

NOTICE OF MEETING

Finance & General Purposes Committee

7.45pm on Tuesday 22 March 2022

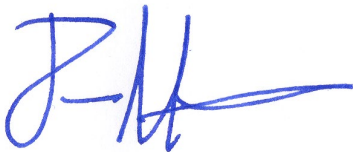
To Councillors

Mrs Barnard, Ms Dulieu, Finch, Mrs Gill, MacCracken and Strudley (Chair)

You are summoned to a meeting of the Finance & General Purposes Committee on Tuesday 22 March 2022 at 7.45pm.

The meeting will take place in the Blue Room of the Brownlow Memorial Hall.

Any apologies for absence should be communicated to the Clerk ahead of the meeting.



Jason Mawer

Clerk to the Council

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

Meeting of the Finance & General Purposes Committee

7.45pm on Tuesday 22 March 2022

Sound recording, photography, filming, and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting.

No.	Item	Page
F22/020.	Apologies for absence	
F22/021.	Declarations of interest	3
	Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	
F22/022.	Minutes of the previous meeting	4
	To approve the minutes of the Finance & General Purposes Committee of 22 March 2022	
F22/023.	Report from the Responsible Financial Officer	6
	The report contains actions taken on arising from the last meeting of the council and other items for information, including recurring reports.	
F22/024.	Financial Report	7
	To receive an update on the finances to the end of February 2022	
F22/025.	Risk Register	17
	To consider and review the council risk register	
F22/026.	Cyber Insurance	29
	To review the event scoping and planning document.	
F22/027.	Grant Awarding	37
	Members are asked to feedback on grant awarding ahead of the review of the policy	
F22/028.	Future agenda items and date of the next meeting	38
	The next meeting will be on Tuesday 26 April 2022.	
F22/029.	Closure of the meeting	

DECLARATIONS OF INTEREST

Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Parish Clerk in attendance that they are withdrawing as they have such an interest.

If the Disclosable Pecuniary Interest is not entered on the register of Members interests the member must ensure this is updated within 28 days.

Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Parish Clerk should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

MINUTES OF THE PREVIOUS MEETING

held **virtually** on **Tuesday 22 February 2022** at **7.45pm**

Present: Councillors Ms Dulieu, Finch, Mrs Gill and Strudley (Chair)

In attendance: The Parish Clerk

F22/010. Apologies for absence

Apologies were received from Cllrs Mrs Barnard and McCracken.

F22/011. Declarations of interest

No declarations of interest were received.

F22/012. Minutes of the previous meeting

The minutes of the meeting of 11 January 2022 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Mrs Gill and seconded by Cllr Finch and the minutes were **APPROVED** by members present.

F22/013. Report from the Responsible Financial Officer

The report of the Responsible Financial Officer was noted by members.

F22/014. Financial Report

The financial report to the end of January 2022 was circulated to members in advance of the meeting. The Clerk updated members on the report.

Members noted the report.

F22/015. Investment Strategy 2022-23

The Clerk circulated the Investment Strategy for 2022-23 to members ahead of the meeting.

The Clerk would look for an additional financial institution during 2022 for investments as well as an alternate current account to act as an alternate and reduce risk. These proposals would be brought forward to a future meeting.

Members agreed to recommend the investment strategy to full council for approval.

F22/016. Risk Register

The Clerk circulated the risk register to members ahead of the meeting.

Members considered the register and asked the Clerk to add items covering debt collection, financial risk, and staffing risk from a public health occurrence.

With these added, the Clerk would take the risk register to full council for approval.

F22/117. Event Scoping

The Clerk circulated the draft event scoping document to members ahead of the meeting.

Members agreed the document would meet the purpose of the exercise but asked for a supporting document to accompany it.

The Clerk advised members that the document would be shared with the Amenities Committee for comment.

F22/018. Future agenda items and date of the next meeting

Items for future agenda items were circulated to members. The date of the next meeting was agreed as Tuesday 22 March 2022 at 7.45pm in the Brownlow Hall.

F22/019. Closure of the meeting

The meeting closed at 8.35pm.

REPORT OF THE RESPONSIBLE FINANCIAL OFFICER**1.0 Purpose**

1.1 This report contains actions taken on arising from the last meeting of the committee and other items for information, including recurring reports.

2.0 Actions taken from the last meeting

2.1 Investment Strategy 2022

2.1.1 The Investment Strategy 2022 was approved at the council meeting held on Wednesday 9 March.

2.2 Risk Register

2.2.1 The risk register was reviewed by council on 9 March and referred back to this committee.

2.3 Event Scoping

2.3.1 The event scoping document was reviewed by the Amenities Committee on 15 March. The committee asked the Clerk to add an impact assessment to the form.

3.0 Neighbourhood Centre

3.1 BFC has now appointed a new project manager to oversee the neighbourhood centre project. The Clerk will be speaking with them in the next week to discuss the next steps.

4.0 Internal Audit

4.1 The Internal Auditor will be visiting on Thursday 24 March.

5.0 Year end preparations

5.1 Year end preparations are continuing, with identified outstanding purchase ledger items being sought from suppliers.

6.0 Office accommodation

6.1 An initial meeting has been held with the Trustees of the Brownlow Hall to discuss the potential for a lease extension and office relocation. A response is awaited, but the request was met positively.

6.2 Formal agreement on office accommodation will be presented to full council at the April meeting.

7.0 Recommendation

7.1 Members are asked to note the report.

FINANCIAL UPDATE TO THE END OF FEBRUARY 2022**1.0 Purpose**

1.1 This report contains the draft financial report to the end of February 2022. It contains the usual financial data with the appropriate commentary. The report contains the financial report and balance sheet.

2.0 Key points summary

- Preparations for year are beginning with suppliers chased for outstanding invoices
- A VAT claim has been submitted

3.0 Balance Sheet

3.1 The balance sheet shows the position to 28 February 2022. Balances on accounts remain within the council's set parameters.

3.2 The debtor's position is reported in section 5 of this report. Current debt increased as billing for the term has been made.

4.0 Financial Report

4.1 The following notes relate to items of information on the financial report:

Code	Description	explanation
100 1090	Interest	Interest received exceeds the budget forecast.
110 4060 600 4060 610 4060 720 4060	Insurance	The allocation of insurance changed for the 2021 premium. On consideration, the committee decided not to amend the budget figures.
130 4380	Chairman's allowance	The chairman has asked the allowance to be used to purchase flags. This will be moved to the appropriate budget.
130 4900	Other costs	These costs relate to IT licences (Zoom), and this will be moved to the correct code
150 4300	Neighbourhood plan costs	The EMR will balance this account at year end.
160 400	Rent	The rent paid to date is the previously agreed rent as the 2021 review has not been completed. It is not expected to exceed budget.

170 4215	Planning assistance costs	Planning assistance cost covered the submission on the local plan
600 4015	Water & sewerage	Castle Water have identified an error with our account since the last payment was made (based upon their belief we had a four-digit meter reading rather than five-digits. A request for the repayment of credits has been submitted.
600 4040 610 4040	Contract cleaning	Costs are higher due to COVID test centre provision and the temporary loss of caretaker. It is proposed to leave this showing as an overspend and caretaking to show as an underspend.
610 4250	Responsive maintenance	The overspend resulted from the replacement of the lighting of the toilets which had degraded due to age and was beginning to fail.
710 4250	Responsive maintenance	Costs related to removal of old equipment
720 1420	Allotment rent	New ploholders to vacated plots has increased income.
720 4050	Waste collection	The higher costs are associated with extra skip provision.
720 4805	Allotment delivery costs	The extra costs are associated with the capital provision of lockers.
790 4585	Christmas tree	The supplier has been chased for the invoice and this has now been received.

5.0 Confirmed underspends on budget

5.1 The following budget lines can now be confirmed as underspends in 2021-22.

Code	Description	Amount in budget
150 4225	Youth provision	£2,500
790 4580	Summer of Fun	£4,000

6.0 Debt update

6.1 The debt profile as of 28 February 2022 is:

Historic debt	Outstanding invoices
2018	£195
2019	£107
2020	£231
Total	£533

Current Debt	Outstanding invoices
More than 30 days	£0
Due by end March 2022	£1,622
Total	£1,622
Less Accounts in credit	
Value of accounts in credit	£0
Invoice in advance	£0
Reported debt position	£2,155

7.0 Recommendation

Members are asked to note the financial report.

31st March 2021

31 March 2022

31st March 2021		31 March 2022
	Current Assets	
6,692	Debtors	2,155
14,244	VAT Control Account	9,211
2,463	Prepayments	2,189
28,385	Lloyds Current Account	29,891
80,707	Lloyds Instant Access Deposit	37,717
403,752	Lloyds 32 Day Deposit	363,860
250,502	CCLA Deposit	250,613
0	Lloyds Fixed Term (Transfer)	30,000
50	Caretaker's Float	50
100,067	Nationwide 35 Day Saver	315,533
886,862		1,041,218
886,862	Total Assets	1,041,218
	Current Liabilities	
11,469	Accruals	11,469
11,469		11,469
875,393	Total Assets Less Current Liabilities	1,029,749
	Represented By	
62,278	General Reserves	141,634
759,431	Reserves - CIL	834,431
2,500	Reserves - Elections	2,500
4,350	Reserves - Neighbourhood Plan	4,350
3,000	Reserves - Whitegrove CC	3,000
20,000	Reserves - Brownlow Hall - lea	20,000
23,834	Reserves - Frost Folly upkeep	23,834
875,393		1,029,749

The above statement represents fairly the financial position of the authority as at 28th February 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Council Administration						
<u>100 Parish Council Income</u>						
1076 Precept	221,808	221,808	0			100.0%
1090 Interest received	696	400	(296)			174.0%
Parish Council Income :- Income	222,504	222,208	(296)			100.1%
Net Income	222,504	222,208	(296)			
<u>110 Office costs</u>						
4000 Rent	23,500	23,500	0		0	100.0%
4010 Energy costs	842	1,400	558		558	60.1%
4025 Telephone & broadband	778	830	52		52	93.7%
4030 Postage	0	20	20		20	0.0%
4035 Stationery	609	650	41		41	93.6%
4036 Office printing	542	800	258		258	67.8%
4040 Contract cleaning	632	768	136		136	82.3%
4042 Window cleaning	120	245	125		125	49.0%
4045 Cleaning materials	9	100	91		91	8.7%
4050 Waste collection	110	184	74		74	59.5%
4060 Insurance	2,141	2,480	339		339	86.3%
4135 Data Protection	112	300	188		188	37.5%
4250 Responsive maintenance	126	500	374		374	25.2%
4254 Inspections	30	250	220		220	12.0%
4900 Other costs	421	800	379		379	52.6%
4999 COVID-19 cost	240	0	(240)		(240)	0.0%
Office costs :- Indirect Expenditure	30,211	32,827	2,616	0	2,616	92.0%
Net Expenditure	(30,211)	(32,827)	(2,616)			
<u>120 Administration</u>						
4080 Audit fees	2,240	2,500	260		260	89.6%
4090 Memberships	294	2,000	1,706		1,706	14.7%
4105 Website	275	750	475		475	36.7%
4110 IT hardware	348	0	(348)		(348)	0.0%
4115 IT software	111	250	139		139	44.4%
4120 Training	1,016	1,500	484		484	67.7%
4125 IT licences	1,505	1,800	295		295	83.6%
4130 RBS licences	1,376	1,449	73		73	95.0%
Administration :- Indirect Expenditure	7,166	10,249	3,083	0	3,083	69.9%
Net Expenditure	(7,166)	(10,249)	(3,083)			

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>130 Democratic Services</u>						
4380 Chairman's allowance	0	300	300		300	0.0%
4390 Flag & flagpole	303	0	(303)		(303)	0.0%
4900 Other costs	240	0	(240)		(240)	0.0%
Democratic Services :- Indirect Expenditure	542	300	(242)	0	(242)	180.8%
Net Expenditure	(542)	(300)	242			
<u>140 Wages & Salaries</u>						
4350 Salaries	66,118	72,620	6,502		6,502	91.0%
4355 Pension contributions	9,781	9,212	(569)		(569)	106.2%
4360 National Insurance cont.	5,250	5,082	(168)		(168)	103.3%
4365 Expenses	85	200	115		115	42.5%
4370 Payroll operating cost	130	150	20		20	86.7%
Wages & Salaries :- Indirect Expenditure	81,364	87,264	5,900	0	5,900	93.2%
Net Expenditure	(81,364)	(87,264)	(5,900)			
Council Administration :- Income	222,504	222,208	(296)			100.1%
Expenditure	119,283	130,640	11,357	0	11,357	91.3%
Movement to/(from) Gen Reserve	103,221					
Regular commitments						
<u>150 Parish Commitments</u>						
4200 Jealotts Hill Comm Lshare	8,800	8,800	0		0	100.0%
4210 BFC Loan repayment	8,191	8,191	(0)		(0)	100.0%
4225 Youth provision	0	2,500	2,500		2,500	0.0%
4300 Neighbourhood plan costs	4,125	1,000	(3,125)		(3,125)	412.5%
Parish Commitments :- Indirect Expenditure	21,116	20,491	(625)	0	(625)	103.1%
Net Expenditure	(21,116)	(20,491)	625			
<u>160 BFC Partnership Expenditure</u>						
4320 RoW management contribution	2,272	2,290	18		18	99.2%
4325 Lily Hill Park contribution	5,550	5,550	0		0	100.0%
BFC Partnership Expenditure :- Indirect Expenditure	7,822	7,840	18	0	18	99.8%
Net Expenditure	(7,822)	(7,840)	(18)			

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>180 Grants</u>						
4400 Section 137 grants awarded	14,543	14,543	0		0	100.0%
4405 Warfield Memorial Ground	8,000	8,000	0		0	100.0%
4415 Keep Mobile Comm. Transport	1,449	1,449	0		0	100.0%
4420 South Hill Park	500	500	0		0	100.0%
Grants :- Indirect Expenditure	<u>24,492</u>	<u>24,492</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
Net Expenditure	<u>(24,492)</u>	<u>(24,492)</u>	<u>0</u>			
Regular commitments :- Income	0	0	0			0.0%
Expenditure	53,430	52,823	(607)	0	(607)	101.2%
Movement to/(from) Gen Reserve	<u>(53,430)</u>					

Planned expenditure

<u>170 Planned Expenditure</u>						
1120 Sales	(150)	500	650			(30.0%)
Planned Expenditure :- Income	<u>(150)</u>	<u>500</u>	<u>650</u>			<u>(30.0%)</u>
4095 The Wren - publication	525	1,450	925		925	36.2%
4096 The Wren - delivery	1,406	2,450	1,044		1,044	57.4%
4100 Other communications	182	700	518		518	26.0%
4215 Planning assistance costs	3,099	2,200	(899)		(899)	140.9%
4216 Speed awareness	0	200	200		200	0.0%
4220 Climate change provision	0	3,000	3,000		3,000	0.0%
4230 Green waste sack purchases	550	0	(550)		(550)	0.0%
Planned Expenditure :- Indirect Expenditure	<u>5,762</u>	<u>10,000</u>	<u>4,238</u>	<u>0</u>	<u>4,238</u>	<u>57.6%</u>
Net Income over Expenditure	<u>(5,912)</u>	<u>(9,500)</u>	<u>(3,588)</u>			
Planned expenditure :- Income	(150)	500	650			(30.0%)
Expenditure	5,762	10,000	4,238	0	4,238	57.6%
Movement to/(from) Gen Reserve	<u>(5,912)</u>					

Amenities & Environment

<u>600 Brownlow Hall</u>						
1400 Hire - Regular	10,645	18,000	7,355			59.1%
1410 Hire - Casual	886	4,000	3,115			22.1%
1430 The Cottage rent	8,355	11,000	2,645			76.0%
1440 Sub Station rent	500	500	0			100.0%
Brownlow Hall :- Income	<u>20,386</u>	<u>33,500</u>	<u>13,114</u>			<u>60.9%</u>

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Rent	15,500	16,500	1,000		1,000	93.9%
4010 Energy costs	5,075	7,000	1,925		1,925	72.5%
4015 Water & sewerage	3,585	1,200	(2,385)		(2,385)	298.7%
4025 Telephone & broadband	345	386	42		42	89.2%
4040 Contract cleaning	6,420	4,200	(2,220)		(2,220)	152.9%
4042 Window cleaning	360	744	384		384	48.4%
4045 Cleaning materials	269	500	231		231	53.7%
4050 Waste collection	1,372	1,200	(172)		(172)	114.3%
4060 Insurance	1,179	875	(304)		(304)	134.7%
4250 Responsive maintenance	1,357	3,500	2,143		2,143	38.8%
4252 Planned maintenance	1,256	1,500	244		244	83.7%
4254 Inspections	66	1,050	984		984	6.3%
4260 Equipment purchase	300	0	(300)		(300)	0.0%
4620 Music licences	474	800	326		326	59.2%
4650 Tree & hedge maintenance	0	1,122	1,122		1,122	0.0%
4655 Hanging baskets	342	330	(12)		(12)	103.6%
4670 Caretaker payroll	3,386	5,850	2,464		2,464	57.9%
4999 COVID-19 cost	2	0	(2)		(2)	0.0%
Brownlow Hall :- Indirect Expenditure	41,285	46,757	5,472	0	5,472	88.3%
Net Income over Expenditure	(20,900)	(13,257)	7,643			
610 Whitegrove Community Centre						
1400 Hire - Regular	17,598	21,000	3,403			83.8%
1410 Hire - Casual	250	0	(250)			0.0%
Whitegrove Community Centre :- Income	17,848	21,000	3,153			85.0%
4000 Rent	200	200	0		0	100.0%
4010 Energy costs	0	3,200	3,200		3,200	0.0%
4025 Telephone & broadband	377	500	123		123	75.4%
4040 Contract cleaning	8,005	4,600	(3,405)		(3,405)	174.0%
4042 Window cleaning	360	744	384		384	48.4%
4045 Cleaning materials	242	500	258		258	48.3%
4050 Waste collection	1,334	1,200	(134)		(134)	111.2%
4060 Insurance	643	1,224	581		581	52.5%
4250 Responsive maintenance	3,268	1,850	(1,418)		(1,418)	176.6%
4252 Planned maintenance	911	714	(197)		(197)	127.6%
4254 Inspections	56	750	694		694	7.5%
4260 Equipment purchase	11	0	(11)		(11)	0.0%
4600 Building improvements	126	0	(126)	13,500	(13,626)	0.0%
4620 Music licences	0	437	437		437	0.0%

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4650 Tree & hedge maintenance	0	306	306		306	0.0%
4670 Caretaker payroll	3,386	5,850	2,464		2,464	57.9%
4999 COVID-19 cost	2	0	(2)		(2)	0.0%
Whitegrove Community Centre :- Indirect Expenditure	18,921	22,075	3,154	13,500	(10,346)	146.9%
Net Income over Expenditure	(1,073)	(1,075)	(2)			
<u>700 Memorial Ground Play Area</u>						
4000 Rent	1	1	0		0	100.0%
4250 Responsive maintenance	233	500	268		268	46.5%
4254 Inspections	825	1,226	401		401	67.3%
Memorial Ground Play Area :- Indirect Expenditure	1,059	1,727	669	0	669	61.3%
Net Expenditure	(1,059)	(1,727)	(669)			
<u>710 Brownlow Hall Play Area</u>						
4250 Responsive maintenance	600	0	(600)		(600)	0.0%
4254 Inspections	119	0	(119)		(119)	0.0%
Brownlow Hall Play Area :- Indirect Expenditure	719	0	(719)	0	(719)	
Net Expenditure	(719)	0	719			
<u>720 Quelm Allotments</u>						
1420 Allotment rent	2,642	2,461	(181)			107.4%
1425 Allotment locker charge	12	0	(12)			0.0%
Quelm Allotments :- Income	2,654	2,461	(193)			107.9%
4015 Water & sewerage	0	600	600		600	0.0%
4050 Waste collection	1,025	460	(565)		(565)	222.8%
4060 Insurance	643	437	(206)		(206)	147.2%
4250 Responsive maintenance	7	100	93		93	7.1%
4805 Allotment - delivery costs	3,880	1,500	(2,380)		(2,380)	258.6%
4810 Allotment - management costs	60	100	40		40	60.0%
Quelm Allotments :- Indirect Expenditure	5,615	3,197	(2,418)	0	(2,418)	175.6%
Net Income over Expenditure	(2,961)	(736)	2,225			
<u>730 Frost Folly</u>						
4250 Responsive maintenance	570	500	(70)		(70)	113.9%
4252 Planned maintenance	313	2,000	1,688		1,688	15.6%
4650 Tree & hedge maintenance	0	300	300		300	0.0%
Frost Folly :- Indirect Expenditure	882	2,800	1,918	0	1,918	31.5%
Net Expenditure	(882)	(2,800)	(1,918)			

Detailed Income & Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>790 Events</u>						
4591 Parish calendar income	0	500	500			0.0%
Events :- Income	0	500	500			0.0%
4570 Arts Week	3,372	3,250	(122)		(122)	103.7%
4580 Summer of Fun event	0	4,000	4,000		4,000	0.0%
4585 Christmas tree	150	1,200	1,050		1,050	12.5%
4590 Warfield 125 activity	340	1,200	860		860	28.3%
4592 Parish calendar costs	0	500	500		500	0.0%
Events :- Indirect Expenditure	3,862	10,150	6,288	0	6,288	38.0%
Net Income over Expenditure	(3,862)	(9,650)	(5,788)			
Amenities & Environment :- Income	40,888	57,461	16,573			71.2%
Expenditure	72,342	86,706	14,364	13,500	864	99.0%
Movement to/(from) Gen Reserve	(31,455)					
Grand Totals:- Income	263,241	280,169	16,928			94.0%
Expenditure	250,818	280,169	29,351	13,500	15,851	94.3%
Net Income over Expenditure	12,424	0	(12,424)			
Movement to/(from) Gen Reserve	12,424					

RISK REGISTER**1.0 Purpose of this report**

- 1.1 This report contains the risk register for the council. The council is required to demonstrate that it has carried out an assessment of the risks facing it and took appropriate steps to manage those risks.
- 1.2 The register was reviewed by the committee at the last meeting and submitted to council for approval. Council requested some additions, and the register is resubmitted for consideration.

2.0 Risk assessment

- 2.1 The risk assessment is contained in appendix 1 and follows the same format as in previous years. The assessment has been produced in accordance with the guidance issued to the council by the Joint Panel on Accountability and Governance in their practitioners' guide.
- 2.2 The document breaks risk down into six areas, Financial, Property, Legal, IT, Reputational and Staffing. A risk assessment matrix is also included.
- 2.3 The text and risk ratings have been reviewed for the current year. The outcome of the review is as follows:

	Risk rating		
	Low	Medium	High
Financial	17	12	0
Property	3	3	0
Legal	3	1	0
IT	1	4	0
Reputation	2	4	0
Staffing	0	2	0

- 2.4 Since the last meeting the impact of a cyber-attack or hacking have been included in Finance (1.30) and IT (4.5).
- 2.5 Approving the risk register will allow the council to confirm assertion 5 on the Annual Governance & Accountability Return. 'We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.'

3.0 Recommendation

Members are asked to review the risk register ahead of presentation to council.

Risk Register

February 2022

Categories of risk

- 1 Financial
- 2 Property
- 3 Legal
- 4 IT
- 5 Reputation
- 6 Staffing

Risk assessment matrix

Likelihood	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)

Impact

1. Financial

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	response
1.1	Adequacy of Precept	The council has insufficient income for the forthcoming year	1	2	2	The council prepares an annual budget, and this is used to determine its precept requirement for the year.
1.2	Loss of cash through theft or dishonesty (fidelity guarantee)	The councils suffer a loss of income	1	2	2	The council has processes for the authorisation of payments, transfers and processing receipts. The council is insured against loss through the fidelity guarantee.
1.3	The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss) or withdrawal from Brownlow Hall or Whitegrove hiring agreements by substantial hirers	Loss of income affecting budgetary provision.	1	2	2	The council maintains a general reserve. Insurance cover for business interruption in the event of loss of one or both revenue generating facilities. Regular monitoring and negotiation with hirers and if necessary, remarketing. The council has systems in place to allow for staff to work from home or other locations with appropriate access to files and systems. IT support in place to get systems operational in the event
1.4	The council does not identify its risks	Financial, criminal or reputational loss.	1	2	2	Annual review of risk and the adequacy of cover undertaken annually by Finance Committee and approved by council. Risk assessment are conducted for specific activities or events.
1.5	The council is not insured adequately	Financial, criminal or reputational loss.	1	3	3	Review of management arrangements regarding insurance cover Finance Committee review annually prior to policy renewal. Clerk meets with broker to confirm adequate cover. Gallagher are a specialist broker of local council insurance and arrange policies accordingly.

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	response
1.6	Failure to correctly award contract for services or the purchase of capital equipment.	The council does not award contracts correctly resulting in financial or reputational loss to the council.	2	2	4	The council's Standing Orders set out the processes to be followed depending on the size of the contract. Contracts valued at over £25,000 are subject to the Public Contracts Regulations 2015 and the requirements of awarding are detailed in Financial Regulations. Financial Regulations set out the procedures for contract awarding. For contracts over £10,000 authorisation of full council is required
1.7	The council does not act legally and exceeds its powers.	The council risks financial and reputational loss.	1	3	3	Review of minutes to ensure legal powers in place, recorded and correctly applied. Expenditure of Section 137 is regularly monitored and reported separately..
1.8	Financial activity does not match information reported.	The council does not know of activity undertaken and risks financial loss.	1	2	2	Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc including caretaker transactions undertaken by Internal Auditor
1.9	The council does not have systems to prevent and detect fraud and corruption	Financial loss to the council.	1	2	2	Review and testing of arrangements to prevent and detect fraud and corruption undertaken by Finance Committee and Internal Auditor
1.10	Failure to make disclosures	The council does not make the necessary disclosures.	2	2	4	Review undertaken by Internal Auditor.
1.11	Failure of specific internal controls and reporting of findings to management	The council is unaware of failures in its systems.	2	2	4	Undertaken by Internal Auditor, reported to Finance Committee and full council.
1.12	Unauthorised access to banking arrangements, including borrowing or lending	Access to bank accounts may be compromised and theft or fraud may occur.	2	2	4	Password protection for internet and telephone banking and all cheques / payments authorised by 2 Councillors. Transfers from deposit accounts can only be made to the council main bank account.
1.13	The council does not review project performance against targets.	Projects or activities overrun, face increased costs or risk non-completion.	1	2	2	The Finance & General Purposes Committee reviews project performance as required.
1.14	Failure to adhere to codes of practice for investment	Financial loss to the council.	1	2	2	The council approves an annual investment strategy where investments exceed £100,000. This sets out the risks and methodology for investment.

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	response
1.15	Failure to detect and deter fraud and/or corruption	Financial loss to the council.	2	2	4	Checks are performed through the year by members of Finance Committee. The process was reviewed in April 2018. The process kept under review to take account of changes of practice / advice. Checked by Internal Auditor.
1.16	Failure to regularly reconcile bank accounts.	The council is unaware of its financial position.	2	2	4	Bank reconciliations are carried out monthly and details of reconciled amounts included in monthly finance reports. Annual review by Internal Auditor.
1.17	The council does not scrutinise income or expenditure.	Financial loss to the council.	1	2	2	Regular scrutiny of financial records and proper arrangements for the approval of expenditure. Parish Council meets regularly to approve expenditure. Finance Committee meets monthly and checks income and expenditure reporting along with monitoring debt levels.
1.18	Salaries and contributions are not paid correctly.	The council risks reputational and financial loss	1	2	2	Salaries of staff are paid in accordance with nationally agreed spinal scales. Payroll changes are checked by a member of the Staffing Committee. Pension calculations are checked regularly. All items are checked by the Internal Auditor.
1.19	The council fails to review contracts of employment for all staff and does not take account of any changes in relevant legislation.	The council risks financial and reputational loss.	1	2	2	Staff contracts reviewed annually by the Clerk and reported to the Staffing Committee along with any recommendations.
1.20	Council does not claim back appropriate VAT	The council risks financial loss.	1	2	2	Financial regulations set out requirements. Internal Auditor checks records.
1.21	The council fails to make required submissions to HMRC.	The council risks being fined.	1	2	2	HMRC records are primarily submitted through Full payment submission (FPS) with monthly payroll.
1.22	The council does not monitor its budgets adequately.	The council is unaware of its income or expenditure against targets set.	1	2	2	Regular budget monitoring statements undertaken by Finance and General Purposes Committee and Council at monthly meeting. The Council makes use of the budgeting tools in the Rialtas Suite.
1.23	The council does not scrutinise the awarding of grants or making of loan correctly.	Financial loss to the council.	1	2	2	All grants and loans considered and approved by Parish Council following scrutiny and recommendation by the Finance & General Purposes Committee.

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	response
1.24	Rates and charges for hall rental hires and allotments are not reviewed	Financial loss to the council.	1	1	1	Rents and charges are reviewed annually by the Amenities Committee.
1.25	Pay inflation is greater than budgeted	Additional costs over budget	2	1	2	The councils pay is set through national agreement. Budget setting looks at likely pay inflation to propose final budget. The council holds general reserves to cover any overspend.
1.26	Contractual inflation is greater than budgeted	Additional costs over budget	2	2	4	The council takes into account the Bank of England inflation forecasts in preparing budgets. The council holds general reserves to cover any overspend.
1.27	Rental income generated is below forecast	Income levels in the budget are not achieved potentially impacting reserve levels	2	2	4	The council considers likely rental levels when considering the budget, based upon projections and previous performance.
1.28	Investment income is not achieved	Income levels in the budget are not achieved potentially impacting reserve levels	2	2	4	The council follows guidance to invest for security over return as detailed in the annual Investment Strategy
1.29	Public health occurrence affects ability to operate venues.	Income levels in the budget are not achieved potentially impacting reserve levels. Fixed costs are maintained	2	2	4	The council will follow guidance from Public Health England and its partner agencies. The council will look to reduce costs and review the budget to minimise impact.
1.30	Risk of cyber attack or hacking.	The councils systems may be compromised leading to a financial loss	1	3	3	The council has cyber insurance to cover any financial loss. The council does not keep records relating to accessing to bank accounts as electronic records.
1.31	Income is not collected	The council will have a shortfall in income	1	2	2	The council has employed a Finance Officer to manage income collection and has in place a debt collection policy.

2. Property

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	response
2.1	The loss of physical assets owned by the council – buildings	The loss or damage to buildings or assets will affect the council’s ability to carry out its business	1	3	3	Office leased from Tesco, who provide building insurance. Brownlow Memorial Hall is Leased from Diocesan Trustees. Lease expires April 2025. Insured with Axa through Came and Company who have noted the position of the Landlord with regard to the building’s insurance. Whitegrove Community Centre is Leased from Bracknell Forest Council. Lease expires in 2024, Bracknell Forest Council insures the building.
2.2	Physical assets owned by the council – furniture, equipment and other assets may be damaged or stolen.	Assets may be useable or unsafe and cannot be accessed. Financial loss. There would be a short-term impact, which could affect delivery of service	2	2	4	An up-to-date register of assets is maintained by Clerk in line with Governance Standards.
2.3	Failure of security for vulnerable buildings, amenities or equipment.	Buildings, amenities or equipment may be damaged or stolen preventing use or access.	2	2	4	Brownlow Memorial Hall & Whitegrove Community Centre have intruder alarms. Regular users are given a key and security code for entry. Caretaker unlocks/locks for casual hirers. Memorial Ground play equipment is insured against damage. Office security covered by Tesco Stores Ltd. Keys held by staff and nominated councillors. The Allotment shed has shared access and keys held by ploholders. Ploholders will be reminded of their responsibility to insure their own equipment.

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	response
2.4	Failure to maintain vulnerable buildings, amenities or equipment.	Buildings, amenities or equipment may breakdown or be unsafe to use or access.	1	2	2	The Caretaker inspects buildings regularly and performs regular tests of alarm systems and heating and water. Users are also reminded of their duty to report any issues discovered. Regular inspections of fire alarms and firefighting equipment takes place every six months and gas servicing on an annual basis. Memorial Ground play equipment covered by weekly inspections, followed by repair/maintenance as required as soon as possible. Brownlow Hall play equipment covered by monthly inspections, followed by repair/maintenance as required as soon as possible. Caretaker notes repairs/maintenance and reports to Clerk daily and Amenities Committee receives a condition report at each meeting.
2.5	Failure to identify work undertaken by contractors or suppliers.	The council does not know of work undertaken by contractors or suppliers or its outcome.	1	2	2	ARD provides a weekly inspection report of Memorial Ground play equipment and a monthly report in respect of the Brownlow Hall play equipment. Other reports are produced whenever the Council has a live "project"
2.6	Buildings or allotment plots are unused for an extended period.	There is a risk of financial or physical loss to assets and insurance cover may be breached.	1	2	2	The Clerk ensures that allotment plots are relet the earliest opportunity. If buildings are unoccupied for a significant period (more than 14 days) the Clerk will advise the insurance company and will make arrangements for buildings to be secured.

3. Legal

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	response
3.1	The risk of damage to a third party or injury to individuals as a consequence of the council providing services or amenities to the public (public liability) (delivery by council or its agents)	An insurance claim may be made against the council	2	2	4	All amenities and public open spaces managed by the Parish Council are insured with Axa through Came and Company for public liability up to a maximum of £10 million. Risk assessments are carried out on an annual basis.
3.2	Legal liability as a consequence of asset ownership (public liability) (third party activity)	The council has to fight to a legal case that may lead to financial or reputation loss.	2	1	2	Current policies give legal liability cover.
3.3	Failure of professional services engaged by the council	The council may use unqualified or insufficiently qualified professionals leading to loss.	1	2	2	The council will use properly accredited professional who have partnered other towns and parishes or appear on approved contractor lists from SLCC or NALC.
3.4	Minutes of meetings are not properly kept	The council risks reputational damage.	1	2	2	Minutes properly numbered with a master copy kept in safekeeping.

4. IT

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	response
4.1	Business continuity	Loss of Parish Office would restrict access to documentation	2	2	4	All files are electronically stored and accessible in the cloud. Staff have laptops which are not stored in the office, so can work from home.
4.2	The council risks losing files and data	The council is unable to carry out its business and regulatory requirements.	2	2	4	Backup of digital files and financial data are made to the cloud.
4.3	Unrestricted or unauthorised access to council data	Council data is accessible to non-council staff	1	2	2	Passwords are in place to access computers, datafiles, finance and booking systems. Passwords are regularly updated and unique.
4.4	Accessing Electoral Roll data	An offence may occur is data is not used correctly	1	3	3	The data is password protected and can only be accessed with the authority of the Clerk.

5. Reputation

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	response
5.1	Ad hoc provision of amenities/facilities for events to local community groups	Reputational damage to the council if associated with a dangerous, illegal or immoral activity	1	2	2	Facilities are booked through the Bookings Administrator as with all other bookings. Checks on activities to be undertaken are made at the time of booking.
5.2	The council does not respond to enquiries from the public	The council risks reputational damage.	2	2	4	Oral enquiries dealt with at the time and only recorded if considered important. E-mail and other mail are filed.
5.3	The council fails to process documents correctly.	The council risks reputational damage.	1	2	2	Documented procedures for document receipt, circulation, response, handling and filing are not considered necessary for small Parish Council
5.4	Members receive gifts and hospitality	The council risks reputational damage.	1	3	3	Recording and monitoring members' interests, gifts and hospitality received undertaken by the Clerk
5.5	Members do not behave to the standards expected	The council risks reputational damage.	1	3	3	Revised code of conduct for Members adopted 31/07/13 with additional amendment 30/04/14. The council has a member/officer protocol
5.6	Complaints are made about the council's service provision	The council risks reputational damage.	2	2	4	The council has a comprehensive complaints policy.

6. Staffing

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	response
6.1	Loss of Clerk or essential staff (inc. vacancy for Clerk)	The council risks financial loss, reputational damage and disruption to essential council activity.	2	2	4	The council is insured for loss of key personnel for up to 26 weeks. A locum clerk may be available through contact with SLCC or BALC. Cleaning contractor can cover work of caretaker at short notice. Finance Officer has access to bank accounts to allow financial transactions to continue.
6.2	Loss of staff in a competitive employment market	Staff may leave following notice period leading to disruption to council activity and may lead to reputational damage.	2	2	4	Staffing committee carried out a review of salaries in January 2022 and will keep under regular review. Review of Clerk's salary performed against agreed national framework.
6.3	Public health occurrence affects ability of the council to operate.	Staff may be absent through illness, supporting relatives or unable to attend the office or other venues.	2	2	4	The council staff team can work remotely. In the event that staff numbers are impacted, the focus will be on core services until a recovery plan can be put in place. If the impact is likely to be long term, an operational plan will be put in place.

CYBER INSURANCE

1.0 Purpose of this report

1.1 This report contains details for the cyber insurance renewal.

2.0 Renewal

2.1 The council has taken out cyber insurance since 2020 through Gallagher (formerly Came & Company).

2.2 The policy protects the council from any liabilities resulting from a cyber-attack. This includes reinstatement of data, financial loss, investigative support, and costs associated with rectifying a breach of data such as public relations and notification costs and defence costs.

2.3 The insurance product information and quotation schedule are attached.

2.4 The premium for the year is £319.20

2.5 The insurance mitigates components of the risk register and is recommended for renewal.

3.0 Recommendation

3.1 The council renews the cyber insurance policy and pays the premium of £319.20



Quotation Schedule

POLICY REFERENCE:	5934462
BINDING AUTHORITY REFERENCE:	B1179I268021000
THE POLICYHOLDER:	Warfield Parish Council
PRINCIPAL ADDRESS:	7 County Lane Warfield Bracknell Berkshire RG42 3JP
THE INSURER:	Underwritten by certain underwriters at Lloyd's'
BUSINESS:	Council
BROKER:	Arthur J. Gallagher Insurance Brokers Limited
PERIOD OF INSURANCE:	FROM: 23 March 2022 TO: 22 March 2023 Both days inclusive Local Standard Time at the Policyholder's Principal Address stated above in this Schedule
LIMIT OF LIABILITY:	Limit of Indemnity: £250,000 This is the maximum amount in the aggregate that the policy will pay including Defence Costs , irrespective of the number of Claims, Losses, Business Interruption Losses or Cyber Events giving rise to an indemnity under this policy Sub-Limit of Liability: £25,000 Funds Transfer Fraud and Theft of Funds Held in Escrow
RETENTION:	Retention each and every Cyber Event: £1,000 Save that:- In respect of cover under Clause 1.2 the Waiting Period is 8 hours per Business Interruption Event . The Retention above will apply to each and every Business Interruption Event once the Waiting Period has been satisfied. In respect of cover under Clause 1.3 the Retention is NIL
PREMIUM:	£285.00
INSURANCE PREMIUM TAX:	£34.20
TOTAL:	£319.20
POLICY WORDING:	OSR: Cyber Plus v2021.2
RETROACTIVE DATE:	Unlimited
LAW AND JURISDICTION:	This agreement is governed by the law of England and Wales and is subject to the jurisdiction of the courts of England and Wales
TERRITORY:	Worldwide
SEAT OF ARBITRATION:	England and Wales

ENDORSEMENTS:

Please refer to the endorsement library contained within the policy wording for the full text of the endorsement were only the title is shown.

001: AMENDED GENERAL DEFINITION 2.2

AMENDED GENERAL DEFINITION 2.2

It is hereby noted and agreed that General Definition 2.2 is deleted and replaced with the following:

Business Interruption Loss means the **Insured's** reasonable expenses necessary to maintain the operation, functionality or services of the **Insured's** business, as direct result of a **Business Interruption Event** but only:

- (i) after the expiration of the **Waiting Period**, and
- (ii) until the date on which the **Insured's** business is restored to the same or equivalent condition, functionality and service that existed prior to the loss, however not exceeding 180 days from the date on which the outage, interruption or degradation commenced, such 180 day period not to be limited by the expiration of **Period of Insurance**;

Business Interruption Loss shall also include costs and expenses incurred to avoid mitigate the effects of a system outage or network interruption or degradation of the network, preserve evidence and/or substantiate the Insured's loss.

CL370: INSTITUTE RADIOACTIVE CONTAMINATION, CHEMICAL, BIOLOGICAL, BIO-CHEMICAL AND ELECTROMAGNETIC WEAPONS EXCLUSION CLAUSE

FTF: FUNDS TRANSFER FRAUD/THEFT OF THIRD PARTY FUNDS ENDORSEMENT

The above policy (in this endorsement, the **Policy**) is amended as follows. Words in bold have the meanings defined in the above **Policy**, as amended by this endorsement.

SCHEDULE

The following provisions are inserted to the **Policy** Schedule:

FUNDS TRANSFER FRAUD / THEFT OF THIRD PARTY FUNDS COVER

Inception Date of coverage applicable to Funds Transfer Fraud Event cover and Third Party Funds Theft Event cover granted under this endorsement:	23 March 2020
Retention each and every Fund Transfer Fraud and/or Third Party Funds Theft Event :	£500
Maximum aggregate sum the Insurer will pay in respect of any and all Funds Transfer Fraud(s) and / or Third Party Funds Theft Event(s) under the Policy :	£25,000

The aggregate sum set out above shall be part of and not in addition to the **Limit of Liability** set out in the **Policy** Schedule.

1. INSURANCE COVER

NEW COVERS

The following provisions are inserted into the **Policy**:

*In consideration of the payment of or agreement to pay the premium by the **Policyholder** on behalf of the **Insured**, the **Insurer** will pay, or where specified, reimburse the **Insured**, in excess of the applicable **Retention**, up to the maximum aggregate sum above, for:*

- 1.5 any loss of funds or assets of the Insured, which: (i) occurs on or after the above Inception Date; (ii) is notified to the Insurer during the Period of Insurance in compliance with the Policy terms; and (iii) is the sole and direct result of a Funds Transfer Fraud Event.
- 1.6 any Loss arising from any Claim against the Insured by any Third Party which (i) occurs on or after the above Inception Date, (ii) is notified to the Insurer during the Period of Insurance in compliance with the Policy terms; and (iii) is the sole and direct result of a Third Party Funds Theft Event.

2. GENERAL DEFINITIONS

The definition of **Claim** at clause 2.3 is deleted and replaced by the following definition:

Claim means any written demand, civil, criminal, judicial, administrative, regulatory or arbitral proceeding against the **Insured** seeking compensation or other legal remedy or penalty as a result of a **Data Liability Event**, **Media Liability Event**, **Network Security Event**.

Funds Transfer Fraud Event or Third Party Funds Theft Event.

NEW DEFINITIONS

The following definitions are inserted into the **Policy**:

"Funds Transfer Fraud Event means the commission by any **Third Party**:

- i. via **Unauthorised Access** leading to any unauthorised electronic transfer of the **Insured's** funds or other financial assets from the **Insured's** computer system or network due to the fraudulent manipulation of electronic documentation which is stored on the **Insured's** computer system;
- ii. of theft of funds or other financial assets from the **Insured's** bank account by electronic means, if the bank is unable to restore the **Insured** to the exact same financial position they were in prior to the **Funds Transfer Fraud Event** taking place
- iii. of theft of money or other financial assets from the **Insured's** corporate credit cards by electronic means; and / or
- iv. of any phishing, vishing or other social engineering attack against the **Insured** that results in the unauthorised transfer of **Insured's** funds or other financial assets to a **Third Party**

Third Party means any legal entity or natural person who is not an **Insured**.

Third Party Funds Theft Event means the theft of money or other financial assets belonging to a **Third Party** for which the **Insured** is legally liable as a result of **Unauthorised Access** into the **Insured's** computer system.

3. EXCLUSIONS

Exclusion 3.13 of the **Policy** is deleted and replaced with the following exclusion:

*The **Insurer** shall not be liable to make any payment or provide any benefit or service in respect of any **Claim** or **Loss**:*

- arising out of the electronic transfer of any funds, monies or goods belonging to the **Insured**, or for which the **Insured** is legally responsible, except for a **Fund Transfer Fraud Event** or **Third Party Funds Theft Event**.

NEW EXCLUSIONS

The following exclusions are inserted into the **Policy**:

*The **Insurer** shall not be liable to make any payment or provide any benefit or service in respect of any **Claim** or **Loss**:*

- for any **Loss** or other financial losses in any way directly or indirectly connected with cryptocurrencies are excluded from the cover provided under the "FUNDS TRANSFER FRAUD / THEFT OF THIRD FUNDS PARTY" endorsement in respect of any **Funds Transfer Fraud Event** or **Third Party Funds Theft Event**.
- for any **Loss** or other financial losses caused by any **Funds Transfer Fraud Event** or **Third Party Funds Theft Event** where such event is perpetrated by, or with the knowledge or collusion of, any director, partner or employee of the **Insured**.

All other terms and conditions of the **Policy** remain unchanged

LMA3100: SANCTION LIMITATION AND EXCLUSION CLAUSE

LSW1001: SEVERAL LIABILITY NOTICE INSURANCE

NMA464: WAR AND CIVIL WAR EXCLUSION CLAUSE

PCI COVERAGE EXCLUSION

It is hereby noted and agreed that cover for **PCI Fines and Assessment Costs** are excluded from the policy.

All other terms and conditions to remain unchanged.

TELEPHONE HACKING NEW: TELEPHONE HACKING ENDORSEMENT

The above policy is amended as follows. Words in bold have the meanings defined in the **Policy**.

SCHEDULE

The following provisions are inserted into the **Policy** Schedule:

TELEPHONE HACKING COVER

Inception date applicable to any Telephone Hacking Event :	23 March 2020
Retention each and every Telephone Hacking Event :	£1,000
Maximum aggregate sum the Insurer will pay in respect of any and all Telephone Hacking Events :	£250,000

The aggregate sum set out above shall be part of and not in addition to the **Limit of Liability** set out in the **Policy** Schedule.

1. INSURANCE COVER

NEW COVER

The following provision is inserted into the **Policy**:

*In consideration of the payment of or agreement to pay the premium by the **Policyholder** on behalf of the **Insured**, the **Insurer** will pay, or where specified, reimburse the **Insured**, in excess of the applicable **Retention**, up to the maximum aggregate sum above, for:*

- 1.7 any **Loss** arising from a **Claim** against the **Insured** made by a **Telcom Provider** which (i) occurs on or after the above **Inception Date**, (ii) is notified to the **Insurer** during the **Period of Insurance** in compliance with the **Policy** terms; (iii) and is the sole and direct result of a **Telephone Hacking Event**.

2. GENERAL DEFINITIONS

The definition of **Claim** at clause 2.3 is amended by including the following at the end of the definition:

Claim means any written demand, civil, criminal, judicial, administrative, regulatory or arbitral proceeding against the **Insured** seeking compensation or other legal remedy or penalty as a result of a **Data Liability Event**, **Media Liability Event**, **Network Security Event**

or **Telephone Hacking Event** (where that written demand, civil, criminal, judicial, administrative, regulatory or arbitral proceeding is made by a **Telcom Provider**).

NEW DEFINITIONS

The following definitions are inserted into the **Policy**:

Telcom Provider means any telephone or communications service provider with whom the **Insured** has a written contract for the provision of

Optimum Speciality Risks is a trading name of Independent Broking Solutions Limited and is authorised and regulated by the Financial Conduct Authority (FCA) under company number 312026 Registered Office: Unit 2 Kildegaard Business Park, Easthorpe Road, Easthorpe, Colchester, Essex, CO5 9HE.

Registered in England No. 06849

telephony or communication services.

Telephone Hacking Event means any **Unauthorised Access** to the **Insured's** internal digital telephony infrastructure.

All other terms and conditions of the **Policy** remain unchanged.

Signed by and on behalf of Optimum Speciality Risks:



Freddy Knight
Optimum Speciality Risks
150 Minories,
London,
EC3N 1LS

Optimum Speciality Risk acts as agent of the Insurer in performing its duties under the Binding Authority, including binding cover and collecting premiums.

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Lloyd's Cyber Insurance Insurance Product Information Document

This insurance is underwritten by certain underwriters at Lloyd's, and has been arranged and has been administered by Optimum Speciality Risk ("OSR"). OSR is a trading name of Independent Broking Solutions Limited which is authorised and regulated by the Financial Conduct Authority with number 312026. Registered address: Unit 2 Kildegaard Business Park, Easthorpe, Road, Easthorpe, Colchester, Essex CO5 9HE. Registered in England No. 616849.

This document provides a summary of the cover, exclusions and restrictions. The full terms and conditions of this insurance can be found in the policy document which is available on request from your broker.

What is this type of insurance?

This policy will protect your business from cyber-attack and any liabilities that arise due to a breach of privacy legislation, including but not limited to the Data Protection Act and the General Data Protection Act (GDPR). Cover is also provided for Media Liability and Payment Card Industry Fines and Penalties. You have direct access to a 24/7/365 helpline in the event of an incident.

	What is insured?		What is not insured?
	<p>Following a Cyber Event (defined as unauthorised access, an operator error, a denial of service attack or the introduction of any malware, including ransomware) into or against your network or any cloud provider with whom you have a written contract:</p> <ul style="list-style-type: none"> ✓ Re-instatement of your data, ✓ Loss of your gross profit caused by the Cyber Event, ✓ A specialist IT forensic company to investigate the cause and scope of the Cyber Event. <p>Following your loss of third party data or a breach of any privacy legislation worldwide (a Data Liability Event) :</p> <ul style="list-style-type: none"> ✓ Defence Costs, we will appoint a specialist law firm to defend you, ✓ A specialist IT forensic company to investigate what data has been compromised, ✓ Costs to notify data subjects if this is required by legislation or considered necessary to protect your reputation, ✓ A Public Relations Company to protect and mitigate any damage to your reputation. <p>In addition, where this data relates to credit or debit card information:</p> <ul style="list-style-type: none"> ✓ Credit monitoring costs for affected individuals, ✓ Any fines and penalties that you are required to pay by the Payment Card Industry as well as Assessment Costs that includes fraudulent transactions for which you are liable. 		<ul style="list-style-type: none"> ✗ <input type="checkbox"/> Any bodily injury or physical damage. Note that (i) data is not considered to be physical property; (ii) bricked devices as a result of a cyber event are excluded unless the Bricking cover is purchased as part of the Fund Transfer Fraud/Bricking endorsement). ✗ <input type="checkbox"/> Any claims or losses about which you were aware but did not tell us before incepting the policy. ✗ <input type="checkbox"/> Any losses attributable to or based upon any intentional, criminal or fraudulent acts committed or condoned by any Principal, Partner or Director of your business. ✗ <input type="checkbox"/> Any gross profit loss where the interruption to your network is less than the Waiting Period shown in the schedule. ✗ <input type="checkbox"/> Any losses caused by the failure of electricity or telecommunications. ✗ <input type="checkbox"/> Any statutory fines, unless these are considered to be insurable at law. Note this does not apply to Payment Card Industry fines. ✗ <input type="checkbox"/> Any losses caused by bankruptcy, insolvency or liquidation of you or any service provider. ✗ <input type="checkbox"/> Any losses caused by the loss of media without password or biometric protection (including smartphones, tablets and laptops). ✗ <input type="checkbox"/> Any losses caused by a breach of any anti-Spam legislation anywhere in the world. ✗ <input type="checkbox"/> Any funds or monies that are transferred to a third party. If the Fund Transfer Fraud endorsement has been purchased then transfer of funds to an unintended third party

- ✓ Your legal liability for the transmission of a virus to a third party, or your unknowingly taking part in a denial of service attack.
- ✓ Your legal liability for accidentally infringing any copyright or trademark, or any defamation, provided always that this liability is incurred in undertaking your usual business practices.

Optional extension to coverage via the Fund Transfer Fraud and Bricking and Telephone Hacking endorsements also cover:

The reimbursement of financial loss resulting from:

- ✓ Theft or unauthorized transfer of your funds by electronic means.
- ✓ Phishing or social engineering resulting in transfer of your funds to an unintended party.
- ✓ Third party funds held in your account being transferred to an unintended party.
- ✓ Hardware replacement costs as a result of a Cyber Event which renders a computer device non-functional, providing they do not exceed the costs to restore functionality for such devices.
- ✓ A loss arising from a claim made by a Telcom Provider which arises from any unauthorised access to your internal digital telephony infrastructure.

on receipt of new, amended or differing instructions where you have not authenticated would not be covered, so where you have not: (1) called the telephone number held on file for the third party; (2) received oral confirmation from the third party that the transfer request is valid



Are there any restrictions on cover?

- ! You are responsible for the excess amount as shown on your policy documents.
- ! Endorsements may apply to your policy. These will be shown in your policy documents.
- ! Fund Transfer Fraud and Bricking is excluded from the policy, unless purchased as additional coverages



Where am I covered?

- ✓ Your policy will respond to losses anywhere in the world and will also defend you (if necessary) anywhere that an action is taken against you, including the United States and its dependent territories.



What are my obligations?

- You must maintain a commercial grade (not Home Edition) firewall, either hardware or software based.
- You must run and maintain a commercial grade (not Home Edition) anti-virus solution.
- You must backup all critical data at least every 7 days.
- You must password or biometrically protect all portable media, including smartphones and memory sticks, otherwise losses originating from portable media will not be covered.
- If you process Payment Card Information, you must be fully PCI DSS compliant.
- At the beginning of the period of insurance or when making changes to your policy, you must give complete and accurate answers to any questions you are asked relating to the insurance.
- You must tell Optimum Speciality Risks as soon as practicable if you become aware of any inaccuracies or changes in the information you have provided to us, whether happening before or during the period of insurance.
- In the event of a suspected loss or claim you must contact the helpline number given in your policy.
- You must not admit any liability or enter into any settlements without our prior written consent.
- You must co-operate with us, and any counsel that we may appoint.
- You should take all reasonable steps to prevent further loss or damage.
- Failure to meet your obligations could result in a claim being rejected, a reduction in the amount we pay or the cancellation of your policy



When and how do I pay?

- Your broker will advise you of the full details of when and the options by which you can pay.



When does the cover start and end?

- Your period of insurance is given in the policy document and is usually (but not always) of 12 months duration.



How do I cancel the contract?

You may cancel this insurance at any time by contacting OSR on +44 (0) 203 675 0910 or at 150 Minories, London, EC3N 1LS or your broker, and such cancellation being effective 10 business days after such notice is received by OSR. In such case, OSR shall refund any unearned premium calculated at pro rata rate of the annual premium, except in the event of a Claim having been notified prior to the date of cancellation whereupon no refund shall be due, unless agreed otherwise by OSR.

This policy may not be cancelled by OSR except for non-payment of the premium, upon expiry of a period of notice of not less than 21 days.

GRANT AWARDING

1.0 Purpose of this report

- 1.1 This report sets out the opportunity for members to provide feedback on grant awarding to assist with the review of the Grant Awarding Policy.

2.0 Review

- 2.1 The Grant Awarding Policy is due for review ahead of the next application period beginning in September. The revised policy will be brought to committee in June, for consideration by council in July.
- 2.2 Members are asked for feedback on the grant awarding process and suggestions for how it may be changed or approved, so these may be incorporated into the new policy.

FUTURE AGENDA ITEMS AND DATE OF THE NEXT MEETING**1.0 Future agenda items**

In addition to the standard agenda items the following items will be on the coming meeting agendas

Office accommodation update	April 2022
Governance Documents (annual review)	April 2022
Parish Plan	April 2022
Neighbourhood Centre WG	TBA
IT policies	May 2022
Community Infrastructure Policy	May 2022
Grant Awarding Policy	June 2022

2.0 Next meeting

The date of the next meeting will be on Tuesday 26 April 2022 at 7.45pm.