



Kington Town Council

The Old Police Station, Market Hall Street, Kington HR5 3DP

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Minutes of the Town Council Meeting held on Monday 4th March 2024 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. E. Banks – Chair
Cllr. B. Bishop
Cllr. N. Cornish
Cllr. M. Fitton
Cllr. J. Gardner
Cllr. K. Greig
Cllr. P. Sell
Cllr. R. Warne
Cllr. R. Widdowson
Cllr. M. Woolford

IN ATTENDANCE

Liz Kelso – Town Clerk
Ruth Robinson – Assistant clerk
Cllr. T. James – Herefordshire Council
5 members of the public
1 member of the press

Agenda

Item Minute

- 1 034-24 **To note apologies for absence, declarations of interest and requests for dispensation**
Apologies were noted from Cllrs. R Banks, T. Bounds, A. Dixon, and E. Rolls. There were no declarations of interest and no requests for dispensation
- 2 035-24 **Minutes of the meeting held on 5th February 2024**
The Minutes of the meeting held on 5th February 2024, having been previously circulated, were approved and the Chair authorised to sign on behalf of the Town Council as a true record of proceedings at that meeting.
- 3 036-24 **Public Participation**
 - a) **Police Report**
There was no representative from West Mercia Police in attendance at the meeting and no report provided.

b) Ward Councillor Report

The Council noted a verbal report from Cllr. James including an update on budget matters relating to Herefordshire Council with no changes to car parking charges or library opening hours. Improvements to Children's Services are not progressing as hoped.

c) Matters raised by members of the public in attendance

The following matters were raised by members of the public in attendance:

- Councillors were invited to the formal unveiling of the signage for the Mortimer Trail in the Place de Marines on 27th April.
- A concern was expressed at the minute of the Planning & Environment Committee wherein it states that a review of the neighbourhood development plan may be considered once the results of the review of the Local Plan by Herefordshire Council were known.

4 037-24 Mayor's Report

Members noted the report from the Mayor as attached to these minutes.

5 038-24 Clerk's Report

The Clerk's report as attached was noted.

6 039-24 Financial Matters

a) Payments

Payments totalling £3,141.18 (inclusive of VAT where applicable) as attached to these Minutes, were approved.

b) Annual Risk Review and Statement of Internal Control

The Annual Risk Review, as attached to these Minutes was adopted. A change to the format for this document was suggested for next year. The Annual Statement of Internal Control was agreed and adopted.

c) Financial year end

It was agreed to engage Rialtas Business Systems to undertake the financial year end in conjunction with the Clerk at a cost of £560.00 plus VAT for a three year period.

7 040-24 Festivals Brochure update

Members noted that the Festivals Brochure is progressing although some entries are still outstanding which will potentially delay publication. The final deadline for submission of entries was extended to 8th March.

8 041-24 Banking Hub for Kington

Members noted a report by the town postmaster regarding proposals for a banking hub in Kington, using the former bank building as the venue. It was unanimously agreed to support the proposal and members were encouraged to sign the petition in support.

- 9 **042-24 Training Requests**
There were no requests for councillor or staff training.
- 10 **043-24 Reports from Committees**
The minutes of the meeting of the Planning and Environment Committee held on 19th February 2024 were noted.
- 11 **044-24 Reports from Councillors**
- Cllr. Cornish requested an update on a proposal for an additional defibrillator to be installed on the Masonic Hall. It was noted that the location had been agreed by the building owners and the Chamber of Trade were looking at applying for a grant to purchase equipment.
 - Cllr. Bishop reported on a bell ringing competition taking place at the Church over the coming weekend
 - Cllr. Gardner reported on activities at the Oxford Arms over the coming weekend.
- 12 **045-24 Next meeting**
The next full meeting of the Town Council will take place on Monday 8th April 2024 at 7.00pm in the Old Police Station. The following items were requested for the agenda:
- Update on the Christmas Lights for 2024
 - Update on the Festivals Brochure progress
 - Proposals for D Day anniversary celebrations

There being no further business, the meeting was declared closed.

Kington Town Council
Meeting held 4th March 2024
Appendix 1: Mayor's Report

Mayor's Report

Went to the Kington Operatic Society's Pantomime – Jack in the Bean Stalk at Lady Hawkins School on Friday 16 February. It was a great success and the grant given by the Council enabled the performers to be arrayed in an amazing collection of costumes. The production also contained at least 10 dancing children disguised as rats.

All councillors have been invited to the Leominster Independents Day on Saturday 9 March 3, 2024

I have been asked by Jo Hilditch, the local Deputy Lieutenant whether Kington Town Council is going to have any celebrations for the DD celebrations.

The other market town are doing:

Bromyard: June 29 Armed Forces Day event
Hereford
Kington
Ledbury : June 2 - D-day service, St. Michael's 10.00
 June 6 - short event War Memorial 18.30
Leominster
Other June 24 - > Armed Forces week
Ross: June 6. Beacon about 9.15

Been also working on the Land Registry for the Recreation Ground and for the transfer of Crooked Well as well as the Risk Register for Volunteers.

Elizabeth Banks
05.03.2024

Kington Town Council
Meeting held on 4th March 2024
Agenda item 5: Clerk's Report

This report identifies activities of the Clerk since the last meeting other than those addressed elsewhere on the agenda or addressed by other Members as part of their report and includes some items which are for information only.

1. s106 funded zebra crossing

There has been no further action or advice received on this project from Herefordshire Council

2. Kington Transport Study

It is now nearly a year since the Town Council submitted comments and observations for the Kington Transport Study, yet despite promises that we would receive a copy of the final draft report for review, no copy has been forthcoming. Herefordshire Council officers advised that the draft document is currently in the hands of consultants who are devising recommendations for submission to Herefordshire Council and have not responded to the suggestion that the Town Council could assist in this process.

3. Market Hall building

There has been no progress on the proposal for the Town Council to enter into a licence to occupy the building which would incorporate authority to manage lettings of the space although the clerk has confirmed that she is willing to act as booking agent for this Herefordshire Council building.

Herefordshire Council has advised that the scaffolding currently in situ is designed to prevent roof tiles falling on Place de Marine users whilst capital funding is sought to repair the roof. It is thought this might take some time.

Herefordshire Council has also raised the issue of the damage caused by a car just before Christmas. The bricks that were damaged/dislodged were removed on safety grounds, the broken pieces disposed of and the whole bricks returned to the Market Hall after Christmas. Herefordshire Council are now claiming that specialist bricks have been disposed of but should have been retained, resulting in a much more specialised job to repair the building.

4. Community Grants

A reminder that the final round of applications for community grants from the Town Council for 2023/4 has until 15th March for the receipt of applications. [An application form and terms and conditions](#) can be found on the website. Please pass this on to any community group that might benefit from a community grant.

5. Civic Awards 2024

Nominations for Town Council civic awards need to be passed to the Town Clerk no later than 31st March please. A copy of the policy and nomination forms for this year can be found on our [website](#). Civic Awards will be presented at the Annual Town Meeting on 22nd May.

6. **Kington Youth Hostel**

Members might like to note that Kington Youth Hostel building has now been sold.

7. **Defibrillator**

Sadly, the defibrillator was used again over the weekend so the pads are now non-operational. Replacements have been ordered today.

8. **Litter and Pavement sweeping**

This was discussed at the last meeting and deferred. It has now been referred to the Planning and Environment Committee and a report on further actions will be made to that committee at their next meeting.



KINGTON TOWN COUNCIL

Statement of Internal Control

2023-4

Background

The Accounts and Audit Regulations 2015, as amended, requires that the Council must ensure that it has a sound system of internal control which ensures that the financial management of the council:

- Facilitates the effective exercise of its functions and the achievement of its aims and objectives
- Ensures that the financial and operational management of the council is effective
- Includes the effective arrangements for the management of risk

Local Councils are required to review the effectiveness of the internal control system at least once a year.

Internal Control Environment

The Town Council

- The Town Council consists of 15 town councillors and meets monthly to approve all payments, and to receive reports and recommendations from committees
- The Town Council has appointed a number of committees, with clear terms of reference, which consider aspects of the day to day business of the council, including a Finance and General Purposes Committee which has specific responsibilities for financial matters relating to the operation of the Town Council.
- The Town Council has adopted Standing Orders, Financial Regulations and other policies in accordance with recommended practice and reviews this annually.
- The Town Council operates under General Power of Competence

Town Clerk/Responsible Financial Officer

- The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's responsible Financial Officer and is responsible for administering the Council's finances.
- The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to

Annual Statement of Internal Control

Adopted by Kington Town Council at a meeting held on 4.3.2024

Internal Auditor

- The Town Council has appointed an independent internal auditor who is responsible for reporting to the Town Council on an annual basis
- The Internal Audit report includes a review of systems and procedures, adherence to regulations, compliance with accounting standards and review of risks and contributes to the Annual Governance Statement and Accounting Return of the Town Council.
- At least every three years or as frequently as is felt appropriate, the Finance & General Purposes Committee will review the effectiveness of the Internal Audit process and report this to Full Council
- At least every three years or as frequently as is felt appropriate, the Finance & General Purposes Committee will review the appointment of the Internal Auditor and make recommendations to Full Council
- The appointment or re-appointment of the internal auditor will be agreed on an annual basis

External Audit

- In accordance with the Accounts and Audit Regulations, the external auditor for the region is appointed nationally and for the current year is PKF Littlejohn.
- As a Town Council with a turnover in excess of £25,000 for the year, the Town Council is required to submit an Annual Governance and Accounting Return relating to the financial year ending 31st March in a prescribed format to external auditors for review, no later than 30th June.
- Matters raised by the external auditors must be reviewed by the Town Council each year and the report of the external auditor must be published on the Town Council's website.

Exercise of Electors Rights

- Each year local electors have the right to inspect the accounts and all documents relating to those accounts, including contracts, work orders, reports etc. and to raise any issues thereon with the external auditors during a period of 30 working days which includes the first ten days of July.
- Confirmation of the arrangements for the exercise of electors rights must be published on the Town Council's notice boards and website no later than one day before the start of the specified period.

Internal Control Measures

Accounting records

- All accounting records, cash books, etc. are kept electronically using RBS Alpha Software system.
- Payments are uploaded to the cash book on a monthly basis and reconciled to the bank statement(s) monthly
- Reports generated by the software system form the basis for reports to the F&GP Committee quarterly

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Banking

- Unity Bank plc are the Town Council's approved banking providers
- Signatories to the bank account to be approved annually and must consist of at least three authorised signatories with two out of the three being required to authorise all payments, standing orders, direct debits and other instructions to the bank
- Authorised signatories may view accounts and approve payments only
- Any staff member with authority to prepare payments may not also approve payments

Payments

- Depending upon the nature of the supply, all invoices are checked by the Clerk/RFO to confirm that the goods or services have been received, that the price is correctly quoted, invoices are addressed to the Town Council, VAT is correctly identified and there is a corresponding order, invoice or authority for the purchase/supply.
- All payments are listed on a payment schedule for presentation to the relevant meeting of the Town Council for authorisation. Once approved, the payment schedule is attached and forms part of the Minutes of the relevant meeting. Any payment made between meetings, in accordance with the provisions of the financial regulations, are reported at the next available full council meeting.
- Original invoices are retained for inspection, numbered for ease of reference and filed in date order for each financial year.
- Payments are made electronically wherever possible and are uploaded to the bank by the Clerk/RFO at least monthly in accordance with the payment schedule as presented to the meeting
- All payments, whether electronic or by cheque and including direct debit and standing order payments, are authorised by at least two signatories and records of those authorising are available through the banking records.
- Where payment by direct debit is required by a supplier, payments are reviewed and authorised on an annual basis by Full Council.
- Standing Order payments are used for salary payments only and authorised by full council annually.
- Amendments to payee bank details must be authorised by two cheque signatories in accordance with bank payment systems.

Receipts

- Receipts generally consist of the payment of the annual precept, VAT reclaim, income from the markets and any grant receipts which are paid directly into the Town Council bank account
- The Clerk/RFO checks each receipt against amounts expected, that they are correctly calculated and received when due.
- Any income received other than directly into the account must be banked within 7 days of receipt.

VAT

- Clerk/RFO checks all invoices are addressed to the Town Council and that VAT is correctly calculated and shown separately
- A separate account for VAT paid (and received) is maintained and at least annually a claim made under VAT126 to reclaim VAT on non business activities, and reported to the Town Council

Annual Statement of Internal Control

Adopted by Kington Town Council at a meeting held on 4.3.2024

PAYE

- All staff contracts are prepared by the Clerk and agreed by the Town Council, indicating salary scale, whether overtime payments are to be made and matters such as holiday pay, sick pay, etc. etc.
- All staff are paid through the PAYE system using HMRCs Basic Tools programme to calculate correct amounts and payments to HMRC as required
- Salaries are paid electronically each month to be received by the employee no later than 28th of each month
- The Clerk prepares payslips detailing gross and net payments, details of deductions etc. and sends these to the relevant staff member no later than the end of each month.
- An annual reconciliation of PAYE payments is made in March of each year to ensure any under or over payment is addressed before the end of the financial year
- Relevant P60s and other payroll documentation is provided to all staff no later than May each year for the preceding tax year

Budgets

- The Finance & General Purposes Committee prepares a budget each year using data from current and previous year expenditure plus plans for activities in the budget year. Work starts in September/October with the aim of presenting the final draft to Full Council for approval in January at the latest.
- Full Council approves the budget for the forthcoming year no later than the January preceding the financial year to which the budget refers
- During the financial year a review of expenditure against budget is carried out quarterly by the Finance & General Purposes Committee and any concerns reported to Full Council at the next available Full Council meeting

Precept

- A recommendation on precept for each year is made by the Finance & General Purposes Committee as part of the budget setting process, taking into account planned level of expenditure for the year and the use of any general or earmarked reserves and approved by Full Council no later than January of the year immediately preceding the financial year to which it refers.
- The Clerk/RFO prepares the necessary Precept request for submission to the Unitary Authority in accordance with the required timescales, retaining a copy of the submission within the accounting records
- As payment is received, the Clerk/RFO checks this against expected payment, reporting receipt to Full Council at the next available meeting.

Purchases

- Financial Regulations, as agreed by Full Council, set out procedures for obtaining quotations or tenders for contracts for goods and services at specified contract levels
- All tenders and specifications for the supply of goods and services are prepared by the Clerk/RFO in accordance with Financial Regulations and other policies and procedures agreed by the Council

Annual Statement of Internal Control

Adopted by Kington Town Council at a meeting held on 4.3.2024

- With the exception of routine administrative expenditure and consumables, all orders for goods and services to be approved by Full Council or the Clerk/RFO in accordance with Financial Regulations and Standing Orders

Asset Management

- All acquisitions and disposals to be noted on the asset register by the Clerk/RFO

Insurance and Risk Management

- Adequate levels of insurance to be maintain for all assets and liabilities as recommended by the Town Council's insurance advisors and reviewed annually
- A review of all risks to be carried out annually by the Finance and General Purposes Committee and approved by the Town Council.

Effectiveness of Internal Control Measures

- Each year the Finance & General Purposes Committee will review the effectiveness of the Internal Control Measures and report to Full Council, making recommendations as appropriate.

Kington Town Council Risk Review 2023/4

Area Assets	Risk	Impact	Probability	Severity	Risk Control Measure
	Protection of Council Property <ul style="list-style-type: none"> External property (notice boards, benches etc.) damage from vandalism, accidental damage etc. 	<ul style="list-style-type: none"> Poorly maintained property. Health & safety concerns 	M	L	<ul style="list-style-type: none"> Regular monitoring and reporting for repair Where possible, purchase vandal resistant and ensure installation is by a suitably qualified contractor with appropriate insurance cover
	<ul style="list-style-type: none"> Buildings owned by the Town Council 	<ul style="list-style-type: none"> Risk of increase costs from poor maintenance 	M	M	<ul style="list-style-type: none"> Regular inspections Repairs effected promptly to avoid deterioration
	<ul style="list-style-type: none"> Documents and records 	<ul style="list-style-type: none"> Loss of computer records Loss of important data Loss of important financial information Loss of service delivery 	L	M	<ul style="list-style-type: none"> Offsite/cloud backup facility through Microsoft One Drive Insurance cover in place

<ul style="list-style-type: none"> Office equipment/furniture etc. 	<ul style="list-style-type: none"> Loss through damage, theft or fire 	L	L	<ul style="list-style-type: none"> Regular maintenance of key equipment Office locked when not in use Effective maintained alarm system Adequate insurance in place
Finance <ul style="list-style-type: none"> Cash Precept, grants, etc. 	<ul style="list-style-type: none"> Loss through theft Failure to meet objectives/liabilities Key projects or services not delivered Inability to deliver services 	L	L	<ul style="list-style-type: none"> Cash not held routinely. If cash received, to be banked within 7 days Ensure adequate budgeting and precept setting processes Budgetary control measures, regular reporting of progress against budget Forward planning Realistic estimates/quotes obtained Build contingency into projects
Expenditure <ul style="list-style-type: none"> Payments 	<ul style="list-style-type: none"> Loss through penalties for failure to make payments in timely manner Fraudulent payments leading to loss Risk of insufficient signatories to make payments 	M	H	<ul style="list-style-type: none"> Payments prepared in timely manner & listed by Clerk Payments checked against invoices Accounts operated by two out of three authorised signatories

	<ul style="list-style-type: none"> Banking arrangements 	<ul style="list-style-type: none"> Insufficient funds to make payments Payments not in accordance with financial regulations 	L	L	<ul style="list-style-type: none"> Maintain sufficient reserves Payments prepared by person without ability to authorise on the bank Monthly bank reconciliations Recurring payments authorised annually Procedures set up by person other than signatory Electronic banking used wherever possible
	<ul style="list-style-type: none"> Financial controls 	<ul style="list-style-type: none"> Insufficient resources to meet objectives/projects Poorly maintained buildings & assets Inability to carry out management & maintenance of assets Inability to meet liabilities Risk of adverse audit report 	M	H	<ul style="list-style-type: none"> Forward planning Training for councillors on expenditure procedures Monitoring of expenditure against budget by F&GP Committee Regular bank reconciliations
	<ul style="list-style-type: none"> PAYE 	<ul style="list-style-type: none"> Failure to make appropriate and timed payments Risk of penalties imposed by HMRC 	L	M	<ul style="list-style-type: none"> Use of payroll provider and/or using HMRC software to ensure accurate calculations & payment Regular checks & F&GP Committee
	<ul style="list-style-type: none"> Budgets & precept setting 	<ul style="list-style-type: none"> Risk of insufficient resources to meet obligations and service delivery Operational failures 	L	M	<ul style="list-style-type: none"> Create/review forward planning & corporate strategy

	<ul style="list-style-type: none"> Expenditure in accordance with legislation & financial standing order 	<ul style="list-style-type: none"> Loss of confidence by public Risk of adverse audit 	M	M	<ul style="list-style-type: none"> Regular review of expenditure against budget Operate under General Power of Competence Ensure GPOC continuity Procedures for placing orders and payment of invoices to be confirmed and training provided Strict adherence to financial regulations
Liability	Risk to third party property or individuals	<ul style="list-style-type: none"> Risk of injury or damage to property from activities of the town council or activities deemed to be the responsibility of the town council 	M	M	<ul style="list-style-type: none"> Risk assessments to be completed before any activity or project is agreed No activity by volunteers or members without express authority of the town council (Minuted) and strict adherence by all workers (voluntary or otherwise) with any requirements of insurers Separate risk assessments for Recreation Ground and/or public buildings owned by the Town Council Training for councillors and staff Contractor insurance cover in place for all activities where contractors are engaged

	<ul style="list-style-type: none"> Contractor insurance to be checked on an annual basis for preferred contractors Recreation ground user groups to be required to hold insurance for any event/activity on the Recreation Ground 			<ul style="list-style-type: none"> Ensure appropriate risk assessments are carried out, documented and training provided whenever volunteers or others work on behalf of the town council Supervision of volunteers by suitably qualified individuals wherever possible Ensure volunteers acknowledge receipt of risk assessments and training provided Volunteers using own equipment to be made aware of responsibility for own safety Town Council insurance extended to cover work by volunteers where required and requested to work by the Town Council 	<ul style="list-style-type: none"> Appropriate health & safety training for staff and councillors Monitoring of health and safety issues as part of routine Council/Recreation Ground Trust
<ul style="list-style-type: none"> Risk of injury to volunteers working on behalf of the town council 	<ul style="list-style-type: none"> Risk of injury or property damage 	M	M		M
<ul style="list-style-type: none"> Risk of injury to staff working on behalf of the Town Council 	<ul style="list-style-type: none"> Risk of failure to comply with appropriate health & safety recommendations for all staff 				M
<ul style="list-style-type: none"> Employer Liability 					

					<p>business and documenting of issues raised and actions taken</p> <ul style="list-style-type: none"> • Appropriate safety testing to be carried out (PAT testing, Legionella testing, etc.) • Provision of safety equipment/clothing and training where required • Ensure appropriate policies in place to deal with employee health and safety issues • Appropriate individual risk assessments for tasks, working environment and other factors relating to the working day of all staff
				M	<ul style="list-style-type: none"> • Training for councillors and staff • All actions/requests through Clerk • Operating under General Power of Competence • All orders for work, goods or services to come from Proper Officer/Clerk
			M		<ul style="list-style-type: none"> • Risk of legal challenge through audit or judicial review
			L		<ul style="list-style-type: none"> • Risk of penalties for late reporting
Legal Liabilities	Risk of actions without appropriate power or authority	Timely reporting when required			<ul style="list-style-type: none"> • All actions and activities documented through Minutes of meetings. • Transparency Regulations compliance

	<p>Data Protection</p> <ul style="list-style-type: none"> • Risk of complaint to ICO for failure to comply with GDPR • Risk of failure to properly identify personal data held • Risk of not providing data subjects with information on data held, purpose and rights of data subjects • Risk of failure to provide information under subject access request • Risk of identifying personal data held 	M	H	<ul style="list-style-type: none"> • Training for all staff and councillors/volunteers • Data audit to be completed annually & documented • Electronic data to be password protected • Separate email address for council related work by councillors • Regular review of data held & purged where appropriate • Data impact assessment for all projects as part of risk assessment processes • Training for Chairs of committees etc. on dealing with potential issues in meetings
<p>Compliance with FOI requests</p>	<ul style="list-style-type: none"> • Risk of failure to comply with FOI request when submitted • Risk of not providing information as requested • Risk of non disclosure of information held 	M	M	<ul style="list-style-type: none"> • Training of staff and councillors • All requests for information to be passed to the Clerk
<p>Social networking</p>	<ul style="list-style-type: none"> • Risk of damage to the Town Council's reputation from use of social media by the public 	M	M	<ul style="list-style-type: none"> • Compliance with Transparency Regulations at all times • Training of staff and councillors in the value and pitfalls of social media

		<ul style="list-style-type: none"> Risk of damage to the Town Council's reputation from the use of social media by staff or councillors 			<ul style="list-style-type: none"> Social media policy for town councillors and staff All formal responses on behalf of the Town Council by Clerk and/or authorised Member
Equality & Diversity	Discrimination	<ul style="list-style-type: none"> Risk of allegations of discrimination against particular groups through council policies and/or procedures 	L	M	<ul style="list-style-type: none"> Adopt national guidelines and policies wherever possible Assess actions/policies for potential inequality of impact on residents Training for Chairs of Committees on dealing with issues arising within a meeting/public event
Councillor Propriety	Register of Interests Declarations of Interest Code of Conduct	<ul style="list-style-type: none"> Risk of complaints against councillors for failure to declare an interest Risk of complaints to council for decisions taken where declarations of interest not made Risk of complaints for unauthorised actions resulting from failure of Councillors to adhere to Code of Conduct Risk of adverse publicity from decisions or actions by councillors and/or staff 	H	M	<ul style="list-style-type: none"> Training of all councillors and staff on Code of Conduct Copy of Register of interests to be held by Clerk Documented check of Registers to be conducted annually Ensure Register of Interests is completed at each meeting and is available for inspection Adopt NALC guidelines
Covid 19	Risk of transmission of Covid 19 through the activities of	<ul style="list-style-type: none"> Risks associated with use of or exposure to property owned by or 	H	H	<ul style="list-style-type: none"> Strict adherence to government advice and advice of the HSE and

	<p>the Town Council to members of the public, staff, councillors and volunteers</p>	<p>associated with the town council and recreation ground</p> <ul style="list-style-type: none"> • Risks associated with attending meetings (formal or informal) of the town council • Risks to staff and councillors from meetings or activities associated with the town council • Functions unable to be carried out due to staff or councillor illness from Covid 19 		<p>other bodies at all times with regard to day to day operations of the Town Council</p> <ul style="list-style-type: none"> • Detailed and documented risk assessments for all actions/functions with specific reference to Covid 19 risks, identifying mitigating measures and compliance where possible with all recommendations • Sharing risk assessments and measures identified with those likely to be at risk • Regular documented review of risk assessments as circumstances or guidance changes • Particular review of working practices to avoid transmission or infection of staff and volunteers so that basic functions can be maintained
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