



Ref: Agenda/F&GP-15/03/2022

10<sup>th</sup> March 2022

Dear Sir or Madam

All Members of the Finance & General Purposes Committee are hereby summoned to a meeting of the Committee that will take place on **Tuesday 15<sup>th</sup> March 2022** at the **Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

A handwritten signature in black ink, appearing to be "Peter Tarrant", written over a horizontal line.

**Peter Tarrant**  
**Town Clerk & Chief Executive**

Distribution: Committee Members  
Notice Boards

Press

Committee Members:

Cllr. R. Pullinger (Chair)  
Cllr. M. North (Vice Chair)  
Cllr. D. Albone  
Cllr. I. Bond  
Cllr. G. Fage  
Cllr. M. Knight  
Cllr. H. Ramsay  
Cllr. M. Russell  
Cllr. D. Strachan

## **AGENDA**

1. **APOLOGIES**
2. **DECLARATION OF INTERESTS**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary Interests in any agenda item.
- (b) Non-pecuniary interests in any agenda item.

3. **CHAIRMAN'S ANNOUNCEMENTS**

4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.  
Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_BliPabaTRh-LLLXi5Bwaew](https://us06web.zoom.us/webinar/register/WN_BliPabaTRh-LLLXi5Bwaew)**

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

5. **INVITED SPEAKER**

None.

6. **MEMBERS QUESTIONS**

7. **MINUTES OF MEETINGS**

- a. For Members to receive and approve the minutes of the Finance & General Purposes meeting held on **Tuesday 18<sup>th</sup> January 2021**.

8. **MATTERS ARISING**

- a. Minutes of the Finance and General Purposes meeting held on **Tuesday 18<sup>th</sup> January 2021**.

9. **ITEMS FOR CONSIDERATION**

- a. **Cost Reduction & Efficiency Review**

For Members to receive and consider the report from the Head of Finance & Planning.

- b. **Review Financial Regulations**

For Members to receive and consider a report from the Head of Place Shaping & Town Centre Management.

- c. **Risk Assessment - 2021/22**

For Members to receive and consider a report from the Head of Place Shaping & Town Centre Management.

10. **ITEMS FOR INFORMATION**

- a. **Capital Income Optimisation**

This is an expected deliverable from the Asset Register work being led by the Head of Governance & Strategic Partnerships. The work involves understanding our capital assets and ensuring that all associated income is maximised and in keeping with expected commercial rents for the sector. The work will also ensure that the capital portfolio is in keeping with the corporate aspirations of the Council and may recommend disposal of assets to create a capital receipt where relevant.

b. **Finance Review update**

For Members to receive a detailed oral update from the Head of Finance & Planning on progress connected to the implementation of the Finance Review.

c. **Asset Register**

The Head of Governance & Strategic Partnerships is leading the work on the Council Asset register. The process has included:

- Refreshing the asset register for all properties and land.
- Retrieving any historical documents from third parties for record keeping and entering on the register.
- Requesting from HM Land Registry records and title deeds for all assets held by BTC and previous administration names.
- Issuing an expression of interest invitation for RICS Chartered Surveyor companies.
- Instructing a Surveyor to conduct site visits with condition, risks, and valuation reports to inform the asset register upon conclusion of a successful quotation.

A finalised report will be ready for the next Finance & General Purposes meeting on 21<sup>st</sup> June.

d. **BTC Website**

For Members to receive and consider a report from the Administration & HR Manager.

11. **PUBLIC OPEN SESSION**

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Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

12. **EXEMPT ITEM**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

(13a Car Parking Tender)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolves** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**  
**MEETING TUESDAY 18<sup>TH</sup> JANUARY 2022 AT THE OFFICES OF**  
**BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, 4**  
**SAFFRON ROAD, BIGGLESWADE COMMENCING AT 7:00PM**



**PRESENT:**

Cllr R. Pullinger (Chair)  
Cllr M. North (Vice Chair)  
Cllr D. Albone  
Cllr I. Bond  
Cllr G. Fage  
Cllr M. Knight  
Cllr M. Russell  
Cllr D. Strachan  
Cllr F Foster (non-committee Member – via Zoom)

Mr P Tarrant –Town Clerk & Chief Executive, Biggleswade Town Council  
Mr P. Truppin – Head of Place Shaping & Town Centre Management, Biggleswade Town Council  
Mr K. Hosseini – Head of Governance & Strategic Partnerships, Biggleswade Town Council  
Mrs S. Solomon – Head of Finance & Planning, Biggleswade Town Council  
Mrs S. van der Merwe – Professional Assistant, Biggleswade Town Council

Members of the Public – 4

**Meeting Formalities:**

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

**1. APOLOGIES FOR ABSENCE**

Cllr H Ramsay.

**ABSENT WITHOUT APOLOGIES**

None.

**2. DECLARATIONS OF INTEREST**

**a. Disclosable Pecuniary interests in any agenda item**

Cllr D. Albone – Item 6c - Allotments.

b. **Disclosable Non-pecuniary interests in any agenda item**

Cllr Russell – Item 6a – Grant Application: RAF Cadets

Cllr Strachan – Item 6a – Grant Application: Biggleswade Community Safety Group

Cllr Pullinger – Item 6a – Grant Application: Biggleswade District Scouts

Cllr Bond – Item 6a – Grant Application: Biggleswade History Society

3. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow Members of the public to put questions or to address the Committee, through the Chairman, in respect of any other business of the Town Council.

Biggleswade Scouts and Biggleswade Phoenix Explorer Emily and Jenna gave spoke about their grant request is for a grant to allow four young people from the Biggleswade Scouting community an opportunity to attend the World Scout Jamboree in Korea as this is the largest youth event in the world. There will be over 40,000 people in attendance, from 167 countries. The young people attending will be able to share their experiences with other Scouts, Cubs and Beaver groups and their families across Biggleswade and hopefully inspire the next generation of Scouts. They hoped for the Town Council's support for their grant application.

Scout Leader Nick Kealy, Unit Leader of the Bedfordshire Jamboree Contingent. He explained that there are thirty six young people have been selected from Bedfordshire, fifteen of those are from Biggleswade District and four from the Town of Biggleswade. This is the largest educational event in the world, to be held in August 2023. Over the next eighteen months the process of fundraising for attendance will be a learning experience for those young people, teaching them teamwork, leadership skills, entrepreneurship. This is the 100-year anniversary of the Jamboree and those that attend will make life-long friendships as well as being able to impart knowledge to the next contingent that will be attending the 2027 Jamboree in Poland.

4. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members reviewed the minutes of the Finance & General Purposes Committee meeting held on **Tuesday 19<sup>th</sup> October 2021** and these were **APPROVED**.

5. **MATTERS ARISING**

From the minutes of the Finance & General Purposes Committee meeting of **Tuesday 19<sup>th</sup> October 2021**.

None.

6. **ITEMS FOR CONSIDERATION**

a. **Grants 2022 / 2023**

The Head of Finance & Planning advised the Council that the proposed budget for 2022/2023 is set at £18,687, with the total value of grant applications received this year sitting at £40,285.

Cllr Pullinger advised the Committee that there is also £3,100 remaining funds in the 2021/2022 budget and some of this funding can be used to cover some of the applications. Cllr G Fage also commented that there will be a further round of grants funding allocated later in the 2022/2023 financial year and any remaining funds will be allocated then.

Cllr Knight reminded the Committee that the proposed budget figure is yet to be agreed and will be done later in the meeting.

It was **RESOLVED** that Members would do a first round of proposals and if the value of these is over the proposed budget, a second review would be done.

Members **APPROVED** the following grant allocations:

1.	1 <sup>st</sup> Biggleswade Rainbows	£	148.50
2.	Biggleswade Scouts Unit 17 Jamboree Contingent	£	750.00
3.	Biggleswade Community Carnival	£	500.00
4.	Biggleswade Community Safety Group	£	800.00
5.	Biggleswade Crab Lane (Railway Embankment)	£	60.00
6.	Biggleswade First Aid Club	£	380.00
7.	Biggleswade Good Neighbours	£	500.00
8.	Biggleswade History Society	£	750.00
9.	Biggleswade Sea Cadets	£	1,000.00
10.	Biggleswade Sports	£	400.00
11.	Biggleswade Town Cricket	£	0
12.	BRCC in collaboration with Kings Corner / Biggleswade Baptist Church	£	1,805.82
13.	Carers in Bedfordshire	£	1,000.00
14.	Sue Ryder St. John's Hospice	£	1,000.00
15.	BigglesFM	£	1,850.00
16.	Biggleswade ATC Squadron (Royal Air Force Cadets)	£	1,000.00
17.	Mid Bedfordshire Citizens Advice Bureau	£	£500.00
18.	For Men To Talk Community Interest Company	£	0
19.	Ivel Flix	£	300.00
20.	East Beds Community Bus Ltd (Ivel Sprinter)	£	500.00
21.	Keech Hospice Care	£	1,000.00
22.	Train at Trinity Model Railway	£	0
23.	Biggleswade District Handicapped Swimming Club	£	400.00
24.	The Royal British Legion – Biggleswade Branch	£	0
25.	Central Bedfordshire – Biggleswade Library	£	0
26.	Magpas Air Ambulance	£	500.00
27.	The Need Project CBC	£	500.00
28.	Jones' Fitness	£	0
29.	Respite at Home	£	700.00
	<b>Total Value of Approved Grants:</b>	<b>£</b>	<b>16,344.32</b>

It was **RESOLVED** that the Town Council would allocate £500 to the Biggleswade Carnival and that the Council seek to support the Carnival in kind in other ways.

It was **RESOLVED** that the Town Council support Biggleswade Town Cricket Club through other means.

It was **RESOLVED** that the Town Council work with the British Legion to establish what they plan to achieve and to help facilitate their plans in place of awarding a grant.

It was **RESOLVED** that Officers would work with Jones' Fitness to help facilitate what is trying to be achieved instead of awarding a grant.

Cllr G Fage recommended that the Town Council Assist the Train at Trinity Model Railway by way of advertising on the Town Council website and social media platforms.

Cllr G Fage recommended that the Town Council monitor which charities respond to the grant award this year for future monitoring purposes.

b. **Interim Internal Audit Report**

The Head of Finance & Planning introduced the first interim Internal Audit Report for 2021/2022.

Members of the Council wished to extend their thanks to the staff for continuing to do their work to such a good standard.

It was **RESOLVED** by the Finance & General Purposes Committee to **APPROVE** this Interim Internal Audit Report.

c. **Annual Fees & Charges Review**

The Head of Finance & Planning stated that the reports submitted for review relate to the Council's taking into consideration the Revenue Income Optimisation Report recommendations and other requests from the Council in ensure the Council remains competitive and to continue to provide value to the residents of Biggleswade.

The Town Clerk & Chief Executive stated that the Council's overall objective is to be less reliant on its precept going forward. The Revenue Income Optimisation Report was conducted to compare Biggleswade Town Council's costs to other home county Councils for the same services.

**Market Fees:**

Cllr Knight reminded the Committee that market fees were changed back to pre-pandemic levels in August 2021 and recommended that these be reviewed by the Town Centre Management Committee in September 2022.

Cllr Strachan recommended the Town Centre Management Committee should review the pitch rates for larger than double pitches at the next reviews of the Market rates.

It was **RESOLVED** to keep the market fees at the current rate, and to replace the word "stall" with "Gazebo" and remove the size limit for the gazebo hire.

### **A-Boards:**

It was **RESOLVED** that the Town Council not charge for A-Boards for the 2022/2023 financial year.

### **Cemeteries:**

It was **RESOLVED** to accept the cemeteries fees proposal for the 2022/2023 financial year.

### **Allotments:**

The Town Clerk & Chief Executive advised Members that with the current waiting list of 74 people it is likely the Town Council may need to purchase land to fulfil its allotment requirements.

It was **RESOLVED** to increase the allotment fees to £65.00 for a small plot and £115.00 for a large plot to be implemented 1 September 2023.

### **Orchard Centre Fees:**

Members discussed the wording around the category. Cllr G Fage stated the Town Council about what each of those definitions for each category means.

It was **RESOLVED** that the Town Council adopts the proposed charges and re-name “Corporate Charges” to “Standard Charges” and “Non-Corporate Charges” to “Community Activities Charges”.

It was **RESOLVED** that Officers draft a clear policy relating to the “Standard” and “Community Activity” definitions.

It was **RESOLVED** that the proposed fees and charges only be implemented when the Town Council has approved the draft policy to back up the Council’s position on each charging category.

It was **RESOLVED** that the definition of the reduction for local charities in the Orchard Centre Report should reflect that this refers to “charities and not-for-profit entities for the benefit of Biggleswade residents”, not necessarily charities based in Biggleswade. This will be in keeping with the charity stalls policy currently in place for Market Stalls.

### **Sports/Leisure Facilities:**

It was **RESOLVED** that the Town Council would approve the proposed sports fees at the following amounts for 2022/23 (inclusive of VAT):

- Football Pitches – Juniors - £14.00
- Football Pitches – Adults Pitch only - £35.00
- Football Pitches – Adults Pitch & Changing - £58.00
- Bowling Green Rink - £3.50
- Rink Season Ticket – Adult - £55.00
- Rink Season Ticket – Concessions - £26.00
- Bowls Club Pavilion - £2900.00
- 1<sup>st</sup> Meadow - £2900.00

Cllr G Fage commented that Parking Permits should also have formed part of the fees and charges review. Cllr Pullinger advised that the F&GP Committee had taken the decision not to change parking permit fees, however, as a result of additional costs now being paid in



relation to rental of parking sites, Members subsequently requested a fees review to be discussed at the next Town Centre Management Meeting.

d. **Playground Strategy**

This report is presented at this Committee meeting in line with a resolution from the Town Council Meeting of 11<sup>th</sup> January 2022 relating to the costs of the implementation of the first phase.

Members asked if Officers were intending to apply for as much S106 funding as possible and the Town Clerk & Chief Executive confirmed Officers are already prioritising S106 funding investigation and resourcing.

It was **RESOLVED**:

- 1) to acknowledge this report;
- 2) that the Town Council proceed with applying for funding of the full projected cost of this playground strategy at £519,400 through a Public Works Loan;
- 3) the Town Council incorporate the £122,000 drawdown within the 2022/2023 budget for this Strategy;
- 4) the remaining balance of the Public Works Loan to be phased over the remaining four year period as set out in the report, with the operational works implementation to be determined by the PLOS committee;
- 5) that Officers continue to request and resource as much S106 funding as possible for use on the Playground Strategy.

e. **Original Estimates for 2022/2023**

The Head of Finance & Planning advised Members this report is a stringent review of budgets based on running costs. The Town Clerk & Chief Executive confirmed this is a zero-based budget to determine commitments and Members are asked to consider planned growth items and a proposed reserves level.

The Town Clerk & Chief Executive stated that there is an extensive list of likely commitments for the year ahead and the report on page 46 is a list of commitments that will apply in the new financial year that are currently not budgeted for. Of particular concern are the potential costs for maintenance for the Council's capital assets. In response to Cllr North's questions relating to a lack of figures for forthcoming years, the Town Clerk & Chief Executive stated that as intelligence becomes known for future commitments, this will be added to the growth chart to start to build a Medium-Term Financial Strategy, which has not been done at this Town Council for many years.

It was **RESOLVED** that the F&GP Committee accepts the headline budget based on Option 2, which represents a 7.5% precept increase for a Band D Property and **RECOMMENDS** the precept for 2022/2023 financial year be set at £1,424,171.

It was **RESOLVED** that the Town Clerk's Efficiency Savings Project identify and implement budget savings of £25,000 by March 2022, representing an approximate 1.5% budget saving.

It was **RESOLVED** that before start of the new financial year Committee Chairs have an opportunity to scrutinise and refine the relevant Committee budgets within the overall budget set.

f. **Orchard Centre Report**

This item was originally included under Exempt in the Agenda, however, the report has been amended and therefore this item was discussed in the open session of this Committee Meeting.

The Head of Place Shaping and Town Centre Manager advised Members were asked to consider the revised report. This is a current position statement to Members following recommendations and resolutions from previous Council and Committee Meetings.

Cllr G Fage stated that, as per the earlier item 6c of this meeting, Members request a formal policy relating to Orchard Centre bookings, charging, amendments to the Terms and Conditions as well as a policy relating to certain categories of party events.

The Town Clerk & Chief Executive stated that this project report was compiled some time ago, with different iterations being brought to various committees in the latter part of 2021. The implementation timelines will need to be reviewed and Officers will send Members the updated timelines.

It was **RESOLVED**:

- 1) That Officers implement the recommendations from the report relating to the booking systems and marketing;
- 2) That Officers draft a formal policy setting out the Orchard Centre Terms and Conditions relating to bookings, charges and a policy on usage for certain categories of party events;
- 3) To accept the report and for Officers to update Members with the new timelines for implementation of the Orchard Centre Review recommendations in the near future.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow Members of the public to put questions or to address the Committee, through the Chairman, in respect of any other business of the Town Council.

There were no questions from the public.

The meeting was closed at 20:52 pm.

**BIGGLESWADE TOWN COUNCIL**  
**Finance & General Purposes Committee 15<sup>th</sup> March 2022**  
**Review of Financial Regulations**

**Implications of Recommendations**

**Corporate Strategy:** To modernise and make more effective the financial procedures.

**Finance:** No effect on budgets.

**Equality:** None.

**Environment:** None.

**Community Safety:** None.

**Background**

At a meeting of the Finance & General Purposes Committee held on 15<sup>th</sup> June 2021 it was resolved to recommend a set of Rules for the use of Credit and Debit Cards to Council. The recommendation was adopted at the Council meeting held on 29<sup>th</sup> June 2021.

It was further resolved to propose a change in Financial Regulation 6.18 at the next review to delete the reference to “prepaid debit cards” and to permit the issue of credit cards only to staff and to make the consequential amendments to Financial Regulation 6.19. Only the Town Clerk & Chief Executive will be permitted to be issued with a Debit Card.

The current text of these regulations is as follows:

- 6.18 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance & General Purposes Committee. Transactions and purchases made will be reported to the Council. and authority for topping-up shall be at the discretion of the Council or relevant committee.
- 6.19. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Town Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

Proposed text:

- 6.18 A debit card may be issued only to the Town Clerk & Chief Executive. Credit cards may be issued to employees with varying limits. These limits will be set by the Finance & General Purposes Committee. Transactions and purchases made will be reported to the Council. and authority for topping-up shall be at the discretion of the Council or relevant committee.
- 6.19. Any corporate credit card or trade card account opened by the Council shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

These revisions are of a minor nature to tidy up Financial regulations to ensure consistency with the Rules for the use of Credit and Debit Cards.

For information, the only card issued to date is a debit card held by the Town Clerk & Chief Executive.

**Recommendation**

Councillors are recommended to adopt the amendments proposed in this report.

**Philip Truppin**

Head of Place Shaping & Town Centre Management

**BIGGLESWADE TOWN COUNCIL**  
**Finance & General Purposes Committee Meeting 15<sup>th</sup> March 2022**  
**Review of Risk Management Scheme**

**Implications of Recommendations**  
**Corporate Strategy: Annual Audit Requirement.**  
**Finance: Assessment of Financial Risk Exposure.**  
**Equality: None.**  
**Environment: None.**  
**Community Safety: None**

**Background**

There is a requirement under the Audit regulations for an Annual Review to update, where required, the Risk Management Scheme for the Council.

**Introduction**

The Risk Management Scheme was last considered by the Finance & General Purposes Committee on 19<sup>th</sup> January 2021. Amendments were made arising from increased financial risks due to the Covid-19 pandemic. The Risk Management Scheme document, as amended, is attached to this report.

**Summary**

Members are requested to review the scheme document and to consider whether any changes in risk levels are required.

**Recommendations**

Specific recommendations relate to reducing risk levels in the light of changes in the overall Covid-19 situation, namely, on page 4:

To reduce the likelihood of risk for the Orchard Community Centre, Hire of Sports facilities and Car Parking Fees to medium.

**Philip Truppin**

Head of Place Shaping & Town Centre Management



## **BIGGLESWADE TOWN COUNCIL RISK MANAGEMENT SCHEME**

### **Introduction**

This document sets out the framework on which risk management processes at Biggleswade Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

### **Risk Management**

Risk – *'Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative'.*

Risk Management – *'Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.'* [Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council's business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and summarised in the Council's Business Plan.

Implementing the Strategy involves identifying, analysing/prioritising, managing and monitoring risks.

### **Risks Types**

Strategic Risk – long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

**Risk Identification** – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

**Risk Analysis** – Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

**Risk Prioritisation** – An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

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

Options for control include:

Tolerate – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

Treat – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring.

Transfer – the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets.

Terminate – the circumstances from which the risk arises are ceased so that the risk no longer exists.

**Risk Register** – Details on the impact and likelihood matrix are included below. A summary is carried forward into the annual Business Plan.

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

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

### **Roles and Responsibilities -**

Councillors – risk management is a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include:

Approval of the Risk Management Strategy;

Town Clerk – will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers – when developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees – will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

**Role of Internal Audit** – the Internal Audit Team provides an important scrutiny role carrying out audits to provide independent assurance to the Council.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

**Training** – Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.

**Risk Assessment and Management (Financial & Business) for the Period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**  
**L (Low) M (Medium) H (High)**

**Financial: Income**

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Precept	Not Submitted	L	H	Full TC Minute	Diary	Annual	Town Clerk
	Not Paid by District Council	L	H	Check and Report	Diary/Bank Statement	6 monthly	Town Clerk
	Adequacy of Precept	H	H	Monthly Review of budget to actual	9month budget review	Ongoing	Town Clerk Council
Charges Recreation	Cash Banking	H	M	Segregate duties of person receiving money and person banking	Reconciliation	Monthly	Town Clerk
Charges Cemetery	Plot Allocation	M	M	Update of Burial Register		Ongoing	Town Clerk
	Receipt of fees	M	M	Check with documentation		Ongoing	
Charges Allotments	Rental Invoices	L	M	Register to invoice	Reconciliation	Annual	Town Clerk
	Cash Handling	L	M	Issue of Receipt			
	Cash Banking	L	M	Segregation of duties			
Investment Income	Surplus funds	L	M	Review annually at year end		Annual	Councillors Town Clerk
Markets	Cash Banking	M	M	Monies received in accordance with up to date list of stall holders Checked against banking		Weekly	Town Clerk
Orchard Community Centre	Income from room lets	H	M	Financial Impact raised to High due to Covid-19	Advance advertising	Ongoing	Town Clerk
Hire of Sports Facilities	Receipt of fees	H	M	Risk assessed as a consequence of Covid-19			Town Clerk
Car Parking Fees	Receipt of fees	H	M	Risk assessed as a consequence of Covid-19			Town Clerk
Car Parking Fees	Cash banking	M	M				Town Clerk



## Financial: Expenditure

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Salaries	Wrong salary paid Wrong hours paid Wrong Rate of pay Wrong deductions - NI/Tax	M M M M	L L L M	Check with input, minute approval Check with input Check with input and minute approval Check to PAYE calculations	Staff Check	On review  6 monthly	Town Clerk Payroll Town Clerk Payroll
Direct Costs and Overhead expenses	Goods not supplied Invoice incorrectly calculated Cheques payable to wrong party	M M M	M L M	Order system  Check arithmetic Invoice initialed by signatories	Approval check App. Check	Monthly Monthly	Town Clerk  Accounts Councillors
Grants	Power to Pay Agreement of Council to pay Cheques	L L L	L L L	Minute power Minute Signatory signed (3)			Councillors Councillors Councillors
Election Costs	Invoice at agreed rate	L	L	Accrue annually	Budget review	Annual	Councillors
Vat irrecoverable	Vat Analysis	M	L	All items in cash book	Verify	Quarterly	Accounts
Reserves General	Adequacy	L	M	Consider at budget setting	Accountants' opinion	Annual	Councillors
Reserves Earmarked	Adequacy	L	M	Consider at budget setting and year end	Accountants' opinion	Annual	Councillors
Assets	Loss, damage etc. Risk to third party	M M	H M	Regular inspections, update insurance and register Review adequacy of public liability insurance	Diary	Annual	Town Clerk Councillors. Councillors
Staff	Loss of key personnel Fraud by staff	M L	H L	Hours, health, stress etc. Fidelity guarantee insurance	Committee Council	Annual	Councillors Councillors
Loss	Consequential loss due to critical damage or third party performance	L	M	Insurance cover review adequacy		Annual	Councillors

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Financial Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Cash	Loss through theft or dishonesty	L	L	Adequacy of Fidelity guarantee insurance	Council	Annual	Councillors
Maintenance	Poor perf. of assets or amenities	L	M	Regular maintenance inspections		Ongoing	Town Clerk
Borrowing	Adequacy of finances to repay loans	M	M	Financial review and cash flow forecasting			Accounts Councillors
Legal Powers	Illegal activity or payment	L	L	Education of members as to their legal powers			Councillors Town Clerk
Financial Records	Inadequate Records	L	L	Regular internal audit and year end health check	Internal Auditor Accountant	6 monthly Annual	Accounts Town Clerk
Medium Term Financial Plan	Need to plan for longer term	M	H	Prepare and maintain MTFS	Review	Annual	Councillors Town Clerk

## Strategic

<u>Topic</u>	<u>Risk Identified</u>	<u>Likelihood</u>	<u>Impact</u>	<u>Management of Risk</u>	<u>Action</u>	<u>Frequency</u>	<u>Ownership</u>
Grants	Need to review Grant Scheme and link to strategic priorities	M	M	Target priorities	Review Scheme	annually	Town Clerk
Town Masterplan	Unable to take forward key priorities	L	M	Include in Strategy & Business Plan	Review	annually	Town Clerk
Additional recreation/ sports land	Possible acquisition under s106 Prepare for costs and operation	L	M	Included in Budget Prepare for operations and future maintenance		Prior to event	Town Clerk
Corporate Strategy	Lack of clear direction	H	M	Prepare priorities & objectives	Follow Strategy	4 years	Town Clerk Councillors
Business Plan	Unable to implement Strategy	H	M	Follow to deliver Strategy	Follow and update	annually	Town Clerk Councillors
Future Services	Unable to afford or deliver	L	H	Need to be in accordance with Strategy & be included in Business Plan		Ongoing	Town Clerk

## Operational

<b>Topic</b>	<b>Risk Identified</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Management of Risk</b>	<b>Action</b>	<b>Frequency</b>	<b>Ownership</b>
Insurance Cover for Council	Risk to finances, staff and third parties if inadequate cover	L	H	Buildings Land Carparks Allotments Cemeteries Vehicles & Plant Contents Equipment Fidelity Theft Personal Injury (Councillors & Officers) Public Liability Slander/Libel Employer Liability External Events	Monitor Cover and update as necessary  <Precept increase	Ongoing	Town Clerk
Office Security	Risk to staff, damage to building/contents & data	M	H	Maintain security of building, alarms, back up files offsite, fire safety, password protect computer data	Monitor and maintain	Ongoing	Town Clerk
Regular maintenance of assets and	Risk to staff & third parties also of loss or damage	M	M	Annual Business Risk Assessments completed Adequate legislative safety checks of assets	Monitor	Ongoing	Town Clerk
Asset Register	Risk if assets not properly recorded & valued	L	M	Accurate & timely	Monitor	Ongoing	Town Clerk
Newsletter	Threats to preparation/delivery	L	L	Ensure slot booked with Bulletin	Early preparation	Monthly	Town Clerk
Council Liability	Lone person working-compliance with law	L	M	Procedure for safety	Monitor & review	Ongoing	Town Clerk
	Contract of Employment	L	L	For all staff	Monitor & review	Ongoing	Town Clerk
	Duty of Care to visitors, staff and Councillors	M	H	Adequate insurance, risk assessments and action plans	Monitor & review	Ongoing	Town Clerk
	Other Employment Conditions-compliance with legislation	L	M	Review terms & conditions, contracts, development reviews & insurance	Monitor & review	Ongoing	Town Clerk

<b><u>Topic</u></b>	<b><u>Risk Identified</u></b>	<b><u>Likelihood</u></b>	<b><u>Impact</u></b>	<b><u>Management of Risk</u></b>	<b><u>Action</u></b>	<b><u>Frequency</u></b>	<b><u>Ownership</u></b>
	Loss of Key Staff	M	H	Need contingency arrangements and succession planning	Monitor & review	Ongoing	Town Clerk
	Councillors- must be adequately advised of their responsibilities and culpability.	L	M	Induction & refresher training	Monitor	Ongoing	Town Clerk
Health and Safety	Responsible for Members, Employees, Public & Contractors	M	H	Need regular Safety risk assessments both general and specialist, safety policy and safe working procedures.	Need review of risk assessments & SWP	Ongoing	Deputy Town Clerk
Town & Country Planning	Adverse effect on community amenities if fail to respond to Planning applications or Local Plan consultations	L	M	Need for Council to respond. Need guidance and processes	Review & follow processes	Ongoing	Town Clerk
Training	Essential for councilors & staff if to reach potential	M	M	Need annual training plans & to implement them	Prepare and monitor	Ongoing	Town Clerk
Freedom of information	Need to respond to requests	L	H	Procedure to be accurate and timely	Monitor & report	Ongoing	Town Clerk
Governance Documents	Interrupt operations if not current & following best practice	L	M	Keep up to date and in line with best practice	Review	2 years	Town Clerk
Press releases	Comply with publicity code	L	M	Review & monitor	Monitor	Ongoing	Town Clerk
Data Protection	Need to keep data secure	L	M	Need operational procedures	Monitor	Ongoing	Town Clerk
Byelaws	Reference to models when adopting	L	L	Not currently applicable			
Archiving documents	Security and statutory retention periods	L	M	Needs to be in accordance with a document retention policy	Monitor	Ongoing	Town Clerk
Public Access	Public need to be able to access services according to need & safely	L	M	Services available at stated times. Subject to safety inspections	Monitor	Ongoing	Town Clerk
Office administration	Needs to be effective	M	M	Review & introduce procedures	Review & monitor	Ongoing	Town Clerk

<b><u>Topic</u></b>	<b><u>Risk Identified</u></b>	<b><u>Likelihood</u></b>	<b><u>Impact</u></b>	<b><u>Management of Risk</u></b>	<b><u>Action</u></b>	<b><u>Frequency</u></b>	<b><u>Ownership</u></b>
Contracts	Compliance with legislation/ governance documents when letting	L	H	Prepare specification, determine on price and quality	Monitor	Ongoing	Town Clerk
	Risk to performance and cost if not properly monitored	L	H	Monitor against specification and price	Monitor	Ongoing	Town Clerk

## Compliance

<b>Topic</b>	<b>Risk Identified</b>	<b>Likelihood</b>	<b>Financial</b>	<b>Management of Risk</b>	<b>Action</b>	<b>Frequency</b>	<b>Ownership</b>
Minutes	Accurate and Legal	L	L	Approved at following meeting			
Confidential Matters	Accurate and Legal	H	H	Need to be on agenda and minutes need to be public	Review & follow process	Ongoing	Town Clerk
Members Interests	Conflict of Interest	M	L	Update declarations of interest Recording on minutes of declarations		Annual Monthly	Councillors Town Clerk
Councillor Declarations	Accurate and Legal	H	M	Need copy on Website or link to Central Beds.	Review & follow process	Ongoing	Town Clerk
Dispensations	Not compliance with legislation	H	H	Require individual applications and approvals	Review & follow process	Ongoing	Town Clerk
Budget & Precept	In accordance with legislation	L	H	Compliance, advice by accountant	follow process	Annual	Town Clerk Accountant
Accounts & Annual Return	In accordance with Regulations	M	H	Compliance with Regulations	follow process	Annual	Town Clerk Accountant
Audit process	Internal or external not following Regulations	L	H	Compliance with Regulations	follow process	Annual	Town Clerk Accountant
Website	Not compliant with Transparency Code	M	M	Review in line with Code	Review & follow process	Ongoing	Town Clerk
Code of Conduct	Compliant with legislation & best practice	M	M	Code & procedures kept current	Renew or add guide	Annual	Town Clerk Accountant
Agendas and Notices	Not complying with legislation	L	H	Follow legislation. Use term "Summon"	Review & follow process	Ongoing	Town Clerk
Freedom of Information	Legal	M	M	Follow legislation, allow request by letter/email	Review & follow process	Ongoing	Town Clerk
Publication Scheme	Legal	H	M	Use latest model	Review & follow process	Ongoing	Town Clerk
Data Protection	Legal	H	H	Ensure registration & follow guide	Monitor	Ongoing	Town Clerk
Newsletter	Compliance with Publicity Code	L	L	Check content against Code	Monitor	Monthly	Town Clerk
Charitable Trust	Understanding responsibilities			No trusts operated by Council			
Statutory Governance Documents	Not compliant with legislation or current	L	H	Regular Reviews	Monitor	Annual	Town Clerk

## BIGGLESWADE TOWN COUNCIL

### Finance & General Purposes Meeting 15<sup>th</sup> March 2022 Website Update

#### Implications of Recommendations

**Corporate Strategy:** None.

**Finance:** No further cost for extending Tim's Digitals services, however, further costs may be incurred for completing the website work.

**Equality:** None.

**Environment:** None.

**Community Safety:** None.

#### Background

The Town Council published a more modern, accessible and user-friendly website in April 2021. The published website included clearer, and more detailed, information in relation to the Town Council's services, meetings and more. There were further requested works to the website that were to be undertaken beyond April 2021, a list of which is detailed below with a progress update.

The Town Council paid an additional fee to Tim's Digital to support with this additional website work in May 2021. It has been confirmed with Tim Ranscombe, Director at Tim's Digital, that any delay in completing this work will not result in an additional charge to the Town Council; the cost is calculated by the number of hours worked by Tim's Digital in order to complete the work. The charge to Tim's Digital allowed for fifty-four hours of support, of which the Town Council have eight hours remaining. It is expected that more than eight hours will be needed to complete the remainder of the website work, however it is not yet known exactly how many extra hours will be needed.

The website continues to be updated with the latest news.

The remainder of the website work will be completed as soon as possible with support from Alison Dennis, Administrator.

## Update Summary

### Completed work

Heading	Detail	Tim's Digital Input	Additional Comments
Events Page	In the interim of creating an events calendar, to create a simpler events page listing all future events.	No	
Councillors Committee Membership	A page under 'About the Council' listing all the committees, who is a member of each and their substitutes.	No	
Ward map	Upload a picture of the ward map where the Councillors page is.	Yes	
Layout of the Councillors page	Give options on showing Councillors by ward.	Yes	
Mayor of Biggleswade information page	Information on the Mayor of Biggleswade and how to invite the Mayor to events.	No	
Contact us page	Add opening and closing times to the Contact Us page.	No	
Biggleswade History page	Information about the Biggleswade History Society and contact details. Pictures and information on the history of Biggleswade.	No	
Accessibility statement	Create and add the Accessibility statement to the website.	Yes	
Additional links	Additional links to Central Bedfordshire Council services, Register Office, Job Centre and more	No	

Heading	Detail	Tim's Digital Input	Additional Comments
New layout for the bottom of each page	To include newsletter sign-up, contact details, opening times, social media links.	Yes	
Litter picking	Page on litter picking, who helps out, how you can get involved, where to collect tools.	No	
Bus timetable information	Information on buses and links to various timetables.	No	
Railway timetable information	Information on the Biggleswade station, where it is, where you can park, link to costs of station parking, picture of the station and link to rail website.	No	
Walking/cycling	Best walks and cycle routes accompanied by pictures and maps.	No	Images to be added shortly.
Attraction and links	Attraction and links to separate attraction websites.	No	
Clubs, societies and volunteering opportunities	List of Clubs, Societies and volunteering opportunities.	No	
Defibrillators	What Defibrillators are, where they are, pictures.	No	
Event Gallery & Videos	Have a page dedicated to past event pictures and videos.	Yes	Further events and pictures to be added shortly.
Retail Park and what's on offer there	Pictures, and a bit of text about what the Retail Park offers and a map.	No	
Biggleswade Community News	Link to subscribing to receive newsletters from Biggleswade Community news.	No	
Car Parking Permits	To allow for members of the public to apply, submit paperwork, and pay for their parking permit online.		



Heading	Detail	Tim's Digital Input	Additional Comments
Car Parking Permits	For permit holders to receive an automatically generated receipt when payment has been made.	Yes	
Car Parking Permits	For BTC staff to be able to click an 'approve' button when in receipt of correct car parking documentation and permit holders then receive an automatic email informing them that their application has been approved and providing a link to make payment.	Yes	
Town Twinning	Information on Twinning and Erlensee, what Twinning is and the history.	No	

#### **Remaining website work**

Heading	Detail	Tim's Digital Input	Additional Comments
Market - Charity Stalls/Local Organisations	Create a calendar for Charity stalls on the website. For the calendar to only allow 2 charity stall bookings per year.	Yes	Tim's Digital have created the Charity bookings calendar. It was agreed that a Market Policy will be produced before the Charity bookings calendar is published onto the website.
Market - Charity Stalls/Local Organisations	Allow charities to pay for their charity stall online - for the charge to now be £16 nonrefundable. For charities/local orgs to receive an automatic receipt on payment.	Yes	Tim's Digital have created the Charity bookings calendar. It was agreed that a Market Policy will be produced before the Charity bookings calendar is published onto the website.

Heading	Detail	Tim's Digital Input	Additional Comments
Market Stalls	Create a Market stall calendar for the website.	Yes	Tim's Digital have created the Market bookings calendar. It was agreed that a Market Policy will be produced before the Market bookings calendar is published onto the website.
Market Stalls - paying for stalls and charity stalls	Allow Market stallholders to pay for their stall online (if there is demand for this).	Yes	Tim's Digital have created the Charity bookings calendar. It was agreed that a Market Policy will be produced before the Charity bookings calendar is published onto the website.
New layout for the top of each page	Have a bigger logo, our Facebook, Twitter and Instagram links and picture of the Town Council building at the top of the website page.	Yes	
Images pages	Pictures that cover the full width of the screen.	Yes	Pictures of a certain size need to be taken in order to complete this.
Orchard	Create a calendar for both rooms to see what classes are on and what times rooms are available. See what classes are on and their leaflets for different classes.	Yes	
Orchard	Allowing bookings to be paid online and for customer to receive an automatically generated receipt.	Yes	
Allotments	Allow allotment tenants to pay online and issue an automatically generated Receipt.	Yes	
Cemeteries	Memorial masons to submit their memorial work application online, or to submit to the burials email address or a particular person.	Yes	

Heading	Detail	Tim's Digital Input	Additional Comments
Cemeteries	Allow Memorial Masons to pay for memorial works online, receive an automatic receipt and a permit number once payment has been made. Include contact numbers for opening the gates	Yes	
Cemeteries	Allow for funeral directors to submit their interment forms online, make payment and receive an automatic receipt.	Yes	
Cemeteries	Allow members of the public to apply for and pay for a burial plot/plots on our website. Check postcode and upload docs of proof of address.	Yes	
Cemeteries	Brighter pictures of the cemetery grounds.	Yes	Pictures to be taken during the summer months.
Events	Future events listed in calendar form, to include Town Council events as well as others taking place in Biggleswade.	Yes	
Football payment and booking system	Calendar for each football pitch so that clubs can book pitches through the calendar. For pitch bookings to be approved by BTC office staff. Payment to be made through the website after the pitch has been used.	No	
Public Amenities	Further details and pictures of public amenities - town clock, playgrounds, green areas, skate park, tennis courts, bowling club.	No	
Allotment	Upload our allotment rules and regulations. Better 'brighter' pictures of the allotments.	No	Pictures to be taken during the summer months.
Orchard	Include adverts and links to websites for classes at the Orchard, and contact details of how to book onto the class.	No	
Policy Documents	Add all existing policy documents onto the website policy document page.	No	

Heading	Detail	Tim's Digital Input	Additional Comments
Financial Transparency Information	To have a page detailing all Financial Transparency Information.	No	
Town Centre page	Pictures promoting places to eat, stay and visit.	No	

### Recommendation

For Members to note the website update.

**Helen Calvert**

Administration & HR Manager