

Thornbury Group Parish Council

CLERK TO THE COUNCIL: JENNIFER EVA thornburygroupparishcouncil@gmail.com

To Members of Thornbury Group Parish Council: Notice is hereby given that the next meeting of the Parish Council will be held on Monday, 25th November 2024, commencing at 7.00 pm, in The Village Hall, Edwyn Ralph.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). This permission does not extend to private meetings or parts of meetings which are not open to the public.

All recordings and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public. If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photographs or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

BUSINESS OF THE AGENDA

1. APOLOGIES

To receive and approve apologies for absence.

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest and written Requests for Dispensations

3. MINUTES OF THE PREVIOUS MEETINGS

To approve the Minutes from the previous Parish Council Meeting on 23rd September 2024.

4. SAFER NEIGHBOURHOODS TEAM (SNT)

To receive an update on the parish council's 3 policing priorities; 1. Speeding along the B4214, 2. Rural Theft and 3. Anti-social Behaviour.

5. WARD COUNCILLOR UPDATE

To receive a brief verbal update from Ward Councillor Bruce Baker.

6. PUBLIC QUESTION TIME

The time allocated is at the discretion of the Chair. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chair. Members of the public may not take part in the Parish Council meeting itself.

7. FINANCE

7.1 To consider the [November finance report](#) (inc. bank statements, recs., and spend to date).

7.2 To consider [invoices for payment](#) (two councillors to authorise via internet banking).

7.3 To nominate one councillor to conduct the monthly internal financial control check.

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7.4 To consider setting the [draft budget and precept](#) for 2025/26.

8. LOCAL GOVERNMENT SERVICE PAY AGREEMENT 2024/25

To note that The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2024/25. New pay scales for the Clerk will be implemented in the December 2024 payroll and retrospectively applied from 1st April 2024.

9. [RISK REGISTER](#) – to review the register and consider any action required.

10. PUBLIC CONSULTATION - Tree Hedgerow & Woodland Strategy for Herefordshire

To consider a response to the following public consultation.

What makes trees and hedgerows important to you? What is already happening locally? What type of tree-hedgerow schemes would you support? How do you see the future treescape of the county urban and rural? The parish council, residents and community groups are invited to respond and help guide the production of this strategy for the county's treescape.

Herefordshire Council is working with LUC to facilitate a Tree Hedgerow and Woodland Strategy for the county (h-THaWS) and has launched a 4-week online public consultation.

It is hoped that the final h-THaWS will be launched in Spring 2025, helping support an increase in Trees and Hedgerows across the county and encouraging better management of those we already have.

Further information and the online survey can be found at [Herefordshire Tree, Hedgerow and Woodland Strategy \(h-THAWS\)](#) or you can email the team at hthaws@landuse.co.uk

Closing date for comments; 8th December 2024.

11. **ROADS / FOOTPATHS** – to consider any issues for reporting to Herefordshire Council.

11.1 Highways.

11.2 Footpaths.

12. **PARISH DEFIBRILLATORS** – to consider any action required.

12.1 Collington.

12.2 Edwyn Ralph.

12.3 Thornbury.

13. **VILLAGE HALL UPDATE** – to note a verbal update from Cllr Ede

14. CORRESPONDENCE

To note any information or correspondence received.

a) Streetworks list.

b) Locality Steward Update.

c) Neighbourhood Matters – Weekly Fraud Update.

d) Public Consultation - a Tree Hedgerow & Woodland Strategy for Herefordshire.

15. NEXT ORDINARY MEETING

To confirm meeting dates for 2025 – Meetings usually are held on Monday evenings at 7pm, unless stated otherwise.

27th January, 24th March, 19th May, 28th July, 29th September, and 24th November

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AGENDA ITEM 3

MINUTES OF THE ORDINARY MEETING OF THORNBURY GROUP PARISH COUNCIL HELD ON MONDAY 23rd SEPTEMBER 2024, AT 7 PM IN EDWYN RALPH VILLAGE HALL

Members Present: Cllrs A Ede (Chair), J Farrant, W Keown-Boyd, D Manning, and P Wildig.
Also, Present: J Eva (Parish Clerk), Ward Cllr Baker, PCSO Toby Stephenson (SNT), and
2 members of the public.

1. Apologies

Cllr K Edwards and Cllr H Lewis.

2. Declarations of Interest

None

3. Minutes of the previous meeting

It was **RESOLVED** that the meeting minutes held on 29th July 2024 be confirmed as a correct record and signed by the Chair.

PSCO Toby Stephens arrived at 7:10 pm.

4. Safer Neighbourhood Team (SNT)

4.1 PCSO Stephens apologised for the lack of SNT attendance at Parish Council (PC) meetings over the last few years. A Police Officer has been recruited from Malvern to join the team which is now back to full capacity (two Police Officers and one PCSO). The SNT intends to send a representative to a couple of PC meetings per year.

Members noted that PSCO Sue Berret, who served the local area for several years, has been promoted and moved to a new role covering the whole of Herefordshire.

Local concerns

PSCO Stephens and PC Chair have recently discussed local concerns about speeding drivers on the B4214 in Edwyn Ralph, at the *'Coffee with a Cop'* session held in the village hall.

PCSO Stephens confirmed that the new PC will undergo speed gun training in the next few weeks ready to take on roadside monitoring. PCSO Stephens did submit a request, on behalf of the parish council, for a motorbike officer to carry out enforcement checks.

4.2 Local Policing Community Charter

The community charter is an agreement that WM Police aims to make with each PC in Herefordshire. Every three months WM Police will ask the PC for to confirm their three main policing priorities i.e. speeding, shed break-ins, and anti-social behaviour. SNT is required to consider how these issues can be resolved and should keep PC abreast of any action taken locally to address the issues.

It was **RESOLVED** to sign up to the Community Charter with the following priorities.

1. Speeding in Edwyn Ralph, B4214.
2. Rural theft.
3. Anti-social behaviour.

Cllr Pitt expressed frustration at the increasing rate of rural crime in the local area and

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Police action taken to apprehend the culprits. He explained how difficult and time-consuming it can be for farmers and their workers to secure property on private land every day and night.

Members thanked PSCO Stephens for his attendance. The dates of the upcoming Coffee with a Cop sessions were noted, as follows.

Location: Edwyn Ralph Village Hall.

- Wednesday 2nd October 11 am – 12 pm.
- Thursday 7th November 2 pm to 3 pm.
- Tuesday 3rd December 10 am to 11 am.

Finally, PCSO Stephens informed members that SNT manages an online messaging service called Neighbourhood Matters (NM). Residents are encouraged to sign up for NM for regular emails or text messages for updates on local policing matters, such as thefts, suspicious activity, and other incidents.

PSCO Stephens left the meeting at 7:40 pm.

5. Ward Councillor Update

5.1 Cllr Baker provided a brief update which included the following points.

- Devolution – Herefordshire Council (HC) is considering options related to closer working relationships with a neighbouring council in the future. Further steps will include a public consultation.
- Local flooding – Water and soil runoff have affected some roads in Herefordshire. HC is working with landowners to resolve these issues.
- Drainage asset maps – Map of residential parish drains are available on request from HC. Members agreed it would be useful to have copies of these maps and it was therefore **RESOLVED** for the Clerk to submit a request to HC on behalf of the PC.
- HC's Planning Department – is now fully staffed, which will enable applications to be processed in good time. Kelly Collins-Thomas is the new head of the department.
- National Housing Targets – Herefordshire's new housing target for new builds is set to rise over the next 20 years. The current annual target is 773, which would increase to 1,375.
- Code of Conduct – The Monitoring Officer at Herefordshire Council has asked Ward Members to remind parish councillors in their wards of the need to abide by the code of conduct, specifically in relation to the respect of fellow Council members and staff.
- Members noted that Jeffrey Kramer of St Michael's Hospice has been awarded the prestigious British Empire Medal (BEM).

5.2 Wood Lane drainage gully

The resident present at the meeting informed members that Cllr Baker has been in touch with her to discuss the roadside gully in Wood Lane does not drain away after heavy rainfall. Members acknowledged that as the drain is on private land it will take

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time for the issue to be resolved.

6. Public Questions

None.

7. Finance

7.1 To consider the September finance report (inc. bank statements, reconciliations and spend to date.

Members noted the finance report that set out the PC's fiscal position at month 9 and identified expenditure is within the budget. The PC has £840.53 in reserves and has recently received the final instalment of its precept for this financial year.

- Current account total on 31.08.2024 = £3,454.50
- Reserve account total on 31.08.2024 = £840.53

7.2 To consider the following invoices for payment.

- HMRC ... PAYE ... £171.00
- J Eva ... Clerk salary for August & September 2024

It was **RESOLVED** to approve both payments. The payment for HMRC was approved for payment via cheque and the Clerk's salary was approved for payment via bank transfer.

7.3 To nominate one Councillor to conduct the financial control check from 29th July to 23rd September.

It was **RESOLVED** to appoint the Chair to conduct the check following this meeting.

7.4 To consider setting up a finance working group for the 2025/26 budget. The working group will meet online to prepare a draft budget/precept for recommendation for approval at the next Council meeting in November.

It was **RESOLVED** that the Chair and the Clerk to meet and prepare a draft budget/precept. Other members are welcome to join them or to submit their budgetary suggestions prior to the first meeting.

8. Risk Register (RR)

To review the risk register and consider any action.

Members considered the register and **RESOLVED** to make the following changes.

- RR ref. 1.1, 5.3, 5.5, and 6.1 - remove reference to HALC as the PC is no longer a member of the association.
- RR ref. 2.1 Annual Insurance - Cllr Ede to consider the insurance schedule in preparation for the PC's review in 2025.
- RR ref. 3.1 Noticeboards/damage to assets – add the names of Cllr Ede (Edwyn Ralph), Cllr Wildig (Thornbury), and Cllr Farrant (Collington) to the RR.
- RR ref. 5.2 Clerk's salary – The Chair will conduct a review in the coming months.
- RR ref. 6.1 Code of Conduct – The Chair reminded members of the legal obligation to ensure their personal register of interest declarations have been submitted and are up to date with to HC.

Cllr T Edwards arrived at 7:51 pm.

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9. Planning Matters

9.1 To consider commenting on applications for determination by HC.

None.

9.2 Members noted that application P242093/J was considered between meetings due to the application closing date of 13th September. Following a site visit to inspect the tree and full consultation with all councillors, it was agreed to SUPPORT the application.

9.3 To note planning decisions made by HC.

Members noted that the following applications have been approved by HC with conditions

P24096/F (PC did not support) and P241076/FH (PC supported).

10. Review of Polling Districts, Polling Places and Polling Stations

Members noted that Herefordshire Council is currently undertaking its review of polling districts, polling places and polling stations (as required every five years). There are no changes required for the parish.

11. Roads / Footpaths

11.1 Highways

a) B4214 Bromyard to Edwyn Ralph.

Members noted that the Clerk has written to HC's CEO to express the PC's concerns at the further deterioration of the condition of the B4214 from Bromyard to Edwyn Ralph. The PC is very concerned the road is becoming hazardous to drivers and pedestrians. Some patching works have been carried out by HC to fill the largest / deepest potholes, but this appears to be a temporary fix. The PC agreed that the road needs to be completely resurfaced, and the highway drainage runoff needs to be addressed as soon as possible.

It was **RESOLVED** to approach Bromyard and Winslow Town Council and Ward Cllr Peter Stoddart about this problem and invite them to work with the PC to address this matter with HC which affects both parishes.

b) Church Lane, Edwyn Ralph.

Members noted that HC has completed resurfacing works to the lane.

c) Speeding drivers.

This matter was discussed under item 4.1.

11.2 Footpaths

Members noted a report concerning a very overgrown section of the footpath from Wood Lane down to Collington.

Cllr Pitt, Footpaths Officer, will visit the site and assess what work needs to be done to clear the pathway.

12. Parish Defibrillators

To consider an action required for the machines in Edwyn Ralph and Collington.

12.1 Collington defibrillator – Cllr Farrant confirmed that the machine is checked regularly, and it has no issues to report.

12.2 Edwyn Ralph defibrillator – members acknowledge that Cllr K Edwards has conducted the weekly checks for over a year and has asked if any other members would like to

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take over the role.

It was **RESOLVED** to appoint Cllr Ede to the task of checking this machine and then submitting an online condition report.

12.3 To consider fundraising options for the purchase of a defibrillator for Thornbury in 2025.

It was **RESOLVED** for the PC to set up a working group with residents of Thornbury to investigate this matter.

13. CORRESPONDENCE

Members noted the following correspondence received.

- a) Streetworks list for W/C 16.09.2024.
- b) Locality Steward contact re: catch pond drainage pit alongside the Thornbury bends.
- c) Herefordshire County Bid Updates.
- d) Herefordshire County Bid – Tourism Business Survey
- e) WM Police September Fraud & Scam Bulletin.
- f) Bi-monthly briefings with BBLP – Cllrs can attend in person at the Thorn Depot or online via MS Teams.

14. NEXT ORDINARY MEETING

14.1 Members noted the date of the next ordinary meeting: 25/11/2024.

14.2 Items for the next ordinary agenda: members are asked to submit any new agenda items directly to the Clerk (must be before 16th November).

With no further business, the meeting was closed at 8:13pm

Signed by Cllr Ashley Ede Dated

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AGENDA ITEM 7.1

Spend against budget YTD

| INCOME | Budget 2024_25 | YTD LIVE |
|---------------------------|------------------|------------------|
| Precept | £6,000.00 | £6,000.00 |
| Bank interest | £5.00 | £7.19 |
| Unpresented cheque | £0.00 | £0.00 |
| VAT claim | £430.00 | £0.00 |
| Donations towards defibs | £0.00 | £0.00 |
| Error payment Hrfd C | £0.00 | £0.00 |
| Unpresented Chq | £0.00 | £0.00 |
| Total Income | £6,435.00 | £6,007.19 |
| EXPENDITURE | Budget 2024_25 | YTD LIVE |
| Insurance | £400.00 | £379.62 |
| Village Hall | £0.00 | £0.00 |
| ICO | £35.00 | £35.00 |
| Audit fees | £250.00 | £200.00 |
| HALC Membership | £0.00 | £0.00 |
| Salary (inc. PAYE) | £4,670.00 | £2,487.94 |
| Salary (overtime) | £0.00 | £0.00 |
| Clerks Expenses | £0.00 | £0.00 |
| General Admin | £50.00 | £0.00 |
| Clerk's WFH allowance | £0.00 | £0.00 |
| PC website domain | £0.00 | £0.00 |
| Election fees (2019) | £200.00 | £0.00 |
| Salt for 3 parishes | £0.00 | £0.00 |
| PC anti-virus | £0.00 | £0.00 |
| SLCC/ALCC membership | £0.00 | £0.00 |
| Meeting Room Hire | £200.00 | £96.00 |
| Payroll services | £250.00 | £148.76 |
| Defibrillator maintenance | £300.00 | £0.00 |
| Community Projects | £200.00 | £0.00 |
| VAT | £150.00 | £29.74 |
| Total Expenditure | £6,705.00 | £3,377.06 |

Finance Report November 2024

Bank Reconciliation; 1st to 31st October 2024

| Opening Balance 01/04/2024 | | NatWest | £3,114.20 | £835.38 | |
|----------------------------|-----|---------|------------------------|-------------------------|------------------|
| | | | Current Account | Reserves Account | TOTAL |
| Opening balance | | | £3,114.20 | £835.38 | |
| (+) Receipts | | | £6,000.00 | £7.19 | £6,007.19 |
| TOTAL | | | £9,114.20 | £842.57 | |
| (-) Payments | | | £3,377.06 | £0.00 | |
| Balance | | | £5,737.14 | £842.57 | £6,579.71 |
| | | | | | |
| | | | 31.10.2024 | 31.10.2024 | |
| Bank Statement | | | £5,932.74 | £842.57 | £6,775.31 |
| | | | | | |
| o/s cheques | | | | | |
| | 381 | £195.60 | | | |
| | | | | | |
| | | | 195.60 | 0.00 | |
| | | | £5,737.14 | £842.57 | £6,579.71 |

AGENDA ITEM 7.2

| Payee | Ref. | Service | VAT | TOTAL |
|--------|----------------|--|--------|---------|
| HMRC | Months 7 & 8 | PAYE | | £130.40 |
| Autela | 14856 | Aug – Nov payroll | £13.64 | £81.86 |
| J Eva | Oct & Nov 2024 | Clerk's wages | | |
| J Eva | Agenda item 8 | National Pay Awards back-dated pay from April 2024 | | |
| J Eva | | Stationery – divider pack | | £1.00 |

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AGENDA ITEM 7.4

Draft Budget and Precept for 2025/26

| INCOME | Budget 2024_25 | YTD LIVE | Draft Budget 2025/26 |
|---------------------------|-------------------|------------------|----------------------------|
| Precept | £6,000.00 | £6,000.00 | £6,600.00 |
| Bank interest | £5.00 | £7.19 | £60.00 |
| Unpresented cheque | £0.00 | £0.00 | £0.00 |
| VAT claim | £430.00 | £0.00 | £30.00 |
| Donations towards defibs | £0.00 | £0.00 | £0.00 |
| Error payment Hrfd C | £0.00 | £0.00 | £0.00 |
| Unpresented Chq | £0.00 | £0.00 | £0.00 |
| Total Income | £6,435.00 | £6,007.19 | £6,690.00 |
| EXPENDITURE | Budget 2024_25 | YTD LIVE | Draft Budget 2025/26 |
| Insurance | £400.00 | £379.62 | £420.00 |
| Village Hall | £0.00 | £0.00 | £0.00 |
| ICO | £35.00 | £35.00 | £35.00 |
| Audit fees | £250.00 | £200.00 | £250.00 |
| HALC Membership | £0.00 | £0.00 | £0.00 |
| Salary (inc. PAYE) | £4,670.00 | £2,487.94 | £4,495.00 |
| Salary (overtime) | £0.00 | £0.00 | £0.00 |
| Clerks Expenses | £0.00 | £0.00 | £0.00 |
| General Admin | £50.00 | £0.00 | £50.00 |
| Clerk's WFH allowance | £0.00 | £0.00 | £0.00 |
| PC website domain | £0.00 | £0.00 | £150.00 |
| Election fees (2019) | £200.00 | £0.00 | £200.00 |
| Salt for 3 parishes | £0.00 | £0.00 | £0.00 |
| PC anti-virus | £0.00 | £0.00 | £0.00 |
| SLCC/ALCC membership | £0.00 | £0.00 | £0.00 |
| Meeting Room Hire | £200.00 | £96.00 | £150.00 |
| Payroll services | £250.00 | £148.76 | £250.00 |
| Defibrillator maintenance | £300.00 | £0.00 | £300.00 |
| Community Projects | £200.00 | £0.00 | £200.00 |
| VAT | £150.00 | £29.74 | £100.00 |
| Total Expenditure | £6,705.00 | £3,377.06 | £6,600.00 |

Precept request for 2025/26 = £33.55 per Band D property.
Increase of £3.05 per Band D property.

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GENDA ITEM 9

Thornbury Group Parish Council RISK REGISTER 2024/25

Definition of Risk management

Risk is the threat that an event or action will adversely affect the Parish Councils ability to achieve its objectives & to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated & controlled. The Parish Council is aware that some risks can never be eliminated fully, it has in place a strategy that provides a structured systematic & focused approach to managing risk which: Identifies the subject Identifies what the risk may be Identifies the level of risk evaluates the management & control of the risk & records findings reviews, assesses & revises procedures if required

| | Subject | Risk Identified | High / Med / Low | Management / Control of Risk | Review / Assess / revise | Review Dates 2024/25 |
|------------|--------------------------|---|------------------|---|---|----------------------|
| 1.0 | | | | | | |
| 1.1 | Business continuity | Council not being able to continue its business due to an unexpected or tragic circumstance | L | All files, recent records & website information are kept at clerk's home. Regular backups are made via memory stick, cloud storage & Dropbox. In the event of the clerk being indisposed the chair to contact HALC or the SLCC. | Review when necessary. Ensure procedures are undertaken | 23.09.2024 |
| 1.2 | Meeting Location | Adequacy, Health & Safety | L | Meetings are held in Edwyn Ralph Village Hall. An alternative venue hire option is available: St Michael's & All Angels Church. All listed facilities are deemed to be adequate for the clerk, councillors & any public who attend from a health & safety & comfort aspect. | Review public communication of change of venues as & when needed | 23.09.2024 |
| 1.3 | Council Records | Loss through theft, fire damage | L | Papers are held at the clerk's house & backups are held on a memory stick, cloud storage & Dropbox. | Cloud storage set up. Regular back ups made to external harddrives. | 23.09.2024 |
| 1.4 | Council records computer | Loss through theft, fire damage, data corruption | L | Backups are held by the clerk on external hard drives and cloud storage. | Review offsite security for backup information | 23.09.2024 |
| 2.0 | | | | | | |

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| 2.1 | Insurance | Adequacy, cost, compliance, Fidelity | L | An annual review of all insurance arrangements is carried out in Janaury. Employers Liability, Public Liability, Fidelity guarantee, Slander & Libel, property. | Existing provision adequate. Review provision & compliance annually | 23.09.2024 |
| 2.2 | Banking | Inadequate checks leading to extra costs | L | The council has financial regulations which are set out requirements for banking. Cheques have 2 councillor signatories and bacs payments are authorised at Council meetings. | Existing procedures adequate. Review financial regulations when necessary | 23.09.2024 |
| 2.3 | VAT | Inadequate checks & non compliance with HMRC | L | HMRC has standard form & procedures for reclaiming VAT. | Existing procedures adequate. | 23.09.2024 |
| 2.4 | Budgeting | Inaccurate forecasting leading to poor control | L | The council has good historical information & reviews finances against budget at every PC meeting & an annual meeting of the finance working group, via MS Teams. | Existing procedures adequate. | 23.09.2024 |
| 2.5 | Cash | Loss through theft or dishonesty | L | The council has no petty cash or float. Any cash transactions made by the clerk are fully receipted then reimbursed by cheque. | Existing procedures adequate. | 23.09.2024 |
| 2.6 | Financial controls | Inadequate checks | L | The clerk carries out monthly reconciliations which are checked by the PC. There are two signatories on cheques, bacs payments authorised at Council meetings & an internal audit is carried out annually. | Existing procedures adequate. | 23.09.2024 |
| 2.7 | Precept | Adequacy | L | Careful budgeting to underlie annual precept. Agenda item at parish council meetings to monitor of precept & costs. The annual meeting of the finance working group is held in October to prepare a draft budget for the council's consideration. | Existing procedure adequate, review provision & compliance annually | 23.09.2024 |
| 2.8 | Elections / By-elections | Risk of high election cost | M | The risk is higher in an election year. There are no measures that can be adopted to minimise the risk of having a contested election. A contingency fund should be established to meet the costs. | Include in financial statement when setting the precept | 23.09.2024 |
| 2.9 | Financial regulations / audit / annual return | Risk of non compliance or late submission | L | The clerk is responsible to ensure the accounts are submitted to the internal auditor & the return is signed & checked by the PC prior to publication. | Existing procedure adequate, review provision & compliance annually | 23.09.2024 |
| 3.0 | | | | | | |

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| 3.1 | Notice Boards | Damage to assets | L | An asset register is kept up to date & insurance is in place at an appropriate level. Regular checks should be made by Councillors; A Ede (Edwyn Ralph, P Wildig (Thornbury, and J Farrant (Collington). Any issues are to be reported to the Clerk. | Ensure the councillor is making regular checks & ensure insurance is at the correct level at renewal | 23.09.2024 |
| 4.0 | | | | | | |
| 4.1 | Minutes / agendas & statutory documents | Risk of being inaccurate & or non compliant with statutory requirements | L | Minutes & agendas are produced in accordance with guidelines & adhere to legal requirements. They are produced before PC meetings & are available to view on the PC website. | Existing procedures adequate. Review changes when necessary | 23.09.2024 |
| 5.0 | | | | | | |
| 5.1 | Clerk's employment contract | Loss of clerk | M | A contingency fund should be established to enable recruitment, training & induction in the event of the clerk resigning. | Consider when setting next precept | 23.09.2024 |
| 5.2 | Clerk | Salary | L | Review the correct level on an annual basis by Chair & PC. Reviews will be carried out in December. | Consider when setting next precept | 23.09.2024 |
| 5.3 | Clerk | Competency | M | The clerk should be provided with relevant training, reference books. The PC will fully support to assist the clerk | PC to monitor working conditions | 23.09.2024 |
| 5.4 | Contractor contracts | Non compliance with terms of contract | L | Review contracts annually. Ensure they are providing value for money. | Existing procedures adequate | 23.09.2024 |
| 5.5 | Employer liability | Non compliance with employment law | L | Review legal advice through a solicitor. | Existing procedures adequate | 23.09.2024 |
| 6.0 MEMBERS RESPONCIBILITIES | | | | | | |
| 6.1 | Code of conduct | Councillors behave not in accordance with the code of conduct | L | Councillors are provided with the Hereford Council Code of conduct. | Existing procedures adequate | 23.09.2024 |
| 6.2 | Register of interests | Conflict of interest | L | Councillors have a duty to declare any interest at the start of the meeting & sign a declarations of interest register book. Councillors also have to review their declaration on the Register of Members Interest held by Herefordshire Council | Existing procedures adequate | 23.09.2024 |

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| 6.3 | Register of gifts | Risk of influencing councillors decisions | L | Councillors are provided with the Hereford Council Code | Existing procedures adequate | 23.09.2024 |
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