

KIRKBAMPTON PARISH COUNCIL

Chairman: Cllr P S Heggie

Clerk: Sarah Kyle, Hill House, Walton, Brampton, Cumbria, CA8 2DY

Phone: 07548 981 009 Email: clerk@kirkbamptonweb.co.uk

8th March 2022

A meeting of Kirkbampton Parish Council is to be held on:

Monday 14th March 2022 in Kirkbampton Village Hall at 7.30pm

This is a public meeting and all are welcome. Do not attend if you show any COVID-19 symptoms.

Yours faithfully



Sarah Kyle

Clerk & Responsible Financial Officer

Agenda

1. Apologies for Absence

To receive written apologies and approve reasons for absence

2. Declarations of Interest and Request for Dispensations

2.1 The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest

2.2 Receive declarations by members of interests in respect of items on this agenda

3. Minutes of the meeting of the Parish Council held on 10th January 2022

To resolve to authorise the Chairman to sign to approve the accuracy of the minutes – **attached**

4. Public Participation

In accordance with Standing Order 3e the Chairman will, at their discretion:

4.1 Invite members of the public to address the meeting in relation to the business to be transacted at this meeting

4.2 Receive reports from Borough and County Councillors

5. Administrative and Village Matters

5.1 Community Plan

To consider a launch event and authorise expenditure for the printing of the questionnaire

5.2 Haverlands Green

To consider an update regarding the agreed transfer of ownership of the above to Natural England

5.3 Little Bampton Village Green

To consider progress with the establishment of a voluntary Local Commons Association

5.4 Queen's Platinum Jubilee

To consider progress with plans to commemorate the event

5.5 BT Community Fibre Partnerships Portal

To note the establishment of the above for community broadband

5.6 Policies

To re-adopt the following policies and procedures without amendment: - Standing Orders, Financial Regulations, Code of Conduct, Public Participation Policy, Disciplinary Policy, Grievance Policy and Press & Media Policy and all GDPR policies

6. Highways Matters

6.1 Updates & New Matters

To consider any updates available on previously reported issues and to bring to the attention of the Clerk any new issues to report

6.2 Hedgehog Highway Project

To consider involvement in the above

7. Finance Matters

7.1 To ratify payment of invoices/authorise payment as below and to reconcile the balance at bank

- Sarah Kyle, February Salary, £239.78
- HMRC, February PAYE, £60.00
- Sarah Kyle, March salary including back payment, £289.78
- HMRC, March PAYE, £72.40
- Kirkbampton Village Hall, rental, £40.00

7.2 Grounds Maintenance Contracts

To note the receipt of the signed updated contracts for grass cutting

7.3 Website Maintenance

To approve the use of Rocketsites for website maintenance for the period 2022/23 at a cost of £120 plus VAT

7.4 Internal Audit Documents

To consider adopting the updated audit checklist, plan and terms of reference and to review the effectiveness of the internal audit.

7.5 Internal Auditor

To consider the appointment of Mrs P Cronin as internal auditor for the financial year 2020/21 and until further notice

7.6 Risk Assessment

To consider the adoption of the updated risk assessment

7.7 Asset Register

To consider the approval of the updated asset register

7.8 Fidelity Insurance Guarantee

To consider the adequacy of the above

7.9 Clerk's Salary

To consider the 1.75% agreed pay rise, according to NJC conditions, backdated to 1st April 2021, totalling £5.20 per month

7.10 Bank Mandate

To consider the updating of the bank mandate to reflect recent Council changes

8. Planning Matters

HRN/2022/0002 1 The Flatt, Kirkbampton, Carlisle, CA5 6NG - Removal of 125m of hedgerow

To resolve to note that the Clerk responded under delegated powers with no representations

FUL/2021/0305 Studholme, Wren Croft, From Junction With B5307 At Fingland To Little Bampton, Kirkbride, CA7 5ER - Change of planning use from a cattery to domestic use of outbuildings

To resolve to note that the Clerk responded under delegated powers with no representations

CAT/2022/0001 Orchard House, , Kirkbampton, Carlisle, CA5 6JB - Removal of a Scots Pine

To resolve to note that the Clerk responded under delegated powers with no representations

VAR/2021/0040 Site adjacent to Kirkbampton Village Hall, Kirkbampton, Carlisle, CA5 6HX -

Variation of Condition 3 of application FUL/2021/0195 to provide a private road and changes to the footpath link

To note that permission has been granted

9. Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents

Note: no decisions can be made on these matters, but the Clerk may make investigations and/or they may be placed on a future agenda of the Council.

Future agenda items should be submitted to the Clerk by 29th April 2022

10. Date of Next Meeting

To resolve that the Annual Meeting of the Parish Council will be held in Kirkbampton Village Hall on Monday 16th May 2022. The meeting will be preceded immediately by the Annual Parish Meeting, which will commence at 7.30pm.

KIRKBAMPTON PARISH COUNCIL

Minutes of a Meeting of Kirkbampton Parish Council held on Monday 12th January 2022 at 7:30p.m.

Present: Cllr P S Heggie (Chairman), Cllrs C Clark, M Cunliffe, S Edgar and TH Rudd.

In Attendance: S Ekins-Parnell, Borough Cllr V Hodgson and the Clerk, S Kyle.

ACTION

197/01/22 Election of Chairman

The resignation of S Ekins-Parnell was noted and accepted. Cllr PS Heggie was elected to the office of Chairman and signed his Declaration of Acceptance of Office.

S Ekins-Parnell left the meeting at 7.32pm.

198/01/22 Apologies for Absence

Apologies for absence were noted from County Cllr M Johnson.

199/01/22 Requests for Dispensations & Declarations of Interest

No requests for dispensations were received and no declarations of interest were made.

200/01/22 Minutes of a Meeting of the Parish Council held on 8th November 2021

Resolved to authorise the Chairman to sign, as a true and accurate record, the minutes of the last meeting of the Council.

201/01/22 Co-option of Two New Councillors

Resolved to co-opt Ms S Edgar and Mr TH Rudd to the Parish Council with immediate effect. Both Ms Edgar and Mr Rudd signed their Declaration of Acceptance of Office.

202/01/22 Public Participation

No members of the public were in attendance.

Borough Cllr V Hodgson noted that highways repairs to the sunken drains adjacent to Kirkbampton School were still outstanding; these will be chased up as a matter of priority. It was reported that building works on the house in the West of Kirkbampton were progressing. Dog fouling bins had not yet been authorised for Haverlands Green; this item is to be left in abeyance until further requests are made. Concerns over road conditions at Brownriggs and adjacent to Studholme bridge were reported, as was a defective streetlight on Little Bampton Green; Cllr Hodgson is to report these on behalf of the Council.

Borough Cllr Hodgson left the meeting.

203/01/22 Administrative and Village Matters

203.1 Appointment of Vice-Chairman

Resolved to appoint Cllr M Cunliffe as Vice-Chairman.

203.2 Community Plan

Further consideration was given to the draft survey, which will be recirculated around Cllrs for final comments prior to printing.

Resolved that advance notice of the distribution of the survey will be placed in the parish magazine.

203.3 Haverlands Green

Little progress with the transfer had been made, with the onus being on Natural England to secure registration with Land Registry before Commons registration can be transferred. It was noted that a statutory declaration may be required from Cllr Cunliffe however the matter was in the hands of Natural England to progress if necessary.

203.4 Little Bampton Green

It was noted that no further information regarding the legality or establishment of a voluntary commons group had been found despite repeated searches.

Resolved that a representative for the already established voluntary association in Little Bampton be invited to attend the March meeting to consider the best means of progression.

SE

203.5 Oughterby Defibrillator Cabinet

It was reported that no evidence for the land title upon which the cabinet sits had been able to be found, therefore the householder who requested the cabinets move has been informed that the Council will require copies of title and planning/highways consent before any works may begin. The householder has also been informed that, should the cabinet be moved, they will be responsible for the repair and making good of all groundworks and for any repairs required to the cabinet.

203.6 Queen's Platinum Jubilee

Resolved to research tree provision as part of the Queen's Green Canopy initiative. It was also agreed to request information from the Village Hall as to their plans for the commemoration and to ensure that surrounding villages must request consent for the use of any Green prior to event organisation.

SE

204/01/22 Highways Matters

204.1 Updates & New Matters

All matters were covered under public participation.

205/01/22 Finance Matters

205.1 Expenditure

Resolved to approve payments detailed in the schedule as follows:

- Cluaran Landscapes, Grounds maintenance, £960.00
- Sarah Kyle, Stamps & Stationery, £42.50
- Sarah Kyle, December Salary, £245.78
- HMRC, December PAYE, £20.00
- Sarah Kyle, January Salary, £239.78
- HMRC, January PAYE, £59.80
- Unity Bank, service charge, £18.00
- ICO, Data Protection, £35.00

205.2 Bank Reconciliation and Budget Update

Resolved to note the budgetary update and bank reconciliation:

Receipts to 31.12.21	£9,583.49
Expenditure to 31.12.21	£6,957.04
Balance at 31.12.21	£9,386.01

An update to the bank mandate will be placed on the March agenda.

206/01/22 Planning Matters

FUL/2021/0275 The Building, Little Bampton To The U2010, Little Bampton, CA7 OJH - Change of Use of part field to allow siting of up to Four (4no) fully insulated camping pods

Resolved to note that the Clerk responded under delegated powers with “no representation”.

FUL/2021/0195 Site adjacent Village Hall, Kirkbampton CA5 6HX - Erection of 8 dwellings

Resolved to note that permission has been granted.

VAR/2021/0040 Site adjacent to Kirkbampton Village Hall, Kirkbampton, Carlisle, CA5 6HX - Variation of Condition 3 of application FUL/2021/0195 to provide a private road and changes to the footpath link

Resolved to note that the Clerk responded under delegated powers with “no representation”.

HOU/2021/0225 The Building, Little Bampton, Wigton, CA7 OJH - Proposed single storey extension to form proposed Garden Room

Resolved to note permission has been granted.

FUL2021/0279 The Building, Little Bampton, Wigton, CA7 OJH - Proposed dual purpose shed with new access and hardstanding

Resolved to note permission has been granted.

FUL/2021/0305 Studholme, Wren Croft, From Junction With B5307 At Fingland To Little Bampton, Kirkbride, CA7 5ER - Change of planning use from a cattery to domestic use of outbuildings.

Resolved to note that the Clerk responded under delegated powers with no representations.

207/01/22 Councillor Matters

No additional matters were raised.

208/01/22 Exclusion of Press & Public - Part B Item

Resolved to agree that the following item is considered confidential and the exclusion of members of the public or press as permitted under the Local Government Act 1972 is necessary.

208.1 Grounds Maintenance

Two tenders had been returned for the above. Consideration was given to each tender, which had been split into two separate contracts; one for Kirkbampton and Oughterby and one for Little Bampton. Given that the voluntary group has not yet been established to manage Little Bampton Village Green, it was agreed that a one year contract should be offered, with the option for two-years further renewal.

Resolved to award a one year contract to Solway Garden & Landscapes.

209/01/22 Date of Next Meeting

Resolved that the next of the Parish Council will be held in Kirkbampton Village Hall on Monday 14th March 2022 at 7.30pm. The meeting will take place subject to business to transact, COVID regulations, hall accessibility and member availability at that time.

There being no further business, the meeting was closed.

Kirkbampton Parish Council

Income and Expenditure against Budget 2021/22

		Budget 2021 22	May	July	Sept	Nov	Jan	Mar	Total	%	Total 2020 21
Income											
Brought Forward		£ 6,759.56							£ 7,077.98		£ 7,077.98
Precept		£ 8,750	£ 4,375.00		£ 4,375.00				£ 8,750.00	100%	£ 8,750.00
CTRS Grant		£ -							£ -	0%	£ -
Wayleave		£ -	£ 97.71						£ 97.71	0%	£ 97.71
Interest		£ -							£ -	0%	£ 2.09
VAT Reclaim		£ -			£ 735.78				£ 735.78	0%	£ -
Other		£ -							£ -	0%	£ -
TOTAL		£ 8,750.00	£ 4,472.71	£ -	£ 5,110.78	£ -	£ -	£ -	£ 9,583.49	110%	£ 8,849.80
Expenditure											
Clerk	Gross Salary	£ 3,588.00	£ 599.56	£ 539.56	£ 659.56	£ 865.34	£ 599.36		£ 3,263.38	91%	
Administration	CALC Membership	£ 152.10	£ 161.47						£ 161.47	106%	£ 154.87
	All other admin								£ -		£ 104.00
	Postages/Stationary/Misc	£ 100.00	£ 8.00	£ 18.00	£ 38.00	£ 122.70		£ 35.00	£ 221.70	222%	£ -
	Data Protection	£ 35.00							£ -	0%	£ 35.00
	Hall Hire	£ 150.00							£ -	0%	£ -
	Payroll administration	£ 120.00	£ 120.00						£ 120.00	100%	£ 73.00
	Equipment								£ -		£ -
Donations/Grants	All	£ 2,000.00							£ -	0%	£ -
	Village Hall								£ -		£ -
	Church								£ -		£ -
	Others								£ -		£ -
	S137								£ -		£ 300.00
Insurance		£ 228.90	£ 336.22						£ 336.22	147%	£ 218.00
Audit		£ 120.00							£ -	0%	£ -
Training		£ 85.00		£ 50.00					£ 50.00	59%	£ 90.00
Website		£ 90.00							£ -	0%	£ 75.00
Projects		£ 1,000.00				£ 630.52			£ 630.52	63%	£ 1,305.00
Maintenance	IT	£ 100.00		£ 385.00					£ 385.00	385%	£ 270.00
Grass Cutting/Greens		£ 2,200.00			£ 1,050.00	£ 800.00			£ 1,850.00	84%	£ 2,236.00
Contingency		£ 500.00							£ -	0%	£ -
Ringfenced Transparency		£ -							£ -		£ -
VAT Incurred		£ -		£ 77.00	£ 210.00	£ 286.11			£ 573.11		£ 696.00
Virement from Reserves		£ -							£ -		£ -
TOTAL		£ 10,469.00	£ 1,225.25	£ 1,069.56	£ 1,957.56	£ 2,704.67	£ 599.36	£ 35.00	£ 7,591.40	73%	£ 9,168.22

Bank Reconciliation 28.02.22

Brought Forward	£	6,759.56
Total Receipts	£	9,583.49
Total Expenditure	£	7,591.40
Cash Book Balance 28.02.22	£	8,751.65
Balance at bank 28.02.22	£	8,751.65

Kirkbampton Parish Council Internal Audit Review Checklist – Part 1 – Meeting Standards

Expected Standard	Evidence of Achievement	Yes/ No	Areas for Development
1. Scope of internal audit	Terms of reference for internal audit were approved by full council on 14 March 2022 and remain on-going (updated for privacy requirements)	Yes	
	Internal audit work takes into account both the councils risk assessment and wider internal control arrangements.	Yes	
	Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes	
2. Independence	Internal audit has direct access to those charged with governance (see financial regulations).		
	Reports are made in own name to management.	Yes	
	Internal audit does not have any other role within the Council.		
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
4. Relationships	All responsible officers (Clerk/RFO) are consulted on the internal audit plan (evidence is on audit files).		
	Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).	Yes	
	The responsibilities of council members are understood; training of members is carried out if necessary (see Member training plan).	Yes	
5. Audit planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council 14 March 2022.	Yes	
	Internal audit has reported in accordance with the plan in March 2021.		

Characteristics of 'effectiveness'	Evidence of Achievement	Yes/No	Areas for Development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the Council's needs.	Yes	
Understanding the whole organisation, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes	
Add value and assist the organisation in achieving its objectives.	The council makes positive responses to internal audit's recommendations and follow up with action where this is called for.	Yes	
Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the Councils services, risk management and corporate governance arrangements.	Yes	
Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes	

KIRKBAMPTON PARISH COUNCIL

Reviewed March 2022

Internal Auditor Terms of Reference

Roles and Responsibilities

1. To complete the Annual Internal Auditor's Report on the Annual Return, and present an additional written or verbal report to the Parish Council, if necessary.
2. Review and comment on, if necessary, the financial statements prepared by the Responsible Financial Officer (RFO) for the Parish Council.
3. Review and comment on, if necessary, the annual budget prepared by the RFO before submission to the Parish Council.
4. Undertake any special investigation of the Parish Council's accounting procedures as the Parish Council may require.

Period of Appointment

Initially for 12 months, renewable by mutual agreement annually thereafter.

Remuneration

The Internal Auditor shall not be paid by the Parish Council. Expenses may however be claimed by submission of receipt or invoice.

Access to Information

The Parish Council shall ensure by instruction to the RFO that the Internal Auditor has access to all accounting books and records and answer any questions that the Internal Auditor may require.

Privacy

The Internal Auditor gives consent that relevant personal details (name and redacted signature as examples) will be displayed publically as part of this role and may be displayed online, on notice boards and as part of public records.

Acceptance of the engagement as Internal Auditor to Kirkbampton Parish Council

Signed _____

Dated _____

Audit Control Objectives:

1. Appropriate books of account have been properly kept throughout the year:
 - Up-to-date cash book
 - Balances verified against bank statement
2. The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT appropriately accounted for.
 - Formally adopted standing orders
 - Formally adopted financial regulations
 - Payments supported by invoices
 - Expenditure approved and minuted
 - Verification before payment (two signatures, cheque book stub initialled)
 - Two quotes obtained for significant expenditure
 - Proper legal power available for expenditure
 - VAT identifiable for each reclaim
 - Section 137 limit is not exceeded
3. The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
 - Annual risk assessment formally adopted
 - Insurance review carried out annually
 - Budget setting carried out annually
 - Expenditure minuted accurately
4. The annual precept requirement resulted from an adequate budgetary process, progress against the budget was monitored and reserves were appropriate.
 - Budget properly prepared and adopted as precept
 - Regular reporting of any variances
 - Adequate reserves maintained
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for,
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.
7. Salaries to employees and allowances to members were paid in accordance with Council approvals, and PAYE and NI requirements were properly applied.
8. Asset and investment registers were complete and accurate and properly maintained.
9. Periodic and year-end bank account reconciliations were properly carried out.
10. Accounting statements were prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.
11. Trust funds (including charitable) The Council has met its responsibilities as a trustee.

KIRKBAMPTON PARISH COUNCIL

INTERNAL AUDIT PLAN 201/22

To safeguard Kirkbampton Parish Council finances there are 3 systems of control:

- Internal control,
- External Audit and
- Internal Audit

Internal audit is a key component of the system of internal control. Its purpose is to review whether the systems of financial control and other controls over the activities of the council are adequate, effective, and in line with current regulations. Internal audit can assist the council in its responsibility for the prevention and detection of fraud, corruption, error and mistakes.

The Internal Auditor is independent of the operations (financial control/management) of the Council and competent in the understanding of the law as applicable to Local Councils, of simple accounting and basic PAYE and VAT requirements.

The appointment of the Internal Auditor, along with agreed Terms of Reference, will be verified by the Council once per year. Any change in personal circumstances that may cause a question over the independence requirement must be reported to the Council.

The Internal Auditor will carry out under the direction and management of the Council (or as may be delegated to a Committee or to the Clerk) the following tasks:

- To review the accounting and internal control systems after the year end accounts have been completed. A mid-term review will be held in October if payments are significantly higher than anticipated or there has been any unbudgeted expenditure.
- To report in writing to Council each year on the results of such tests of the system that are carried out;
- To report to Council in the format required in the Annual Return and to provide assurance for the council's Annual Governance Statement.
- To carry out test checking of the books accounts and vouchers as required.

These Tasks will be carried out using the guidance taken from Governance and Accountability for Local Councils: A Practitioners Guide 2014 and the schedule below suggests an approach to the testing of the key controls to provide assurance that the minimum level of coverage has been met and that all known risks are managed adequately.

A review of the effectiveness of the internal audit process will be carried out once per year by the Council. This will be done in conjunction with a review of the Council's internal controls (as set out in the financial regulations and standing orders) and the risk management procedures

Kirkbampton Parish Council

Risk assessment and management (financial) for the period 1st April 2021 to 31st March 2022

Topic	Risk Identified	Risk Level H/M/L/	Management of Risk	Staff action
Precept	Not submitted	L	Full Minute - RFO to follow up	Diary
	Not paid by BC	L	Confirm receipt - RFO to follow up	Diary
	Adequacy of precept	H	Quarterly review of budget to actual	RFO and Internal Auditor Diary
Other income	Cash handling	L	Cash handling is avoided, but where necessary, appropriate controls are in place	Annually reviewed
	Cash banking	L	RFO to bank cheques, cash, check to against bank statements. Regular bank reconciliations	RFO and Internal Auditor Diary
Grants	Claims procedure	M	Clerk/RFO Check as required	Diary
	Receipt of grant when due	M	Clerk/RFO Check as required	Diary

Reviewed and adopted on:

Monday 14 March 2022

Kirkbampton Parish Council

Risk assessment and management (financial) for the period 1st April 2021 to 31st March 2022

Topic	Risk Identified	Risk Level H/M/L/	Management of Risk	Staff action
Salaries	Wrong salary/hours/rate paid	M	Check salary to hour. Check hours and rate to contract	Member to verify
	Wrong deductions - NI and Income tax	M	Check to PAYE Calculations	Member to verify
	Self employed status challenged	L	Not applicable as employed status recorded	Member to verify
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	RFO to check
	Invoice incorrectly calculated or recorded	L	Check calculations on invoices. Check bank statements	Member to verify
	Cheque payable is excessive or to wrong party	L	Signatories(2) initial stub and voucher. Bank reconciliation verifies on internet transactions.	Approval by signatories
Grants & Support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorise payment if in query	Member to verify
	conditions agreed	L	Agree and document any reasonable conditions	RFO to check
Election Costs	Invoice at agreed rate	L	RFO check and Councillors consider against budget	RFO to check
VAT	VAT analysis	M	All items listed on Parish Accounts	RFO to check
	Charged on purchases	L	Checked against Parish Account lists	RFO to check
	Claimed within time limits	M	Agree returns submitted with Internal Auditor	RFO / Internal Auditor Diary

Kirkbampton Parish Council

Risk assessment and management (financial) for the period 1st April 2021 to 31st March 2022

Topic	Risk Identified	Risk Level H/M/L/	Management of Risk	Staff action
Reserves - General	Adequacy	L	Consider at Budget setting	Parish Cllrs. RFO & Internal Auditor review
Reserves - Earmarked	Adequacy	L	Consider at Budget setting and Annual Parish Meeting	Parish Cllrs. RFO review
	Unidentified Earmarked or Contingent liability	L	Review Minutes	Parish Cllrs, RFO review
Assets	Loss, Damage etc	M	Annual inspection, update insurance and assets register, if necessary	Diary
	risk of damage to third party property or individuals	M	Review annually Public Liability Insurance	Diary
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sickness, early departure - risk monitored and managed as appropriate	Parish Cllrs, RFO review
	Fraud by staff	L	Monitored between the Clerk/RFO, Internal Auditor and Chairperson	Parish Cllrs, RFO review
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Diary
Maintenance	Reduced value of assets or amenities - loss of income or performance	M	Annual maintenance inspection	Diary
Legal Powers	Illegal activity or payment	M	Educate Council as to their legal powers	Diary
Financial Records	Inadequate records	L	Clerk/RFO and internal auditor regularly check and review	Diary
Minutes	Accurate and legal	L	Reviewed at following meeting	Diary
Members Interests	Conflict of interest	M	Declarations of interest to be documented, signed, minuted and files and any conflict addressed, as appropriate	Diary

KIRKBAMPTON PARISH COUNCIL
ASSET REGISTER - MARCH 2022

LAND ASSETS			
ASSET	LOCATION	MAINTENANCE	VALUATION
Kirkbampton (This area is <u>not</u> a registered village green – amended Jan 2016)	Area outside Kirkbampton school	Contract Grasscutting	Nil
Haverlands Green	Finglandrigg Nature Reserve	Contract Grasscutting	Nil
Flatt Village Green	Flatt, Kirkbampton		Nil
Oughterby Village Green	Oughterby, Kirkbampton	Contract Grasscutting	Nil
Little Bampton Village Green (Added July 2016)	Little Bampton (Adjacent to the Tam O'Shanter Pub)	Contract Grasscutting	Nil
Little Bampton Common	Finglandrigg Nature Reserve (Reg. under S9 of Common Registration Act)	Natural England own & exercise grazing rights and maintain the Common on behalf of Kirkbampton Parish Council	Nil
Studholme Village Green	Studholme, Little Bampton	None	Nil

EQUIPMENT ASSETS			
EQUIPMENT	ITEM	PURCHASE DATE	VALUE
Lenovo B50-80 Laptop Computer	Office Equipment	22/02/2016	£270
Brother Printer	Office Equipment	03/03/16	Disposed of 2017
Microsoft Office – Home & Student	Office Equipment	25/02/16	£120
Epson Printer Scanner	Office Equipment	15/12/17	£50
2 drawer filing cabinet	Office Equipment	10/12/17	£47.16
3 defibrillators & cabinets	Community Equipment	11/09/19 upgraded 2 machines on 28.10.20	£3,750.00 plus £1280
3 defibrillator brackets	Community Equipment	18/12/19	£198.00
3 noticeboards	Community Equipment	11/03/18	£245.00
3 phone boxes	Community Equipment	12/11/19	£3.00
Speed Sign	Community Equipment	?	?
Noticeboard	Community Equipment	13/10/21	£586.93
Phonebox decals	Community Equipment	29/03/21	£385.00