

## PIDDINGTON & WHEELER END PARISH COUNCIL

Clerk: Mrs H Glasgow, PO BOX 1617, High Wycombe, Bucks, HP12 9FT. Tel: 01494 437111

To all Members of the Council

**You are invited to attend the Parish Council Meeting in Piddington Village Hall  
Tuesday 11<sup>th</sup> April 2023 at 7.30pm**

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

### AGENDA

- 1) Public and Buckinghamshire Councillors Question time.
- 2) Attendance and acceptance of apologies for absence.
- 3) Declaration of disclosable pecuniary interests relating to items on the Agenda.
- 4) Minutes - To confirm the Minutes of the March 2023 Meeting.
- 5) Clerks Report and Correspondence.
- 6) Finance – 6.1 Income and Expenditure Report April 2023  
6.2 Expenditure against Budget report  
6.3 To note the VAT return
- 7) To note the asset register
- 8) To note the Risk Assessment
- 9) Update re the Coronation Celebration's - 6<sup>th</sup> May & 7<sup>th</sup> May 2023
- 10) To consider any new Planning Applications – none.
- 11) Members Questions and Statements.
- 12) Date of next meeting (Annual Parish Meeting, Annual Parish Council Meeting and normal meeting)  
– **Tuesday 9<sup>th</sup> May 2023 Piddington Village Hall.**

Hayley Glasgow, Clerk

06.04.2023

**Minutes of the Parish Council Meeting of Piddington & Wheeler End Parish Council held in Piddington Village Hall on Tuesday 14<sup>th</sup> March 2023 at 7.30pm**

**Attendance - Chairman - Mr S Digby, Mrs W Pitcher, Cllrs Mr J Smith, Mr T Willett.**

**Buckinghamshire Councillor – Cllr D Hayday, Cllr O Hayday.**

**Clerk – Mrs H Glasgow.**

**Members of the public: 0.**

**281.1 Public & Buckinghamshire Councillor Questions**

Cllr O Hayday reported that she attended the litter pick in Wheeler End.

There is currently a consultation running until 5<sup>th</sup> April regarding The Mary Towerton School. It has been reported that the school will be closing. The site may remain as a school site that can be used by other schools.

It was reported that the Bledlow Ridge Recycling Centre is currently very quiet. More people should use it otherwise it may face closure.

Buckinghamshire Council will replace the speed limit signs that are currently painted out on the A40.

The boundary review consultation has been opened again for comment, but this only relates to disputed areas. The final decision will be confirmed later this year.

Volunteers and Parish Councillors have been carrying out litter picks in Wheeler End and Piddington.

**281.2 Attendance and acceptance of apologies for absence.**

Apologies received from Cllr May, Cllr Brown, Cllr Day.

**281.3 Declaration of disclosable pecuniary interests relating to items on the agenda.**

None.

**281.4 To confirm the Minutes of the February 2023 Meeting.**

Council confirmed the minutes to be a true and accurate record. The Chairman signed the minutes.

**281.5 Clerk's report and Correspondence.**

1. Shared details about becoming involved in the community speedwatch scheme and the newsletters on the PC facebook page. Only one volunteer has come forward.
2. South Waste Team, Buckinghamshire Council "We've booked works to cleanse Chipps Hill and A40 between West Wycombe Village to Piddington for later this month (week commencing 27<sup>th</sup> Mar).
3. The West Wycombe Estate cut back the hedges on Piddington Lane.
4. The scouts will be helping with the litter picks arranged in Wheeler End.
5. There will be an event for the Coronation held in Piddington Village Hall on Saturday 6<sup>th</sup> May.
6. There will be an event for the Coronation held in Wheeler End on Sunday 7<sup>th</sup> May.
7. We received a request for a road mirror to be installed near the junction of Chipps Hill. However Buckinghamshire Council have confirmed they will not authorise the installation of mirrors and do remove them.
8. The donation for the RHS Wisley trip has been paid
9. Update from Fullers re the Chequers Pub, Wheeler End. The Pub will be re-opening within the next few weeks. The boarding has been removed.
10. Updated the website and facebook page.
11. Completed the previous online payments.
12. Checked the AED unit.

## Correspondence Received

1. The Great British Spring Clean 17th March - 2nd April
2. Buckinghamshire Council announces new highways contractors
3. BMKALC – training courses
4. Adoption is for all - build a family through adoption with Buckinghamshire Council
5. Better Housing Better Health - We support residents living in fuel poverty
6. Berkshire, Buckinghamshire and Oxfordshire – newsletter
7. Moving Traffic Enforcement cameras go live in Bucks this month
8. The Annual Red Kite Community Morning - Wednesday 10th May 2023
9. Consultation on the Future of The Mary Towerton Primary School
10. Chiltern Conservation Board – newsletter
11. Buckinghamshire Council - It's good to talk – Bucks Youth Summit gives young people a voice
12. Have your say as a member of Buckinghamshire Council's Customer Partnership Panel
13. Buckinghamshire Council announces extra investment in county's roads
14. An update from Martin Tett, Leader of Buckinghamshire Council
15. New photo ID requirements announced for local and national elections
16. Trading Standards cracks down on illegal tobacco sales in Buckinghamshire
17. Council welcomes £4.8m funding boost to support struggling households
18. Police & Crime Bulletin Feb '23 - Forensics centre, more police, and more
19. Buckinghamshire schools reaching for the STARS with sustainable transport
20. Buckinghamshire Council's Helping Hand – newsletter
21. Buckinghamshire Council aims to improve local air quality with £120k grant

### 281.6 Finances

#### i. Approval of the income and expenditure March 23

Clerks Salary	£602.68	
BC Pension	£243.97	
HMRC	£156.23	
Expenses	£9.00	Fuel
TBS Hygiene	£64.80	Environmental Waste
Buckland Landscapes	£465.50	Grass Cutting
War Memorial Trust	£30.00	Subscription
Chiltern Society	£438.80	Footpath clearance
Parish Council Website	£35.00	Website update
Income	£0.00	
Opening Balance –	£21,464.02	
Less approved Expenditure	£2,215.88	
Less Banking Charge	£0.00	
Total as at 08/03/2023	£19,248.14	

#### ii. Annual shrub maintenance at Wheeler End Common and Piddington Council unanimously approved the quotation of £360.00.

### 281.7 Coronation Celebration – 6<sup>th</sup> May 2023 – Update

Piddington Village Hall will be holding an event on Saturday 6<sup>th</sup> May 2023, details to be confirmed. Wheeler End will organise something outside on the Common on the Sunday 7<sup>th</sup> May 2023, details to follow.

### 281.8 To consider new planning applications

None.

### 281.9 Members Questions and Statements

Cllr Pitcher reported that in some areas signs have been installed stating no dog walkers with groups of dogs.

Cllr Willett will take some new photos for the website.

Cllr Hayday will chase BC about the tree report with Buckinghamshire Council.

The blocked drains on the A40 have never been cleared, Cllr Hayday will chase this.

**281.10** Date of next meeting – **Tuesday 11<sup>th</sup> April 2023, Piddington Village Hall.**

The Chairman closed the meeting at – 20.00.

Signed..... Dated.....

## APPENDIX 1

### Clerks Report

1. As agreed, accepted the quotation from Elizabeth Stillman for the shrub maintenance.
2. Appeal Notification received: 20/08498/FUL - Huckenden Farm Cadmore End Common Road Wheeler End Buckinghamshire – Refusal of permission.
3. The VAT return has been completed.
4. A reminder issued from NALC - Councillors must be physically present at meetings to be marked as present, to participate in debate, to participate in voting and to contribute toward the quoracy count – there are no exceptions.
5. Piddington Village Hall – Coronation Celebration – Saturday 6<sup>th</sup> May 2023
6. Wheeler End – Coronation Celebration - Sunday 7 May at 2.00PM  
Wheeler End Common Coronation Party – full details soon. There will be a bouncy castle, hopefully a face painter and family fun and games.
7. Started work on the year end documents.
8. Completed the insurance information forms.
9. Updated the website and facebook page.
10. Completed the previous online payments.
11. Checked the AED unit.

**Correspondence Received** - If Councillors would like a copy of any of the documents listed below please advise the clerk

1. An update from Martin Tett, Leader of Buckinghamshire Council
2. The Buckinghamshire School Awards
3. Police & Crime Bulletin Mar '23 - £105k for community groups and more...
4. News for Town and Parish Councils from Buckinghamshire Council
5. Vision for future of Buckinghamshire libraries is agreed
6. Buckinghamshire Settlement Review 2023
7. Council workshop aims to open up opportunities for local school students
8. Be a Better Biker is back for 2023!
9. New parking charges to come in across Buckinghamshire
10. New partnership is designed to further improve Buckinghamshire's highways
11. Town and Parish Councils - briefing note from Cabinet Member Cllr Steven Broadbent

Income and Expenditure Report April 2023

Payment	Expenditure	Subtotal	VAT	Total	Budget	Description
bacs	Mrs H Glasgow - Clerks Salary	£ 602.88	£ -	£ 602.88	1	Clerks salary
bacs	BC pension for Mrs Glasgow	£ 243.97	£ -	£ 243.97	1	BC Pension
bacs	HMRC	£ 156.03	£ -	£ 156.03	1	HMRC
bacs	Mrs H Glasgow - Clerks expenses	£ 9.00	£ -	£ 9.00	2	Fuel
bacs	TBS Hygiene	£ 54.00	£ 10.80	£ 64.80	16	Environmental Waste
bacs	TBS Hygiene	£ 67.50	£ 13.50	£ 81.00	16	Environmental Waste
bacs	Parish Council Website	£ 500.00	£ -	£ 500.00	2	Annual hosting package
bacs	Buckland Landscapes	£ 387.92	£ 77.58	£ 465.50	7	Grass cutting
	<b>Total Expenditure (bacs)</b>	<b>£ 2,021.30</b>	<b>£ 101.88</b>	<b>£ 2,123.18</b>		

Income

**Total Income** £ - £ - £ -

HSBC Account Statement of Account

Total as at 31/03/23 £ 17,162.16

Less approved expenditure £ - Expenditure agreed at previous meeting

Income £ -

**Total as at 05/04/2023** £ **17,162.16**

Unpresented cheques £ -

Expenditure against budget 2022/23			Piddington and Wheeler End Parish Council							Expenditure from April 22 - March 23									
Budget Code	VAT	Staff	1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	Total
			Admin / ICO	Elections	Vill Hall	Rec Grnd	Chippis Hill	Grass Cuttin	Wheeler End	Allotment	War Mem	Subs	Misc / Donator	Reserve	Projects	Enviommmer	Banking	Ch	Total
April	10.80	926.99	575.58				1,300.00					35.00					54.00	5.80	2,908.17
May	107.75	941.07	1,107.37		200.00			387.92			45.00	97.24					67.50	10.00	2,963.85
June	88.38	941.07	93.49					387.92					565.00				54.00		2,129.86
July	161.55	941.07	9.00					753.75									54.00	5.00	1,924.37
August	63.20	941.07	208.10			48.50						30.00					67.50	10.80	1,369.17
Sept	170.78	941.07	9.00			300.00		387.92							412.00		54.00		2,274.77
October	268.39	941.07	11.70			748.65		775.84									67.50	5.00	2,818.15
Nov	151.38	941.07	381.70					387.92							54.00			5.00	1,921.07
Dec	1,306.62	1,465.83	553.95			6,100.26		387.92					17.00					5.00	9,836.58
Jan	13.50	1,002.88	54.50								310.00						67.50	5.80	1,454.18
Feb	165.96	1,002.88	7.20					775.84					210.00				54.00	10.00	2,225.88
March	88.38	1,002.88	44.00					387.92				65.00			438.80		54.00	5.00	2,085.98
<b>Total</b>	<b>2,596.69</b>	<b>11,988.95</b>	<b>3,055.59</b>	-	<b>200.00</b>	<b>7,197.41</b>	<b>1,300.00</b>	<b>4,632.95</b>	-	-	<b>355.00</b>	<b>227.24</b>	<b>792.00</b>	-	-	<b>594.00</b>	<b>67.40</b>	<b>33,912.03</b>	
Budget		12,000.00	3,350.00	-	500.00	1,000.00	3,000.00	5,000.00	-	500.00	800.00	350.00	500.00	5,000.00	500.00	900.00			33,400.00
<b>Balance</b>		<b>11.05</b>	<b>294.41</b>	-	<b>300.00</b>	<b>- 6,197.41</b>	<b>1,700.00</b>	<b>367.05</b>	-	<b>500.00</b>	<b>445.00</b>	<b>122.76</b>	<b>- 292.00</b>	<b>5,000.00</b>	<b>500.00</b>	<b>306.00</b>			<b>- 512.03</b>

**Income**

HMRC VAT refund	£1,236.21					
Precept & support grant	£24,987.54	1ST - £12,493.77	-	2nd - £12,493.77	£24,987.54	
Allotments	400.00					

**Community Leaders Fund**

**Contribution from WW Estate**

**Thames Water**

**Total Income** £26,623.75

Open Bal 31/03/22 £24,409.64

Income £26,623.75

minus Expenditure £33,912.03

**Bank balance** 17,162.16 31.03.23

Precept 22/23 £24,987.54

Date of Invoice	Suppliers VAT Registration Number	Brief description of goods	Supplier	VAT paid
01.04.22	778636176	Emptying of dog waste bins	TBS Hygiene	£10.80
26.04.22	778636176	Emptying of dog waste bins	TBS Hygiene	£13.50
04.05.22	917442619	Internal Audit	Autumn Cottage	£16.67
04.05.22	663363822	Grass cutting	Buckland Landscapes	£77.58
27.05.22	778636176	Emptying of dog waste bins	TBS Hygiene	£10.80
07.06.22	663363822	Grass cutting	Buckland Landscapes	£77.58
24.06.22	778636176	Emptying of dog waste bins	TBS Hygiene	£10.80
05.07.22	663363822	Grass cutting	Buckland Landscapes	£77.58
01.04.22	663363822	Grass cutting	Buckland Landscapes	£73.17
27.07.22	778636176	Emptying of dog waste bins	TBS Hygiene	£13.50
27.07.22	440498250	Year End Audit	PKF Littlejohn LLP	£40.00
13.07.22	337784854	Play inspection	Buckinghamshire Council	£9.70
24.08.22	778636176	Emptying of dog waste bins	TBS Hygiene	£10.80
01.08.22	337784854	supply of traffic count data	Buckinghamshire Council	£82.40
03.08.22	663363822	Grass cutting	Buckland Landscapes	£77.58
30.09.22	778636176	Emptying of dog waste bins	TBS Hygiene	£13.50
30.09.22	155625362	play equipment	Playdale Playgrounds	£99.73
06.09.22	663363822	Grass cutting	Buckland Landscapes	£77.58
04.10.22	663363822	Grass cutting	Buckland Landscapes	£77.58
17.10.22	778636176	Emptying of dog waste bins	TBS Hygiene	£10.80
01.11.22	663363822	Grass cutting	Buckland Landscapes	£77.58
13.10.22	243170002	po box	Royal Mail	£63.00
11.11.22	155625362	play equipment	Playdale Playgrounds	£543.20
16.11.22		Flowers	Westside Flotist	£7.49
09.11.22		Basket Ball hoop		£1.50
23.11.22	155625362	play equipment	Playdale Playgrounds	£543.20
07.12.22	155625362	play equipment	Playdale Playgrounds	£99.73
07.12.22	155625362	play equipment	Playdale Playgrounds	£33.92
06.12.22	663363822	Grass cutting	Buckland Landscapes	£77.58
13.12.22	778636176	Emptying of dog waste bins	TBS Hygiene	£13.50
17.11.22	778636176	Emptying of dog waste bins	TBS Hygiene	£10.80
05.01.23	663363822	Grass cutting	Buckland Landscapes	£77.58
02.02.23	663363822	Grass cutting	Buckland Landscapes	£77.58
24.02.23	778636176	Emptying of dog waste bins	TBS Hygiene	£10.80
01.03.23	663363822	Grass cutting	Buckland Landscapes	£77.58
Annual		Clerks mileage		
<b>Total</b>				<b>£2,596.69</b>



ASSETS REGISTER AS AT		31.3.2022			
QNTY	OBJECT	PURCHASED	Asset Value	WHERE HELD	DISTINGUISHING MARKS
<b>Infrastructure Assets</b>					
1	Bus shelter		£ 1,879.02	Piddington	
1	Memorial Seat		£ 736.51	Pidd Rec Ground	
1	Notice Board		£ 1,502.20	Piddington	lockable doors - oak
1	Notice Board		£ 1,502.20	Wheeler End Common	lockable doors - oak
3	Gates & fences		£ 3,682.56	Pidd Rec Ground	
1	War memorial		£ 2,143.23	Wheeler End	White, wooden
1	junior swing	30.09.22	£ 1,626.00	Pidd Rec Ground	
1	inclusive swing / matten	30.09.22	£ 1,941.00	Pidd Rec Ground	
1	chicken springer	1.7.2008	£ 668.16	Pidd Rec Ground	
1	twist climbing/slide	1.7.2008	£ 10,000.00	Pidd Rec Ground	New rope and beam added
1	Toddler frame	29.02.16	£ 7,674.00	Pidd Rec Ground	
1	Ball Wall		£ 5,847.21	Recreation ground	
1	set of 5 a side goals	21.2.2008	£ 540.65	Recreation ground	
1	basket swing	13.11.2012	£ 2,733.00	Recreation ground	
1	Picnic bench	20.04.18	£ 400.00	Piddington Rec Ground	
1	Picnic bench	24.07.19	£ 673.00	Wheeler End Common	
1	Solar Lights	01.01.2020	£ 470.00	Cllrs Cloke home	
1	AED Defibrillator	1.1.2014	£ 2,220.00	Piddington Village Hall	Ser No 13B00459931
<b>Clerks Office</b>					
1	dell laptop	18.02.20	£ 850.00	Clerks office	
1	filing cabinet		£ 105.00	Clerks office	beige/brown, 2 drawer
<b>Land</b>					
1	Piddington Green		£ 1.00	Piddington Green	
			£ 47,194.74		

## **Piddington and Wheeler End Parish Council**

### **Parish Council Risk Assessment**

The council is expected to carry out an annual assessment of risks it may face. Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is the key element of the framework of governance together with community focus; structures and processes, standards of conduct and service delivery arrangements. (Audit Commission- Worth the Risks: Improving Risk Management in Local Government (2002:5)).

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

The list is not exhaustive and Council may wish to consider other risks not identified.

The table below shows general risks that the Parish Council could consider:

Subject - Identifies the subject

Risks Identified - Identifies what the risk may be

Risk Score- Identifies the level of risk

Management/ Risk Control - Evaluates the management and control of the risk and records findings

Review Date / Responsibilities - Reviews, assesses and revises procedures if required

This document was approved by the Parish Council at the meeting held on Tuesday 17<sup>th</sup> May 2022

The Chairman.....S Digby      Date 11/04/2022

<b>FINANCIAL</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>Risk Score H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review Date / Reassessment</b>
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Clerk's home. The clerk makes a weekly backup of files. In the event of the clerk being indisposed the Chairman to contact BMKALC for cover. The PC's laptop with records can be passed over to an acting clerk.	Review when necessary
Meeting location	Adequacy Health and Safety	L	Meetings are held at the Village Hall. The Village Hall Committee holds the key and opens the hall before each meeting. The premises and facilities are considered to be adequate for the Clerk, Councillors and any Public who attend from a health and safety and comfort aspect	Adequate Risk Control In Place
Council Records	Loss through theft, fire , damage	L	Current papers will be held in a locked metal cabinet at the clerk's home. The Clerk disposes of any unnecessary paperwork.	Damage or theft unlikely, so provision adequate.
Council Records electronic	Loss through, fire , damage, corruption of computer.	M	The Parish Council's electronic records are stored on a USB stick. Back-up files are made at regular intervals on an external hard drive, which is securely stored.	Existing procedure adequate
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Parish Council receives regular detailed budget information and	Existing procedure adequate

			the budget is set at a meeting no later than January.	
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually
Banking	Inadequate checks	L	The council has financial regulations which set out the requirements for banking, cheques, on-line payments and reconciliation of accounts. The Parish Council is using on-line banking. Payments are agreed by full council. The clerk processes the payments. Three Councillors check the payments are correct by signing into the on-line banking.	Existing procedure adequate Review financial regulations as necessary.
Cash	Loss through theft or dishonesty.	L	The Parish Council has no petty cash or float. Clerk reimbursed for petty cash expenses upon receipt and by cheque/bacs.	Existing procedure adequate
Financial control and records	Inadequate checks	L	Regular reconciliation prepared by RFO and checked by a councillor. Two signatories required on cheques. At least two councillors to check on-line bacs payments. Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Any s137 payments must be recorded at time of approval	Existing procedure adequate
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts made under

			The clerk is aware that if a substantial request arrives then this may require many hours of additional work.	Freedom of Information Act.
Clerk	Loss of Clerk	M	A contingency fund should be established to fund long term illness or sudden resignation of the clerk. The requirements of Fidelity Guarantee insurance must be adhered to Clerk should be provided with relevant training, reference books, access to assistance and legal advice	Include in financial statement when setting precept Membership of SLCC maintained Monitor working conditions. Membership of BMKALC maintained.
	Fraud	L		
	Actions undertaken	L		
Election costs	Risk of election costs	M	Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. A contingency fund should be established to meet the costs.	Include in financial statement when setting precept
VAT	Re-claiming/charging	L	The council has financial regulations which set out the requirements.	Existing procedures adequate
Annual Return	Not submitted within time limits	L	Annual return is completed, submitted to the Internal Auditor for completion and signing, signed by the council, then checked and sent on to the External Auditor within time limit	Existing procedures adequate
<b>ASSETS</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Street furniture and playground equipment	Damage to play equipment and benches etc.	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all Equipment. The defibrillator (AED) checked every 2 weeks by the Clerk. Records are kept by the clerk.	Existing procedures adequate

<b>LIABILITY</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/control of risk</b>	<b>Review/Asses/Revise</b>
Legal powers	Illegal activities or payments	L	All activities and payments are made within the powers of the Parish Council and to be resolved and clearly minuted.	Existing procedures adequate
Minutes/Agendas/Statutory Documents	Accuracy and legality Non-compliance with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed at next meeting Minutes and agendas are displayed according to legal requirements Business conducted at Council meetings should be managed by the chairman	Existing procedures adequate Undertake adequate training Members to adhere to Code of Conduct
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedure adequate
Employer Liability	Non-compliance with employment law		Undertake adequate training and seek advice from BMKALC and Buckinghamshire Council.	Existing procedures adequate
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves minutes at monthly meetings Retention of document policy in Place.	Existing procedures adequate Existing procedures adequate Existing procedures adequate
<b>COUNCILLORS PROPRIETY</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Members interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting.	Existing procedures adequate
	Register of Members	L	Register of Members Interests form	Members to take responsibility to update

	<b>Interests</b>		<b>to be reviewed at least on an annual basis.</b>	<b>their register</b>
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