> <p>Appropriate maintenance arrangements in place.</p> <p>Appropriate provision in place.</p> <p>Contractors required to have appropriate insurances in place.</p> <p>Assets are insured. New assets acquired are valued and added to Insurance policy.</p>	<p>Insurance renewed annually (7-Jun)</p> <p>Insurance Valuations conducted as required and insurance company informed.</p> <p>Property values as advised by the Local Authority and insured accordingly.</p>
	Safety and Security of buildings (Centre and Public toilets)	M	<p><u>Broadway Centre</u></p> <p>Building fitted with smoke/fire alarms, fire doors and extinguishers. Fire risk assessment in place.</p> <p>Building is alarmed and fitted with CCTV.</p> <p>List of authorised key/code holders maintained.</p> <p>Contents are insured.</p> <p><i>Recent review of CCTV showed blind spots. Quotes obtained and council resolved to install additional cameras to address weaknesses.</i></p> <p><u>Public Toilets</u></p> <p>Toilets locked overnight by security company and opened by authorised contractor.</p> <p>Log of key holders is maintained.</p> <p>Annual Legionella Testing</p> <p><i>Following recent vandalism at Eastern Gardens and St Johns, CCTV has been included in the planned reprovision and the design incorporates features to reduce anti-social behaviour.</i></p>	<p>Annual service and maintenance plan.</p> <p>Buildings and contents insurance replacement values reviewed annually.</p> <p>Log is reviewed regularly.</p>

Finance				
Subject	Risk(s) Identified	Level	Control (and actions)	Details/Review/Renew
Precept	Inadequate Funding	L	Budget setting and budget monitoring arrangements in place. Payments and Receipts and projected considered at each meeting. External Funding opportunities explored wherever possible.	Existing procedures adequate.
	Adequacy of reserves	L	Budget monitoring at meetings includes review of reserves <i>(Inclusion of position of allocated reserves would increase oversight)</i>	
	Inadequate cash flow	L	Precept received in one instalment. Receipt of income reported to Council. Account balances reviewed at each meeting.	
Financial Records	Adequacy of Records /qualified accounts	M	Standing Orders and Financial Regulations set out arrangements for accounts, financial transactions etc. Lead councillors review transaction records monthly. Internal Auditor inspects records prior to external audit. <i>Previous years accounts have been difficult to reconcile. Format of ledgers has been amended to provide clear reconciliation of figures.</i>	Review annually for improvements.
Receipts and Payments	Unauthorised access to council funds.	L	Adequate division of duties is in place. Electronic payments are presented for payment by deputy clerk/made by clerk. Cheques must be signed by two designated signatories. BACS payments are encouraged as the preferred method of payment of amounts due to the council. Other income is banked as soon as possible after receipt. Bank statements are checked regularly for accuracy by officers and monthly bank reconciliations are verified by nominated councillors who are not signatories.	

Finance				
Subject	Risk(s) Identified	Level	Control (and actions)	Details/Review/Renew
Audit	Prior years audits still open: Risk of impact on subsequent years. Lack of oversight	H	The 2017/18 and 2018/19 External Audits have not been completed by the assigned auditor. A review by officers has found all requested items have been provided. Regular updates requests are being provided and a proposal to escalate the issue to the relevant body will be made.	February 2021
Grants & Donations	Unauthorised payments /use of council funding	L	Grants & Donations Policy. Grants approved by Council and minutes unless specifically budgeted. Applicants must sign declaration agreeing to any grant conditions prior to release of funds.	Existing procedure adequate.
Salaries and associated costs	Incorrect payment	L	National Joint Council for local government pay scales applied. Increases are approved by relevant committee. Amounts verified by payroll provider monthly via email. HMRC responsibility calculations and payments are undertaken by external payroll provider.	Existing procedure adequate.
Contractor Payments	Incorrect Payment	M	Quotes/tenders approved by clerk/council subject to thresholds in financial regulations. Purchase orders reflecting quotations used for credit orders. <i>There has been no formal framework for monitoring the performance of contracts. Professional project management will be sourced for reprovion of toilets.</i>	KPI included in future contracts where appropriate.
VAT	Incorrect treatment of VAT/Reclaim	L	Deputy Clerk has undertaken VAT training. VAT treatments reviewed prior to quarterly submission of figures. Professional VAT advise will be sought for significant projects.	Existing procedure adequate. VAT bulletins received and refresher training to be undertaken annually.
Fraud		L	Financial procedures in place to mitigate risk. Regular oversight by nominated members and full council.	

Finance				
Subject	Risk(s) Identified	Level	Control (and actions)	Details/Review/Renew
Cash Handling	Loss of cash through theft or dishonesty	L	<p>Cash held in secure location prior to banking which is undertaken weekly if required.</p> <p>Invoices and Receipts issued for cash received.</p> <p>Cash/Cheque receipts are reconciled against receipt book and invoices and are entered onto accounting system.</p> <p>Petty Cash phased out (<i>Policy has been amended to an expense reclaim process rather than holding petty cash – current balance is minimal and will be banked prior to 2020/2021 year end</i>)</p>	Existing procedure adequate.

Management				
Subject	Risk(s) Identified	Level	Control (and actions)	Details/Review/Renew
Liability (third party property and public)	Risk to third party property.	M	<p>“own risk” in terms and conditions/ notices displayed where relevant.</p> <p>Public Liability Insurance in place.</p> <p>Regular inspections undertaken.</p> <p>Risk Assessment in place.</p> <p>Hazards investigated when reported. Remedial action taken when required.</p> <p><i>Written records of maintenance and repairs should be kept.</i></p>	<p>Reviewed annually.</p> <p>Renewed annually.</p> <p>Reviewed Annually</p>
Employer Liability	Compliance with employment law.		<p>Relevant Insurance in place.</p> <p>Membership of various national and regional bodies HALC/NALC/SLCC.</p> <p>Advice taken from IWALC/NALC/SLCC and implemented accordingly.</p> <p>Annual Health and Safety risk assessments carried out.</p>	

Management				
Subject	Risk(s) Identified	Level	Control (and actions)	Details/Review/Renew
	Safety of staff and visitors		Risk assessments carried out before public or ad-hoc events	Reviewed Annually
Insurance	Adequacy, cost and compliance		Insurance cover reviewed annually and adjusted if necessary. Asset register needs to be kept up to date and reflected in the insurance cover amount	Reviewed annually
Forward planning	The council does not have or work to, any forward plans.	H	The budget is used to drive projects and include provision for future work.	A forward plan should be drafted to inform future activities and budgets.
Legal Powers	Ensuring activities are within legal powers	M	<p>Standing orders and financial regulations in place. <i>(Standing orders need to be revised as current version do not reflect model standing orders and there is a risk matters required by law have been omitted).</i></p> <p>Clerk clarifies legal position on new proposals. Legal advice sought where necessary.</p> <p>Training provided for new councillors and regular training encouraged.</p> <p>Professionals engaged where appropriate (such as management of significant projects or property solicitors for lease and land matters).</p>	<p>Legal advice sought via NALC as required and circulated to Councillors.</p> <p>Standing orders and Financial Regulations to be updated to reflect model versions.</p>
	Committees / Working Parties	L	Established with clear terms of reference to limit any councillor acting beyond their remit, including referral of decisions to full council unless delegated powers have been resolved by full council.	Existing standing orders and financial regulations are adequate.
	Proper document control	M	<p>Leases and legal documents in held in locked cabinets. Other data storage complies with Data Protection Act.</p> <p>GDPR and Document retention and disposal policies in place and reviewed regularly.</p> <p><i>There is no index for archived documents. A process has been put in place to undertake this exercise.</i></p>	Existing procedure adequate.

Management				
Subject	Risk(s) Identified	Level	Control (and actions)	Details/Review/Renew
Risk Assessments	There was no evidence the council was regularly undertaking risk assessments.	H	<p>All assets/provisions owned by the Town Council should be undertaken annually.</p> <p>A risk assessment must accompany any proposed large projects or acquisitions before any decision or financial expenditure is made.</p> <p><i>The pandemic has placed a large burden on officers as Covid-19 risk assessments have been required for all provisions and guidance changes constantly. This has delayed general reviews but there is overlap.</i></p>	Review annually.
Council meetings	Legality	L	Process/Standing orders include process for ensuring statutory notice/access requirements are met.	Existing procedures adequate
	Proper and timely reporting via the minutes	M	<p>Minutes of prior meeting approved at each full council/relevant committee.</p> <p>Approved minutes made available to press and public via the web site.</p> <p>Signed copies retained in secure location.</p> <p><i>Historic practice was to create a confidential minute to record matters discussed in confidential session. There is no provision for this in law. Therefore, processes have been changed to create a public minute and where a confidential matter must be recorded the matter will be dealt with by a committee.</i></p>	Procedures
	Meeting location/Virtual Meetings	L	<p>Meetings held in main hall at Broadway Centre.</p> <p>Full risk assessment of the premises is in place.</p> <p>Microphone system/Hearing loop has been serviced and is functioning.</p> <p>Technology is in place for virtual meetings and live streaming. <i>Training will be available for councillors unsure of how to use the relevant software.</i></p>	<p>Existing procedures are adequate.</p> <p>Existing procedures adequate.</p>

Management				
Subject	Risk(s) Identified	Level	Control (and actions)	Details/Review/Renew
Business Continuity	<p>Council not being able to continue its business due to an unexpected or tragic circumstance.</p> <p>Loss of council records through theft, fire, damage</p>	M	<p>Procedures are not collated into a central location and multiple copies of documents exist in different locations.</p> <p><i>An index/archive system has been created and work has been undertaken to address this but has been hindered by government work from home directives. Wherever, electronic copies of documents are used.</i></p> <p>Register of Policies and Licenses has been created and is maintained.</p> <p><i>Central list of ongoing and regular tasks and procedures is still required.</i></p> <p>Building is secured at all times. CCTV and alarms in operation. <i>Additional CCTV will be put in place to cover weaknesses.</i></p>	Work is on-going.
	ICT Equipment failure, resulting in data loss and reduced productivity.	M	<p>ICT Equipment has been updated and all staff members have access to work remotely. Data storage is cloud based.</p> <p>Folder and file structures are logical. Naming conventions are in place.</p> <p>Robust anti-virus software in place.</p> <p><i>Regular back-ups to a secondary location would further mitigate the risk of loss of data.</i></p>	
Proper document control /Data Protection and Freedom of Information	Not complying with legislation through lack of Policies	L	<p>The Council has relevant policies in place to cover:</p> <ul style="list-style-type: none"> GDPR Privacy Notices Model Publication Scheme Transparency Code Document retention and disposal CCTV <p>Leases and legal documents in secure cabinets. Other data storage complies with Data Protection Act.</p>	Review as legislation requires

Management				
Subject	Risk(s) Identified	Level	Control (and actions)	Details/Review/Renew
Clerk	Loss of qualified clerk	M	The council must understand and support the Clerk's role. Councillors must adhere to their own specific roles and responsibilities only and not interfere with the Clerk's. Deputy Clerk position created, and appointment made to remove single point of failure and provide succession planning.	Councillor training must be undertaken.
	Loss of General Power of Competence	H	Reserves should be held to enable training for the CiLCA qualification in the event of the experienced clerk resigning and an unqualified person employed as replacement (bearing in mind that it would take at least 1-2 years to obtain the required qualification). Deputy Clerk to also undertake training.	Adequate reserves held.
	Fraud	M	The requirements of Fidelity Guarantee insurance must be adhered to.	Existing arrangements are adequate.
	Training	M	The Clerk should be provided with training, reference books, access to assistance and legal advice via SLCC as requested and time to attend training, meetings and undertake research.	Memberships are renewed annually. Clerks have time to read and research information.
	Staff unavailable from sickness or holiday	L	Clerk and RFO supported by deputy clerk/RFO. Caretakers and Cleaners work covered by colleagues	Locum or contractors can be used for short term support if required
Councillor propriety	Failure of councillor to declare an interest leading to legal challenge.	M	Register of interest and gifts/ hospitality in place with corresponding procedures in policies.	Related documents reviewed annually.
	Councillors Conflict of Interest	M	There is a standing item on every agenda that requires Councillors to declare any pecuniary/nonpecuniary interest at start of each meeting.	Onus is on individual councillor to declare

Management				
Subject	Risk(s) Identified	Level	Control (and actions)	Details/Review/Renew
	Bringing the Council into disrepute	L	<p>Councillors receive and are regularly reminded of the Code of Conduct.</p> <p>Training provided for new councillors, and if required (for example if advised by unitary MO)</p> <p>Any breaches are reported to the Independent Local Authority Monitoring Officer for investigation</p>	<p>Code of conduct reviewed annually.</p> <p>Code of Conduct training offered to all councillors.</p>

Actions and improvements to be carried out are listed below:

- Review of Assets (Spring)
- Insurance renewal (7 June)
- Annual testing to be arranged.
- License renewals
- Move balance of current account into deposit account (April and as required)

Date of Meeting approved:	Minute no:	Date of Next review: January 2022
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SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code

PAPER F

Cost Centre Name

<u>ADMINISTRATION</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Public Works Loan Board	0.00	0.00	0.00	35,000.00	34,044.98	955.02
2	Audit	0.00	0.00	0.00	2,650.00	250.00	2,400.00
3	County Association Dues	0.00	0.00	0.00	1,100.00	824.29	275.71
4	ICO	0.00	0.00	0.00	35.00	35.00	0.00
5	Broadband & Phone	0.00	0.00	0.00	780.00	490.50	289.50
6	Postage	0.00	0.00	0.00	100.00	77.80	22.20
7	Stationery	0.00	0.00	0.00	200.00	751.59	-551.59
8	Photocopier	0.00	0.00	0.00	800.00	294.29	505.71
9	ICT/Office Equipment	0.00	0.00	0.00	700.00	4,384.77	-3,684.77
10	Insurance (All Assests)	0.00	0.00	0.00	5,135.00	5,284.01	-149.01
11	Professional fees	0.00	0.00	1,550.00	1,000.00	447.00	2,103.00
78	Bank Interest	0.00	0.00	19.57	36.00	0.00	55.57
79	VAT Refunded	0.00	30,000.00	0.00	0.00	0.00	-30,000.00
80	Precept/Grant	0.00	342,446.00	342,446.00	0.00	0.00	0.00
		£0.00	372,446.00	£344,015.57	47,536.00	£46,884.23	-27,778.66

<u>ADVERTS & PUBLICITY</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
12	Website	0.00	0.00	0.00	295.00	225.00	70.00
13	Chronicle	0.00	0.00	0.00	2,640.00	0.00	2,640.00
14	Notice Boards	0.00	0.00	0.00	0.00	0.00	0.00
15	Local Press Adverts	0.00	0.00	0.00	200.00	0.00	200.00
		£0.00	0.00	£0.00	3,135.00	£225.00	2,910.00

<u>BEACH</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
16	Beach Cleaning (Bins)	0.00	0.00	0.00	9,000.00	10,758.12	-1,758.12
17	Lifeguards	0.00	0.00	0.00	0.00	0.00	0.00
18	Dredging Costs	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	9,000.00	£10,758.12	-1,758.12

<u>BROADWAY CENTRE</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
19	Business Rates	0.00	0.00	792.00	4,200.00	2,989.37	2,002.63
20	Water	0.00	0.00	0.00	800.00	166.79	633.21
21	Licences	0.00	0.00	0.00	1,200.00	34.36	1,165.64
22	Electricity	0.00	0.00	0.00	1,200.00	1,050.58	149.42
23	Gas	0.00	0.00	0.00	1,800.00	400.44	1,399.56
24	Alarms	0.00	0.00	0.00	1,300.00	496.80	803.20
25	Hygine Waste Service	0.00	0.00	0.00	105.00	0.00	105.00
26	Waste	0.00	0.00	0.00	1,400.00	1,015.30	384.70
27	Cleaning materials	0.00	0.00	0.00	800.00	226.99	573.01
28	Furniture and Fittings	0.00	0.00	0.00	750.00	117.57	632.43
29	Minor Repairs	0.00	0.00	0.00	420.00	922.66	-502.66
30	Landscape	0.00	0.00	0.00	2,000.00	52.50	1,947.50
31	Signage	0.00	0.00	0.00	100.00	17.99	82.01
32	Service	0.00	0.00	0.00	125.00	235.84	-110.84
33	External Storage	0.00	0.00	0.00	0.00	2,575.00	-2,575.00
77	Hall Hire	0.00	17,000.00	6,062.84	0.00	0.00	-10,937.16
		£0.00	17,000.00	£6,854.84	16,200.00	£10,302.19	-4,247.35

<u>CIVIC</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
34	Remembrance Events	0.00	0.00	200.00	3,000.00	662.65	2,537.35
35	Christmas Tree and Lighting	0.00	0.00	0.00	1,500.00	841.67	658.33
36	Town Crier	0.00	0.00	0.00	250.00	0.00	250.00
		£0.00	0.00	£200.00	4,750.00	£1,504.32	3,445.68

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code

Cost Centre Name**COMMUNITY GRANTS & EVENTS**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
37	Fireworks	0.00	0.00	0.00	6,000.00	0.00	6,000.00
38	Events and Grants	0.00	0.00	800.00	15,000.00	2,070.00	13,730.00
39	Green Towns	0.00	0.00	0.00	2,000.00	0.00	2,000.00
		£0.00	0.00	£800.00	23,000.00	£2,070.00	21,730.00

COUNCILLORS

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
40	Mayor Allowance	0.00	0.00	0.00	1,000.00	1,000.00	0.00
41	Election	0.00	0.00	0.00	4,000.00	0.00	4,000.00
42	Training	0.00	0.00	0.00	1,000.00	0.00	1,000.00
43	Hospitality	0.00	0.00	0.00	500.00	0.00	500.00
		£0.00	0.00	£0.00	6,500.00	£1,000.00	5,500.00

MAINTENANCE

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
44	Materials/Equipment	0.00	0.00	0.00	0.00	0.00	0.00
45	Clothing	0.00	0.00	0.00	0.00	0.00	0.00
46	Defibrator Pads	0.00	0.00	0.00	140.00	0.00	140.00
47	War Memorial Cleaning	0.00	0.00	0.00	1,000.00	0.00	1,000.00
		£0.00	0.00	£0.00	1,140.00	£0.00	1,140.00

OTHER

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
74	Church Wall	0.00	0.00	0.00	0.00	551.10	-551.10
75	Seaside Awards	0.00	0.00	0.00	525.00	0.00	525.00
76	Town Plan - Printing Costs	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	525.00	£551.10	-26.10

SANDHAM GARDENS

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
48	Skatepark	0.00	0.00	0.00	1,000.00	0.00	1,000.00
49	Skatepark Repair/Painting	0.00	0.00	0.00	1,000.00	0.00	1,000.00
50	Playground Renewal Fund	0.00	0.00	0.00	10,000.00	0.00	10,000.00
51	Inspections	0.00	0.00	0.00	600.00	0.00	600.00
52	Repairs/Fences/Signage	0.00	0.00	0.00	0.00	1,500.00	-1,500.00
53	All Playground Repair	0.00	0.00	874.60	10,000.00	0.00	10,874.60
54	Litter Picking	0.00	0.00	0.00	5,000.00	1,730.00	3,270.00
55	Kerbing	0.00	0.00	0.00	2,500.00	0.00	2,500.00
81	Grass Cutting (Sandham)	0.00	0.00	0.00	0.00	2,340.00	-2,340.00
83	Sandham Gardens - Lease	0.00	0.00	7,500.00	0.00	0.00	7,500.00
		£0.00	0.00	£8,374.60	30,100.00	£5,570.00	32,904.60

SERVICE PROVISION

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
56	Grass Cutting (Los Altos)	0.00	0.00	0.00	6,000.00	3,600.00	2,400.00
57	Revetment Lighting	0.00	0.00	0.00	400.00	0.00	400.00
58	(CYEP) Central Eltham Youth Proj	0.00	0.00	0.00	0.00	0.00	0.00
59	Town Improvement Fund	0.00	0.00	10,593.00	20,000.00	8,568.95	22,024.05
60	Hanging Baskets	0.00	0.00	0.00	6,871.00	0.00	6,871.00
82	Grounds Maintenance	0.00	0.00	0.00	0.00	548.00	-548.00
		£0.00	0.00	£10,593.00	33,271.00	£12,716.95	31,147.05

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

SANDOWN TOWN COUNCIL
Net Position by Cost Centre and Code

Cost Centre Name

STAFF		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
61	Salaries/HMRC/ Pensions	0.00	0.00	3,175.00	85,000.00	73,947.32	14,227.68
62	Training	0.00	0.00	0.00	1,000.00	1,070.00	-76.00
63	Travel and Expenses	0.00	0.00	0.00	150.00	0.00	150.00
64	Professional Subscriptions	0.00	0.00	0.00	190.00	153.00	37.00
65	Locum Clerk	0.00	0.00	0.00	500.00	0.00	500.00
		£0.00	0.00	£3,175.00	86,840.00	£75,170.32	14,844.68
TOILETS							
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
66	Business Rates	0.00	0.00	0.00	6,000.00	5,139.70	860.30
67	Electricity	0.00	0.00	0.00	1,600.00	1,676.58	-76.58
68	Water	0.00	0.00	0.00	900.00	5,471.57	-4,571.57
69	Cleaning & Security	0.00	0.00	0.00	25,000.00	15,878.56	9,121.44
70	Wallgate & Inspection	0.00	0.00	0.00	5,000.00	1,814.00	3,186.00
71	Repairs	0.00	0.00	0.00	3,000.00	619.62	2,380.38
72	Solar/Turbine	0.00	0.00	0.00	200.00	0.00	200.00
73	Refurbishment	0.00	0.00	0.00	80,000.00	75.60	79,924.40
		£0.00	0.00	£0.00	121,700.00	£30,675.63	91,024.37
NET TOTAL		£0.00	389,446.00	£374,013.01	383,697.00	£197,427.86	170,836.15

Expenditure	Sum of 2021 - 2022 Budget
ADMINISTRATION	50503.00
Audit	1850.00
Broadband and Telephone	930.00
County Association Membership Fees	1100.00
ICO Registration	35.00
ICT	3870.00
Insurance	5390.00
Mayors Board	35.00
Office Equipment	80.00
Photocopier	468.00
Postage	102.00
Professional Fees	1075.00
Public Works Loan	34803.00
Stationary	765.00
Petty Cash and Postage	0.00
ADVERTS AND PUBLICITY	1821.00
Chronicle	1821.00
Newsletter	0.00
Notice Boards	0.00
BEACHES	10732.00
Beach Cleaning (Litter pick)	10732.00
Lifeguards	0.00
BROADWAY CENTRE	14821.00
Alarms/CCTV	1100.00
Business Rates	4284.00
Furniture and fittings	500.00
Landscape	1000.00
Licenses	317.00
Rebuild	0.00
Repair and Maintenance	1713.00
Signage	102.00
Utilities	4059.00
Waste Collection (General and Confidential)	1746.00
Waste Collection (Sanitary)	0.00
CIVIC	5200.00
Christmas Tree and Lights	1500.00
Town Crier	250.00
War Memorial	1500.00
War Memorial (Animal)	250.00
Remembrance	1700.00
COMMUNITY GRANTS & EVENTS	11000.00
Events and Grants	2000.00
Fireworks	6000.00
Green Towns	2000.00
Schools	1000.00
COUNCILLORS	6500.00
Election	4000.00
Hospitality	500.00
Mayor Allowance	1000.00

Training	1000.00
LOS ALTOS	6000.00
Grass Cut	6000.00
MAINTENANCE	200.00
Defib Pads	200.00
MISCELLANEOUS	0.00
Church Wall	0.00
SANDHAM GARDENS (GENERAL)	19622.00
Grounds Maintenance	5872.00
Inspections	1000.00
Kerbing	2500.00
Maintenance and Repair	10000.00
Signage	250.00
All Playground Repair	0.00
SANDHAM GARDENS (MUGA)	0.00
Adizone Removal	0.00
SANDHAM GARDENS (SJP)	17432.00
Grounds Maintenance	1829.00
Litter Picking	5603.00
Playground Renewal Fund	10000.00
Refurbishment	0.00
SANDHAM GARDENS (SKATE PARK)	4700.00
Competition	700.00
General	3000.00
Maintenance and Repair	1000.00
SERVICE PROVISION	29271.00
Ferncliff - Grounds Maintenance and Hedge Cutting	2000.00
Hanging Baskets	6871.00
Revetment Lighting	400.00
Town Improvement Fund	20000.00
STAFF	110468.00
Expenses (Milage etc)	0.00
Locum Clerk	0.00
Professional Subscriptions	247.00
Salaries	75886.00
Salaries - HMRC	25500.00
Salaries - Pension	7835.00
Training	1000.00
TOILETS	249888.00
Business Rates	5243.00
Cleaning and Security	32625.00
Refurbishment	196420.00
Turbine/Solar	200.00
Utilities	10089.00
Wallgate and inspection	1568.00
Waste	668.00
Repair and Maintenance	3075.00
(blank)	
(blank)	
Grand Total	538158.00

Income	Sum of 2021 - 2022 Budget
Donations	0.00
Grants	0.00
Interest	0.00
Land Lease	0.00
Lease refund	0.00
Precept/IWC Grant	334366.70
Room Hire	0.00
Sale of Van	0.00
St Helens	0.00
VAT	0.00
Grand Total	334366.70

2020-2021 Budget	
Expenditure	538,158.00
Income	0.00
Grants	0.00
Budgeted Income	0.00
2020/2021 Predicted Underspend/Additonal Income	38,066.28
From Reserves	165,725.02
Required Precept Income	334,366.70
Tax Base	2,414.20

Precept c/d 2019-20	140.10
Precept c/d 2020-21	138.85

Predicted Income no increase	334,366.70
Required	334,366.70
Difference/Tax base	0.00
Precept Increase	0.00
New Precept	138.85

Total in reserves accounts	310,000.00
Reserves (1)	230,000.00
Reserves (2)	80,000.00

Allocated Reserves bought forward	
Sandham Gardens Parks	10,000.00
Toilets	136,700.00
General	19,025.02

Remaining Balances	
Sandham Gardens Parks	15,000.00
Toilets	0.00
General	129,274.98
General as percentage of operating budget	24.8%
Balance check	