

Bromham Parish Council

Minutes of Meeting

Finance & General Purposes Committee

held Thursday 2 March 2023
in the Village Hall at 7:00pm

PRESENT: Trevor Roff
Sian Woodfine
Dylan Simmons
Liz Luder
Julie Betts, Parish Clerk (PC)

Action

PUBLIC QUESTION TIME

No members of the public joined the meeting and, therefore, no issues were raised during Public Question Time.

12/23 APOLOGIES

There were no apologies for absence.

Note

13/23 MINUTES OF PREVIOUS MEETING

The meeting considered the draft minutes of the last meeting.

RESOLVED:

The minutes of the meeting, held on 19 January 2023, were approved and signed as a correct record.

PC

(Proposed by: Cllr. Luder, Seconded by: Cllr. Woodfine, All in favour)

14/23 DECLARATIONS OF INTEREST

As previously declared.

Note

15/23 MATTERS ARISING

All matters arising were considered as part of the agenda items.

Note

16/23 POLICIES AND PRACTICES

There were no policies and practices to be considered at the meeting.

Note

FINANCE(a) **Budget Monitoring**

The meeting considered and acknowledged the Budget Monitoring Report for the period to 28 February 2023 (circulated prior to the meeting). This identified expenditure incurred and income received against the approved 2022/2023 revenue budget with no overall areas of concern or significant variances at this stage. The meeting acknowledged the need to keep the financial position under review with regular budget monitoring reports.

Note

RESOLVED

That the budget position statement, for the period ended 28 February 2023 be acknowledged and the financial position of the Parish Council be kept under review.

PC

(Proposed by: Cllr. Luder, Seconded by: Cllr. Simmons, All in favour)

(b) **Petty Cash Report**

The Petty Cash report and reconciliation at **Appendix A** was considered and clarification was sought in relation to specific matters.

Note

RESOLVED

That the summary petty cash report and reconciliation, attached at Appendix A, be agreed.

PC

(Proposed by: Cllr. Woodfine, Seconded by: Cllr. Simmons, All in favour)

(c) **Grants & Community Infrastructure Levy Received Report**

The register of grants and Community Infrastructure Levy (CIL) received in 2022/2023 was circulated and is reproduced at **Appendices B and C**.

Note

CIL received in this financial year was £73,743.59 and the total CIL received to date was £84,309.47. The Parish Clerk had completed the CIL Annual Report and returned it to Bedford Borough Council. The report shows monies received and spent and was displayed on Bedford Borough Council's and Parish Council's websites.

Note

Councillors noted that £2,027.73 CIL Money was required to be spent by May 2023.

Note

(d) S137 Report

The Parish Clerk reported that the former Ministry of Housing, Communities & Local Government (MHCLG) had confirmed that the Local Government Act 1972 Section 137 allowance for the financial year 2023/2024 was set at £9.93 per elector. Section 137 enables local Councils to spend a limited amount of money for purposes for which they have no other specific statutory authority. This is an increase on the allowance of £8.82 for the current year (reflecting the % increase in the retail index between September 2021 and September 2022, in accordance with Schedule 12B of the 1972 Act).

Note

The S137 report for 2022/2023 had been circulated in advance of the meeting and is attached to the minutes at Appendix D.

Note

(e) Asset Register 2022/2023

The meeting considered the latest Asset Register as at 16 March 2022, attached at Appendix E, which identified a total value of assets held of £357,463.50 (an overall decrease of £299.00 compared to the balance as at 31 March 2022). It was acknowledged that the Asset Register, as at 31 March 2023, would be prepared and reported to the Parish Council as part of the final accounts process.

Note

RESOLVED:

That the updated 2022/2023 Asset Register, attached at Appendix E, be acknowledged.

PC

(Proposed by: Cllr. Woodfine, Seconded by: Cllr. Luder, All in favour)

(f) Risk Management Arrangements 2023

The Committee undertook an annual review of its Risk Management Arrangements as part of its review of relevant policies and work practices, to ensure that the arrangements remained valid, appropriate and up to date. The Parish Clerk reported that a summary of risks in respect of the range of Parish Council activities, attached at Appendix F, had been identified and these had been rated high, medium and low in terms of the likelihood of occurrence and impact on the business.

Note

Risks had been categorised between financial management, assets and liability and relevant controls had also been identified to mitigate the impact of these risks on the business and, as far as possible, ensure business continuity. A copy of the resulting Risk Management Arrangements had been circulated prior to the meeting for consideration.

Note

The meeting acknowledged that the Bromham Mill Board had identified the range of risks in respect of Bromham Mill activities and these had also been categorised as high, medium and low in terms of the likelihood of occurrence and impact on the business. The evaluation template is also shown at **Appendix F**, with risks categorised between environment, physical assets, business, liability and financial management. Relevant controls have been identified to mitigate the impact of these risks on the business and, as far as possible, ensure business continuity. These will need to be developed over time.

Note

RESOLVED TO RECOMMEND:

That the Risk Management Arrangements reported to the meeting, and attached at Appendix F, be approved effective from 1 April 2023.

PC

(Proposed by: Cllr. Woodfine, Seconded by: Cllr. Luder, All in favour)

18/23 **STAFFING ISSUES**

Interviews had taken place for the post of Support Officer (Bromham Mill) on 28 February 2023. The Chair reported that 3 candidates had been interviewed and the successful candidate would commence employment on 3 April 2023.

Note

19/23 **HEALTH AND SAFETY ISSUES**

(a) **Health & Safety Report 2022/2023**

In accordance with its health and safety responsibilities, the Committee considered the Health & Safety Report for 2022/2023, attached at **Appendix G**. The meeting acknowledged that there were no serious issues of concern during 2022/2023.

Note

RESOLVED

That the annual Health & Safety Report for 2022/2023, attached at Appendix G, be received and acknowledged.

PC

(b) **Health & Safety Action Plan 2023/2024**

In accordance with the health and safety responsibilities of the Parish Council, a Health and Safety Action Plan should be prepared to identify the key tasks and responsibilities. It should be reviewed annually and regularly monitored. The Parish Council considered the proposed 2023/2024 Health & Safety Action Plan circulated prior to the meeting and attached at **Appendix H**.

Note

RESOLVED TO RECOMMEND

That the draft 2023/2024 Health and Safety Action Plan, attached at Appendix H, be submitted to the Parish Council for approval and consideration as part of the annual health and safety report.

PC

20/23 **CORRESPONDENCE**

There were no matters for consideration at the meeting.

21/23 **DATE OF NEXT MEETING**

The next meeting will be on Thursday 18 May 2023 at 7.00pm.

MINUTES AGREED: _____

Date: _____ 2023

F&GP Chairperson

BROMHAM PARISH COUNCIL

PETTY CASH ACCOUNT

2022/2023

		Credit	Debit	Balance
01/04/2022	B/Fwd Balance	407.21	0.00	
01/05/2022	Scissors	0.00	2.50	
01/05/2022	Meeting Costs	0.00	11.50	
01/05/2022	The Range: Office Supplies	0.00	9.47	
01/05/2022	Meeting Costs	0.00	6.20	
01/05/2022	Mayor Visit	0.00	8.00	
01/05/2022	Office Stationery	0.00	17.00	
04/05/2022	Meeting Costs	0.00	31.95	
15/08/2022	Car Parking (Bank Visit)	0.00	2.00	
15/08/2022	Car Parking (Bank Visit)	0.00	1.30	
15/08/2022	Mileage: April to June 22 JB	0.00	51.75	
15/08/2022	Thank You Events	0.00	13.55	
15/08/2022	P3 social	0.00	50.00	
15/08/2022	Events Set Up Costs	0.00	11.00	
15/08/2022	Accountant Meeting	0.00	17.96	
15/08/2022	Car Parking	0.00	1.90	
15/08/2022	Batteries	0.00	7.50	
15/08/2022	Mill cafe volunteers	0.00	11.50	
15/08/2022	Card	0.00	2.00	
15/08/2022	mill cafe volunteers	0.00	11.15	
15/08/2022	mill cafe volunteers	0.00	11.92	
15/08/2022	Mill meeting	0.00	21.40	
15/08/2022	Broadsheet Delivery	0.00	280.00	
15/08/2022	Bank Transfer	500.00	0.00	
13/10/2022	Bank Transfer	500.00	0.00	
07/11/2022	Flowers for Mill P3	0.00	12.00	
07/11/2022	Diary	0.00	5.00	
07/11/2022	Facebook Boost	0.00	12.00	
07/11/2022	Costco: Notebooks	0.00	7.79	
07/11/2022	Cleaning Products	0.00	24.15	
07/11/2022	Galvanised Staple Pack (P3)	0.00	15.04	
07/11/2022	J Betts (to 9 Sept 2022)	0.00	65.70	
07/11/2022	Broadsheet Delivery	0.00	70.00	
07/11/2022	Jotta Pads	0.00	4.98	
07/11/2022	Mayor Opening	0.00	8.90	
07/11/2022	Parcel Tape etc	0.00	20.61	
07/11/2022	Mill Casting Materials	0.00	59.45	
07/11/2022	J Betts Mileage	0.00	78.30	

07/11/2022	Xmas Books (10.12.22)	0.00	36.00	
07/11/2022	Cost to Pick Up Apples	0.00	62.50	
07/11/2022	Flowers for Pots at Mill	0.00	15.00	
07/11/2022	Flowers for Pots at Mill	0.00	20.98	
02/12/2022	Meeting Costs	0.00	8.88	
02/12/2022	TK Maxx – Reindeer Merch	0.00	11.96	
06/12/2022	Reindeer Food	0.00	19.96	
06/12/2022	Reindeer Food – Oats	0.00	4.20	
		1407.21	1144.95	262.26

APPENDIX B

BROMHAM PARISH COUNCIL GRANTS RECEIVED AND APPLIED 2022/2023

Date	From	Description	Amount
1 May 2023	BBC Councillor Funding	Allotments	615
1 Sept 2023	BBC Councillor Funding	Bromham Mill Fencing	2100
2022/2023			<u>£2715</u>

APPENDIX C

BROMHAM PARISH COUNCIL COMMUNITY INFRASTRUCTURE LEVY (CIL) 2022/2023

01/05/2022	Stagsden Road Bromham	80 New Homes	£73,743.59
2022/2023			<u>£73,743.59</u>

APPENDIX D

BROMHAM PARISH COUNCIL Local Government Act 1972 Summary of S137 Expenditure

Local Government Act 1972, s137: 2022/2023

Current Rate Per Elector: 8.82

Electors 1631

Max to be spent 14,385.42

Date	Payee	Details	Amount
Oct-21	Donation for bulb planting	Bulbs for planting in village	60
Dec-21	Christmas Carols		500
Mar-22	Little Fishes	Little Fishes play area	50.00
Mar-22	Oakley Rural Day Centre	Donation	150.00
Mar-22	The Villager Bus	Donation	100.00
Total			<u>860.00</u>

APPENDIX E

ASSET REGISTER

Office Equipment

Date Purchased	Description	Location	Value/Cost	Remove	Add
Jun '99	4 Drawer Filing Cabinet	Office, Village Hall	65.00		
May '06	2 Desks	Office, Village Hall	153.00		
May '06	2 Desks	Office, Village Hall	136.00		
May '06	2 x 2 Drawer Units	Office, Village Hall	131.00		
Feb '03	Filing Cabinet	Archive	68.00		
Feb '03	2 Door 6ft Cupboard	Office, Village Hall	110.00		
Feb '03	4 Shelf Narrow Bookcase	Office, Village Hall	51.00		
Feb '03	2 Shelf Bookcase	Office, Village Hall	100.00		
Feb '03	6 Blue Stacking Chairs	Office, Village Hall	127.00		
Jul '06	Tambour cupboards	2 No Office	200.00		
Jul '06	Black filing cabinets	2 No	100.00		
Jul '15	Phones x 2	Office, Village Hall	100.00		
Mar '07	screen	Office, Village Hall	200.00		
Oct '13	Server	Office, Village Hall	699.00		
Mar '07	Printer & Server software, new printer 2018 £500	Office, Village Hall	2,886.00		
May '07	Safe	Office, Village Hall	300.00		
Apr '12	Computer, Clerk	Office, Village Hall	500.00		
	New Chairs		600.00		
May '13	Computer, Admin Assistant	Office, Village Hall	282.50		
Apr '20	Laptop	Office, Village Hall	375.00		
Feb '15	Projector	Office, Village Hall	250.00		
Dec '18	PA System	Office, Village Hall	500.00		
		Total Office Equipment	7,933.50		

Land & Buildings

	Swan Green	Registered Village Green	1.00		
	Vicarage Green	Registered Village Green	1.00		
	Village Green	Lower Farm Road	1.00		
1950's	Bromham Playing Field	Off Village Road	1.00		
1950's	Play Area	Molivers Lane	1.00		
'58	Amenity Land - Wide Verges	Woodland Drive, Wingfield Road,			
		Tudor Close, Springfield Drive	1.00		
'96	1500 sq mtrs Amenity Land	Jackmans Close	1.00		
Nov' 97	Land at Thistley Lane	Past Thistley Lane Houses	1.00		

'97	Land from David Wilson Homes	Adj Quenby Way, Batcheldor Gardens			
	1036 sq mtrs	Bridleway 14	1.00		
'97	Land from Abbey Homes	Adj Quenby Way, Bypass			
	10360 sq mtrs	Brett Drive, Symonds Close	1.00		
'97	Paddock, 11628 sq mtrs	Lower Farm Road	1.00		
March '98	Land Adj Bypass		1.00		
Nov '08	Amenity Land	Meadowfield Park	1.00		
Nov '08	Play Area	Howkin Close, Meadowfield Park	1.00		
Nov '08	Play Area	Browning Close, Meadowfield Park	1.00		
	Play Area	Chestnut Ave	1.00		
	Playing Fields/POS	Parklands, off Chestnut Ave	1.00		
	Salem Thrift	Off Northampton Road	1.00		
Apr '12	Jubilee Allotment Field	Lower Farm Road	34,600.00		

Buildings

Built 1992	Bromham Village Hall	Cost c £375,000, insured by VHCom	1.00		
Jan '98	20 ft container	Lower Farm Road	1,012.00		
Apr '12	The Depot	Lower Farm Road	25,000.00		
Apr '12	The Garage (bought with depot)	Lower Farm Road			
Apr '14	Pavilion (Football)	Parklands, S106 gain	1.00		
Aug '21	Bromham Mill	100year lease, insured by Bedford Borough Council	1.00		1
			60,633.00		

Street Furniture

	Dog Bin	Bromham Road layby before Bridge	0.00		
	Dog Bin	Quenby Way Junction Stagsden Road	300.00		
	Dog Bin	F/P next to 46 Brett Drive.	300.00		
	Dog Bin	F/P next to 19 Batcheldor Gardens	300.00		
	Dog Bin	Rosemary Drive/Godwin Way	300.00		
Jul '21	Dog Bin	F/P Leyside/Trevor Drive	300.00		
	Dog Bin	Northampton Rd/Stagsden Rd Junct	300.00		
	Dog Bin	Opp entrance to The Glade Parklands Orchard entrance	300.00		
	Dog Bin	Jct Chestnut Ave/Northampton Rd.	300.00		
	Dog Bin	Chestnut Avenue just past Parklands	300.00		
	Dog Bin	Chestnut Avenue nr Recreation Grnd	300.00		
	Dog Bin	Grange Lane jct Northampton Road	300.00		

	Dog Bin	Grange Lane/near Notice Board	300.00		
	Dog Bin	Springfield Drive grass area on RHS.	300.00		
	Dog Bin	Scout Hut Molivers Lane	300.00		
	Dog Bin	Molivers Lane/Woodland Drive	300.00		
	Dog Bin	Woodland Drive opp Alley To Field	300.00		
	Dog Bin	Bet 40/42 Wingfield Road	300.00		
	Dog Bin	Lower Farm Rd, at entrance to Nature Reserve.	300.00		
	Dog Bin	Lower Farm Road, Vicarage Corner (Entrance to paddock)	300.00		
	Dog Bin	Vicarage Corner entrance to Paddock	300.00		
	Dog Bin	Village Road/Oakley Road junction on Vicarage Green	300.00		
	Dog Bin	Village Road / Manor Close F/P	300.00		
	Dog Bin	F/P opp 99 Village Rd.	300.00		
	Dog Bin	Village Rd o/s Village Hall	300.00		
	Dog Bin	1st entrance to Park	300.00		
	Dog Bin	o/s Church (car park)	300.00		
	Dog Bin	2nd entrance to Park	300.00		
	Dog Bin	Village Rd/Stagsden Rd near small bridge	300.00		
Jul '21	Dog Bin	F/P Northampton Road/Peacock Road (near noticeboard)	300.00		
	Dog Bin	Barker Drive Cemetery Land	300.00		
Feb '94	Bus Shelter	Springfield Drive North	1,500.00		
Feb '94	Bus Shelter	Springfield Drive Library	1,500.00		
Jun '09	Bus Shelter	Bridge End	10,000.00		
April '97	Bus Shelter	Northampton Rd outside M Grants	1,500.00		
	Bus Shelter	Stagsden Road Budgens side	1,500.00		
Jan '02	Bus Shelter	Stagsden Road, opposite Budgens	1,530.00		
Oct '07	Bus Shelter	Stagsden Road outside Brookside	1,500.00		
Oct '07	Bus Shelter	Wingfield Road	1,500.00		
	Bench Seat	The Paddock, Vicarage Corner Entrance	500.00		
	Bench Seat	Chestnut Avenue Play Area (phase 2)	500.00		
Feb '09	3 x Bench Seats	Parklands	1,500.00		
Dec '09	Bench Seat	Village Road, The Green	850.00		

Jul '13	Bench Seat	Village Road, The Green (J Crow)	1,000.00		
Dec '09	Bench Seat	Molivers Lane/Village Rd junct.	850.00		
	Bench Seat	Stagsden Road near Budgens	500.00		
	Bench Seat	Stagsden Road opposite Budgens	500.00		
Dec '09	Bench Seat	Bridge End Opposite Bus Stop	850.00		
	Bench Seat	Vicarage Green	500.00		
	Bench Seat	Molivers Lane Scout Hut	500.00		
	Bench Seat	Molivers Lane Past Scout Hut	500.00		
Feb '11	Bench Seat	Molivers Lane Springfield Rd junct.	850.00		
	Bench Seat	Springfield Dr/Grange Lane junct.	500.00		
	Bench Seat	Village Road outside B.L. School	500.00		
	Bench Seat	Springfield Drive near Library	500.00		
Feb '11	Bench Seat	Tudor Close	850.00		
Aug '20	Picnic Bench	Bromham Mill	500.00		
	Litter Bins x 3	Oakley Road/Vicarage Corner	1,500.00		
Feb '01	Litter Bins	Chestnut Avenue Play Area	400.00		
	Litter Bin	Molivers Lane/junction Village Road	400.00		
	Litter Bin	Molivers Lane outside Scout Centre	400.00		
Mar '17	Litter Bins x 3 x 2	Village Hall outside office	400.00		
Mar '20	Replacement Litter Bin	Village Hall inside car park entrance	400.00		
Aug '20	Replacement Litter Bin	VH Playing Field near Multisport	400.00		
	Litter Bin x 2	Springfield Drive & Library	800.00		
Mar '05	Litter Bin	Howkin Close Play Area	400.00		
Mar '05	Litter Bin	Browning Close Play Area	0.00		
Oct '21	Litter Bin	Browning Close Play Area	183.00		
	Litter Bin	Grange Lane/junction Village Road	400.00		
Mar '05	Litter Bin	Northampton Road nr Browning Close Bus Stop	400.00		
Mar '07	Litter Bin	Berry Drive near shop	400.00		
	Litter Bin	Grass verge opposite Brook Way	400.00		
	Litter Bin	Quenby Way junction Stagsden Rd	400.00		
	Litter Bin	Village Rd opposite Bucks Close	400.00		
Aug '07	Litter Bin	Swan Green	400.00		
Jan '08	Litter Bin	1 No Swan Bus Stop	400.00		
Jun '09	Litter Bin	Nr Meadowfield Park notice board	400.00		

Jan '13	Litter Bin	Leyside near brook	400.00		
	Litter Bin	Village Main Green (Next to seat)	400.00		
	Litter Bin	Stagsden Road Bus Stop (Budgens Side)	400.00		
	Litter Bin	Stagsden Road Bus Stop (Opp Budgens)	400.00		
	Litter Bin	Stagsden Road (Land next to garage)	400.00		
Oct '19	Litter Bin	Northampton Road entrance to Salem Thrift	295.00		
	Litter Bin	Stagsden Road near Brookside Park	400.00		
	Litter Bin	Molivers Lane Play Area	400.00		
	Litter Bin	Ent to Football Pitch Chestnut Avenue	400.00		
2006	Notice Board	Quenby Way,	500		
2019	Notice Board	Library wall mounted	1000		
2016	Notice Board	Vicarage Corner, wood Greenbarnes	1000		
Nov '06	Notice Board	Grange Lane (Village Road end)	500.00		
Nov '11	Notice Board	Village Hall Carpark	500.00		
Jun '09	Notice Boards	Molivers Lane Shops	1,295.00		
Jun '09	Notice Boards	Swan Bus Stop	1,295.00		
Nov '06	Notice Board	Chestnut Ave	0.00		
Mar '11	Notice Boards	Meadowfield Park	1,000.00		
Sep '01	5 'No Dogs' Signs	Football Pitches, Parklands	240.00		
May '00	4 'No Ball Games' Signs	Various locations	0.00		
Jun '09	3 x Village Signs	Swan Green, The Green & Grange Lane	9,000.00		
Jun '09	4 x Play Area Signage	Molivers Lane/Howkin Close/Chestnut Avenue & Browning Close	542.00		
Nov '21	2 x signs - Chestnut Avenue Car Park & Parklands Open Space	Ent to Parklands Pitches	225.50		
Aug '13	Life Buoys	Paddock Pond/Meadowfield Park (x2)	700.00		
May '00	18 Name Plaques	The Paddock, Lower Farm Road	758.00		
Jun '02	4 Heritage Walk Notice Boards	Outside Village Hall Carpark, The Paddock, top Molivers Lane, The Mill	3,350.00		
Apr '02	2 Jubilee Oak Pillars	The Paddocks, Lower Farm Road	1,310.00		
May '09	Wooden Posts	Around The Green	2,900.00		
May '09	Interpretation Board	Salem Thrift	600.00		
Aug '20	Silent Soldier, Bespoke	Vicarage Corner	450.00		
Total Street Furniture			81,323.50		

Play Equipment

May '91	4 Benches, 2 Tables, 2 Bins	Molivers Lane	2,000.00		
Oct-13	2 flat swings 1 basket swing	Molivers Lane	4500		
Jul '69	Baby Swings	Molivers Lane	6,834.00		
Nov '09	Kompan: Supernova	Molivers Lane	4,173.00		
Nov '09	Kompan: Flexus	Molivers Lane	1,740.00		
Nov '09	Kompan: Spica	Molivers Lane	280.00		
Nov '09	Kompan: Galaxy special variant	Molivers Lane	19,500.00		
Nov '07	Mystical World Multi play (wetpour)	Molivers Lane	6,314.65		
Nov '07	Mystical World Multi play (wetpour)	installation	1,123.85		
Nov '07	Cockerel 3 way bounce(wetpour)	Molivers Lane	732.45		
Nov '07	Cockerel 3 way bounce(wetpour)	installation	175.75		
Nov '07	Turnstile (wetpour)	Molivers Lane	195.70		
Nov '07	Turnstile (wetpour)	installation	175.75		
Nov '07	Pair Talking Flowers(wetpour)	Molivers Lane	155.80		
Nov '07	Pair Talking Flowers(wetpour)	installation	304.95		
Nov '07	funrun fitness trail (wetpour)	Molivers Lane	3,733.50		
Nov '07	funrun fitness trail (wetpour)	installation	1,888.60		
2017	Phase 1 refurbishment	Chestnut Avenue	10,000.00		
2018	Phase 2 refurbishment	Chestnut Avenue	9,000.00		
Oct '21	Tipi Carousel	Browning Close			
Oct '21	Multi Seesaw	Browning Close			
Oct '21	Multi Swings	Browning Close			
Oct '21	Two Tower	Browning Close			
Oct '21	Pine Bench	Browning Close			
SMP 2005	Cat springer	Howkin Close			
SMP 2005	Dog springer	Howkin Close			
SMP 2005	Bench	Howkin Close			
	Total	Browning/Howkin Close	33,000.00		
Jun '05	Multisport	Village Hall Playing Fields	25,000.00		
2008	Youth Shelter	Village Hall Playing Fields	7,099.00		
Oct-08	Xerscape Equipment	Village Hall Playing Fields	30,000.00		
Oct-08	Security camera for Xerscape	Village Hall Playing Fields	1,000.00		
Dec-12	Basketball half court	Village Hall Playing Fields	3,380.00		
2015	Mill play equip including surfacing	Bromham Mill	25000		
2016	Sculpture Trail	Bromham Mill		5000	
Oct-22	Wooden swing	Bromham Mill	2000		2000
Total Playground equipment				199,307.00	

Bromham Mill					
May-23	Garden building, Volunteers	Bromham Mill	2,700.00		2700
Handyman Tools & Equipment					
Jun '05	Lawn Mower, Honda Easy Start	Bunker on Playing Field	418.00		
	Petrol can	Bunker on Playing Field			
	Rake	Bunker on Playing Field			
	Big Hands	Bunker on Playing Field			
	Spade	Bunker on Playing Field			
	Litter Pickers	Bunker on Playing Field			
	Tennis posts for nets	Bunker on Playing Field			
	Green Skip	Lower Farm Road			
Jun '94	Trailer	Container Lower Farm Road	682.00		
	Various tools	Container Lower Farm Road			
	Wheelbarrow	Container Lower Farm Road			
Jun '04	Electric Chopper	Container Lower Farm Road	496.00		
	Litter bin on wheels	Container Lower Farm Road			
	Rakes x 2	Container Lower Farm Road			
	Spade	Container Lower Farm Road			
	Step Ladders	Container Lower Farm Road			
	White Lining Machine	Container Lower Farm Road			
	Hose	Container Lower Farm Road			
Apr '07	Workmate	Container Lower Farm Road			
	Garden Shears	Container Lower Farm Road			
May '09	Litter pickers	Container Lower Farm Road			
Jun '08	Strimmer	Container Lower Farm Road	300.00		
Feb '11	Litter picking equipment (P3)	12 no litterpickers, rings and High Viz	300.00		
Jan '15	Strimmer	Container Lower Farm Road	250.00		
		Total Tools	2,446.00		
Miscellaneous					
	Sports Equipment	various locations	2,032.00		
	Dipping Platform	The Paddock, pond	1,500.00		
Oct '14	Defibrillator	Village Hall	1,000.00		
		Total Miscellaneous	4,532.00		
		Total Assets	358,875.00	5000	4701

2018	359,387.50
2019	357,450.50
2020	357,463.50
2021	358,085.50
2022	359,174.00
2023	358,875.00

BROMHAM PARISH COUNCIL

RISK MANAGEMENT ARRANGEMENTS 2023

H=High M=Medium L=Low

Progress	Risk – Assets	Level	Controls
Done	Security & Safety of Assets, Updating Register, Insurance of Assets (play areas, multi-sport etc)	H	Administrative transactions are carried out by Parish Clerk except where indicated. Play area safety inspections are carried out annually and work carried out to eliminate risks identified. Visual inspections also undertaken by Clerk and contractor at least monthly All play areas are added to insurance policy Asset Register and insurance of assets updated regularly.
Done	Office Equipment – Computers, Copier, Phones, Furniture	M	Alarm System in Office – maintenance carried out on yearly basis – responsibility of Village Hall Committee. All Electrical Equipment “PAT” Tested. Suitably Security Labelled – Post Code written on all equipment with security pen Office secured when unoccupied. IT maintenance contract with Just Computers. Equipment insured. Back up kept in safe overnight.
Done	Handyman Equipment – Trailer, Storage Containers x 2, Mower, Shredder, Wood Chipper to include all other Miscellaneous Equipment	M	Storage Container Locked & Secured. Planned programme of electrical and safety equipment in place – Stored In secure Container at Lower Farm Rd, Bromham.
Done	All Street Furniture	M	Insurance cover arranged – New additions added to insurance and regularly inspected.
Done	Children’s Play Equipment & Multi-Sport	H	Insurance cover arranged – New additions added to insurance
Done	Public Open Space	H	Insurance cover arranged and regularly inspected. Individually risk assessed.
Done	Xerscape Equipment	H	Insurance cover arranged and regularly inspected. Individually risk assessed.

Area	Risk – Financial	Level	Controls
Done	Banking/Investments	H	Investments kept under regular review by the Finance and General Purposes Committee and returns monitored. Risk is minimised by appropriate regard to investment limits and types of investment made. Internet access used only to check balances. Any payments paid electronically must be signed off as cheque payments. i.e. two signatures.
Done	Risk of Consequential loss of income	M	Insurance cover arranged
Done	Loss of cash through theft or dishonesty petty cash procedures	H	Insurance cover arranged. Fidelity Guarantee considered annually. Cash received is deposited once per week if required. Limited Petty Cash Holding. Cash left in the Office is kept in a locked drawer or Safe. Petty Cash report to F&GP Committee quarterly.
Done	Financial controls and records	M	Financial Regulations approved. Monthly reconciliation of payments (cheque & direct debit) logged and reported to the Parish Council on a regular basis. Two signatories on cheques. Internal and external audit, review of effectiveness by F&GP Committee.
Done	Comply with Customs and Excise Regulations	H	VAT claims calculated by Parish Clerk with Internal and External auditor to provide double check. VAT claimed quarterly.
Done	Budgeting to underline annual precept	M	Council receive detailed budgets in late autumn following detailed consideration by F&GP Committee (in accordance with Financial Regulations). Precept derived directly from this. Budget monitoring reports considered by the F&GP Committee and Full Parish Council several times per year.
Done	Complying with borrowing restrictions	L	Payments of PWLB loan made twice yearly via Direct Debit
Area	Risk – Third Party Liability	Level	Controls
Done	Risk to third party, property or individuals	M	Insurance in place. Parks and Open Spaces checked regularly. Maintenance schedule in place for Trees and hedges. Trees and faults investigated when damage reported.
As required	Events	M	Risk assessments carried out for events as and when required, Insurance cover in place.
Done	Legal liability as consequence of asset ownership (especially playgrounds)	H	Insurance in place. Regular checks of playgrounds and written records kept. Quarterly checks of play areas undertaken by Independent Inspector. Individually risk assessed.
	Bromham Mill	M	Insured by Bedford Borough Council. Bromham Parish Council has Public Liability Insurance in place.
Area	Risk – Employer Liability	Level	Controls

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Done	Comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation. Checked regularly for updates. Clerk is Member of SLCC, NALC, BRCC, CPRE, BATPC Advisory Groups
Done	Comply with Inland Revenue requirements	M	Regular advice from SLCC & NALC on payment scales. Salaries paid via Bedford Borough Council. Internal and External Auditors carry out annual checks.
Done	Complies with Quality Status standard	M	Parish Clerk notes advice from NALC and advises F&GP of any changes to standards. F&GP monitors annually.
Partially Done	Health & Safety of Staff and visitors	H	Parish Clerk carries out risk assessments and prepares detailed work instructions. Alarm fitted to restrict access to building. Regular risk assessment checks by VHMC.
Done	COVID 19 Risk 2022	L	Hand Sanitisation in operation. Current Government rules apply.
Area	Risk – Legal Liability	Level	Controls
Done	Ensuring activities are within legal powers	H	Parish Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
Done	Proper and timely reporting via the Minutes	M	Council meets regularly and always receives and approves Minutes of Meetings held. Minutes made available to press and public and via the web site.
Done	Proper document control	M	Original leases stored at Bank or in the Safe. Copies kept in the office.
Area	Risk – Councillors Propriety	Level	Controls
Done	Registers of Interests and Gifts & Hospitality in place	H	Register of interest completed and submitted to designated Monitoring Officer at Bedford Borough Council yearly and changes are advised when required.
Area	Internal Audit	Level	Controls
Done	Annual Internal Procedures and testing specific internal controls	M	Annual review by F&GP Committee.
Done	Review of Insurance cover	M	Annual review by F&GP Committee.

Adopted by:	F&GP Meeting
Date:	2 March 2023
Review Period:	Annually
File Link:	Administration\Policies and Procedures

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BROMHAM MILL: RISK MANAGEMENT ARRANGEMENTS

Risk/Threat	Impact	Risk Rating	Mitigating Factors
Environment			
Flooding	Facilities closed/financial loss	Low	Effective flood mitigation measures
Fire	Facilities closed/financial loss	Low	Effective fire precautions
Failure of Power Supply	Facilities closed/service disruption	Low	Effective back-up arrangements
Internet interruption	Service disruption/impact on work output	Low	Effective back-up arrangements
Physical Assets			
Theft of assets	Financial loss/service disruption	Low	Effective security/inventory control
Asset damage/deterioration	Financial loss/service disruption	Low	Planned maintenance programme
Amenity land issues	Financial loss/service disruption	Low	Regular inspection of public amenity land
Play area equipment failure	Financial loss/service disruption	Low	Regular inspection of equipment
Business			
Adverse contract costs	Financial loss/budget impact	Medium	Effective contract management/financial monitoring
Vacant units	Financial loss/budget impact	Medium	Effective lettings policy
Tenant failure	Financial loss/budget impact/vacant unit(s)	Medium	Effective lettings policy/flexible lease terms
Tenant debt	Financial loss/budget impact	Low	Effective income collection arrangements
Unforeseen events [e.g. COVID]	Financial loss/budget impact	Low	Effective back-up arrangements
Poor event turn-out	Financial loss/budget impact	Low	Effective marketing
Tenant damage to property	Delay in reletting/budget impact	Low	Effective tenant management
Staffing recruitment/retention issues	Impact on service/financial loss	Low	Decent working conditions/terms of employment
Loss of records	Service disruption/reputational damage	Low	Effective back-up arrangements
Pest infestation	Service disruption/reputational damage	Medium	Effective pest control arrangements

Liability			
Non-compliance with statutory provisions	Illegal activity/reputational damage	Low	Regular minuted meetings of the Board
Conflict of Interest	Illegal conduct/reputational damage	Low	Effective declaration and reporting procedures/training
Liability Insurance - Inadequate	Financial Loss/reputational damage	Low	Annual review of liability insurance needs
Financial Management			
Poor Budgetary Control	Financial Loss	Low	Effective budget monitoring arrangements
Financial Records - Inadequate	Financial Loss	Low	Effective budget monitoring arrangements
Financial Irregularities	Financial Loss	Low	Adequate division of duties/financial controls
Banking Errors	Financial Loss	Low	Regular bank reconciliations/effective budgetary control
Insurance - Inadequate	Financial Loss	Low	Annual review of insurance needs

BROMHAM PARISH COUNCIL

To: Finance & General Purposes Committee

From: Julie Betts
Clerk to the Parish Council

Date: 2 March 2023

Health and Safety Report 2022-2023

Policy

A Health & Safety Policy was finalised and implemented in March 2009 following approval by the Parish Council. Copies of the Policy are distributed to all Councillors and employees for their information annually.

Health and Safety Action Plan

In respect of its health and safety responsibilities, the F&GP Committee (at its meeting on 29 August 2006) prepared a Health and Safety Action Plan to identify key tasks and responsibilities. This was approved by the Parish Council at its meeting on 5 September 2007).

The Plan is reviewed annually and monitored regularly by the F&GP Committee, in accordance with this Action Plan, the following tasks were completed:

(a) Risk Assessments

Risk Assessments were carried out by the Clerk in February 2023 and are being reviewed continually.

Health and Safety Work Instructions have also been prepared for the range of activities undertaken and these were approved by the Parish Council at its meeting on 3 April 2007.

(b) Workplace Inspections

Workplace inspections were carried out by the Clerk in Feb 2023.

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Problem areas identified:

- a. Windows can open too wide and could be a hazard to passing pedestrians.

Action:

Staff are aware and only open this window approximately 6" and inside the recess.

(c) Electrical Equipment Checking

All electrical equipment is checked yearly by the Village Hall Committee. Any issues identified are acted upon immediately either by repair or replacement.

PAT Testing carried out at Bromham Allotments and Bromham Pavillion annually.

(d) Fire/Evacuation Reviews

Fire Notices have been displayed clearly around the Village Hall. Copies of these notices are handed out with the booking form to hirers to inform them of their responsibility.

Responsibility for fire alarm testing and evacuation is the Village Hall Committee and tests are carried out monthly.

Fire Extinguishers checked Annually at Bromham Mill, Bromham Allotments and Bromham Pavillion.

Accidents

Total 1

Accident at Bromham Mill at the Christmas Carol event. Member of the Brass Band slipped on ice and damaged instrument. Claim is with insurance.

Signed: 

Julie Betts, Clerk/Responsible Financial Officer

Date: 2 March 2023

Agreed F&GP

BROMHAM PARISH COUNCIL**HEALTH & SAFETY ACTION PLAN 2023-2024**

	2023									2024			Notes
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
Risk Assessments/Work Instructions												*	Ongoing Reviews
Workplace Inspections	*						*						Parish Clerk to action
Electrical Equipment Checking (Annual Check)											*		Parish Clerk to action
Fire/Evacuation Review						*						*	Village Hall to action
Produce New Action Plan												*	Finance and General Purposes Committee
Yearly Update to Full Parish Council												*	Parish Clerk to action
ROSPA Inspection (Play Areas)						*							Parish Clerk to action
PC Play Area Inspections	*	*	*	*	*	*	*	*	*	*	*	*	Carried out weekly by PC Staff Monthly by Contractor