



TUTBURY PARISH COUNCIL

Minutes of a meeting of Tutbury Parish Council
in Tutbury Village Hall held on Monday 17th
February 2025 at 7.30 p.m.

Present Chair Cllr F Crossley
Vice Chair Cllr. D. Morris
Cllr T Adams
Cllr A Hall
Cllr. G Hough
Cllr. K. England
Cllr P Steadman
Cllr D Bull
Cllr L. Crossley
Cllr M Upton

Also present: Mrs K. Duffill – Parish Clerk

02/2025 1.0 Apologies for absence

Cllr. C. Smedley (Borough Cllr and Parish Cllr)

02/2025 2.0 Minutes

RESOLVED

Members confirmed the minutes of the Meetings were accurate.
Tutbury Parish Full Council, 20th January 2025
Planning committee 3rd February 2025, Open Space
Committee 3rd February 2025

Cllrs voted in favour of approval.

02/2025 3.0 Declarations of Interest

None Declared.

02/2025 4.0 To adjourn the meeting for the Borough and County Councillor report.

4.1 In the absence of the Borough Councillor C Smedley, the following update was received and noted:

- **Ferrers Avenue Layby** – The layby remains on the work programme and is yet to be completed. It was chased last week.
- **Litter Pick** – Details of equipment available for borrowing from ESBC have been shared.
- **Fly-Tipping** – A report was submitted regarding dumped cardboard and polystyrene on Duke Street.
- **Wakefield Avenue** – Leaves on private driveways to be reported to T&D. It was noted that Cllr. F Crossley may have already actioned this.
- **Duke Street Bench** – A response is still awaited regarding a memorial plaque.

4.2 Cornmill Lane Bin Request

- Request for an additional bin near the driveway (not on the field) raised.
- Moving the existing bin was discussed, but no suitable post is available.
- The contractor can move the existing bin to the railings near the gate. Confirmation will be sought from the Borough Council

4.3 New Bin Request: A member received a request from regular litter pickers for a bin near the reservoir off Redhill Lane due to a large amount of litter left after the weekends.

02/2025 5.0 Public Participation

5.1 No public participation.

02/2025 6.0 To reopen the meeting to receive the Clerk's Report including correspondence.

6.1

- **Speed Watch Training** – A training session has been arranged for six interested participants at the Village Hall (small room) on 27th February at 1:00 PM.
- **Triangle Maintenance** – The Clerk has authorised the removal of ivy from trees at the Triangle. This work falls within the Clerk's budget remit of £150.

Signature

Date

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- Government Domain – A new domain, www.tutburyparishcouncil.gov.uk, has been registered. The website will be migrated to this domain, and new email addresses will be set up for members. Those unable to configure their email accounts independently will need to arrange a training session with the provider.
- Ferrers Avenue Playing Field Lease – The signed lease has now been received from the Duchy of Lancaster.
- Church Working Party Meeting – A meeting has been proposed for Saturday, 8th March at 10:30 AM.

6.2 Defibrillators – One defibrillator sent for a software update has been deemed beyond economical repair due to water ingress and rust. The cabinet at Park Lane is no longer a viable location due to a lack of electricity supply. An alternative location will need to be identified, as Little Park Holiday Homes have declined to host it. Members suggested using electricity from lamp posts or where the previous phone box was situated. The clerk agreed to seek advice from the newly appointed First Responder in Stretton.

Additionally, a government grant is available to fund defibrillators, but it requires £750 match funding. A suitable location must be found before an application can be submitted.

02/2025 7.0 To receive the Chair's Report

7.1 Defibrillators the chair reiterated how time consuming the upgrade to the defibs has been. The location of the Cross Keys cabinet will be relocated away from the barrels and smoking area. The chair has taken photos to assist the electrician that may be installing the new cabinet at Fauld Industrial estate and made arrangements for this to go ahead.

7.2 The chair attended a meeting with British Gypsum alongside representatives from other parishes. During the meeting, updates were provided on upcoming mining activities and the increased demand for plaster. It was noted that British Gypsum is currently testing the feasibility of producing fertiliser, which, if successful, could create additional employment opportunities.

Additionally, the Chair informed members that community grants are available from British Gypsum, providing potential funding opportunities for local projects.

7.3 Health and Wellbeing Webinar: The Chair and Clerk attended a webinar hosted by the Staffordshire Parish Council Association, which promoted the use of their wellbeing toolkit. The session highlighted initiatives such as supporting community groups, enhancing parks and open spaces, engaging with the Community Foundation for Health, and promoting access to food banks.

It was noted that many of these initiatives are already in place within Tutbury. However, the webinar provided valuable insight into additional resources and funding opportunities that could support future community projects if required.

7.4 Church Wall Repairs: The work will commence on **28th February** and are expected to take two days.

7.5 Church wall fencing: An ex councillor provided temporary fencing around a grave in the churchyard but now requires the fencing to be returned. Members agreed to purchase a replacement for the **ex** councillor.

7.6 Work on Charity house will commence at the end of February.

02/2025 8.0 To consider and approve entry to the best Kept Village Competition.

8.1 Members did not show any interest in entering the competition but decided a community litter pick would be worthwhile.

2/2025 9.0. To consider and approve organising a village litter pick.

9.1 The Council resolved to hold a community litter pick on 22nd March, registering with Keep Britain Tidy. Volunteers will be covered by the Council's public liability insurance, and equipment will be borrowed from the Borough Council. The event aims to tackle litter hotspots and improve the local environment.

Advertising the event will go in the newsletter, in the village on the website, Facebook and potentially on the A board outside willows Tea room.

2/2025 10.0 To review and approve social media Policy and accept Civility and respect guidance.

10.1 The clerk distributed the update policy that now encompassed Facebook.

Resolution

Members voted in favour to adopt the updated social media Policy

2/2025 11.0 Review and approve Media Policy.

10.1 The clerk distributed the policy.

Resolution

Members voted in favour to adopt the Media Policy

2/2025 12. To consider and approve the Sexual Harassment Risk assessment to encompass legislative changes regarding sexual Harassment.

11.1 The clerk distributed the Risk Assessment.

Resolution

Members voted in favour to adopt the Sexual Harassment Risk assessment

2/2025/13.0 To consider and approve Business Risk Analysis 2025

13.1 The clerk distributed the updated Business Risk Assessment that now encompassed the risks associated with being the guardians of the defibrillators and the associated costs.

Resolution

Members voted in favour to adopt the Business Risk assessment.

02/2025 14.0 Receive a report from the Open Space Committee

- **Approve goal post painting at Ferrers Avenue Playing Fields**

14.1 Tutbury Tigers User Agreement.

A representative from Tutbury Tigers did not attend the last Open Space Committee meeting, and as a result, the 10-year user agreement was not signed.

The Parish Council raised concerns about the condition of the changing rooms, where cardboard, a line-marking machine, and paint were being improperly stored. Members were disappointed that, despite significant effort in preparing the agreement, the football team had not attended the required meetings or maintained the facilities as expected. Since the meeting signed copies have been signed by the football team.

The team had previously stated they would clean the changing rooms before summer. Members requested that a Tutbury Tigers representative attend the next meeting and ensure the changing rooms are cleaned beforehand, so the agreement can be signed by the Parish Council at that meeting.

14.2 Approve goal post painting at Ferrers Avenue Playing Fields. A member requested that red oxide should be applied before painting. The clerk will ask for an updated quote.

2/2025 15.0 To review Street Cleaning contract and approve renewal.

15.1 A quote had been received by the current contractor to provide the service at the same rates.

Resolution

Members voted in favour to renew the existing Street Cleaning contract.

2/2025 16.To Review Mowing Contracts and approve renewal

16.1 The open space committee had resolved to renew existing contracts subject to quotes received. The clerk confirmed that the quotes were in line within existing budget requirements

Resolution

Members voted in favour to renew the existing footpath and playing field mowing contracts.

2/2025 17.0 To approve Accounts for Payment.

17.1 Accounts for payment were reviewed and approved.

Payment details are listed in the appendices.

In addition, Cropwell's invoice for £154.80 was also approved for work carried out at the changing rooms.

2/2025 18.0 Review and Approve Modifications to the Outdoor Gym Project Funded by the Borough Council Grant

18.1 Cllr. England arranged a meeting with the approved contractor to discuss suitable path surfaces for the Park Pale site at Ferrers Avenue Playing Field. Three surface options were considered:

- Mulch Pathway – £15,726
- Wet Pour Pathway – £13,524
- Stone Pathway (recommended due to durability and lower maintenance) – £5,640 members agreed with the recommendation.

The total cost for the Park Pale outdoor gym and pathway was confirmed as £13,263 + VAT, bringing the overall project cost, including the Tutbury Mill site, to £25,264.65 + VAT. This remains within the £35,000 grant allocated through the Tutbury Grant Scheme.

It was agreed that the pathway would run from Ferrers Avenue, between the houses, up to the railings, with access on both sides of the play area..

The Council also agreed to request ESBC to reallocate the grant from Heritage Park, the originally proposed location, to Tutbury Mill and Ferrers Avenue Play Area, due to legal issues with the developer.

A member requested that improvements to the landscaping at Ferrers Avenue in the area should be considered at the same time. It was agreed that this request should be made to an ESBC representative to be considered for the next financial year.

Resolution:

Members voted unanimously to support this proposal, and the Clerk congratulated Cllr. England for his work on the project

2/2025 19.0 To consider purchasing a speed indicator sign and a location to install it.

19.1 Members noted the effectiveness of speed awareness signs on Bitham Lane and proposed similar installations at:

- Park Lane (including approach at Owen's Bank and further towards the village)
- Cornmill Lane
- Ludgate Street

Resolution:

Signature

Date

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The Council resolved to fund two portable SID signs, rotating between four locations.

Following an email from the Abbots Bromley Clerk, the Council agreed to join the county-wide SID initiative aimed at reducing costs by:

- Streamlining approvals – Combining location approval and licensing into a single application.
- Bulk purchasing – Securing discounts through a group order of 20+ signs.
- Reducing implementation costs – Negotiating lower pole installation fees and aiming to reduce or waive the £379 licence fee.

This could lower the total cost per sign from £4,879 to around £3,200. To be included in the scheme, the Parish Council will submit location plans and photographs.

2/2025 20.0 Consider and approve collaborating with Tutbury Village Hall Committee to install Broadband and WIFI in the village Hall

20.1 The clerk has spoken to a representative of the village hall committee, and they have agreed to install Wi-Fi and it will be available for the next meeting.

2/2025 21.0 Consider and approve Agenda items for the Annual Meeting of the Parish.

21.1 The clerk has received an introductory letter from the newly appointed first responder for the Burton area. He has agreed to provide a 20 minutes presentation on the use of Defibrillator, bleed kits the role and funding of a first responder. Members agreed this would be worthwhile

21.2.Members also suggested that an update on speeding initiatives should be included with relevant information about how this compares to neighbouring parishes.

Resolution:

The clerk will invite the First responder to the meeting on May 12th and refreshments will be served to allow parishioners to engage with the council.

02/2025 22.0 Items for the Next Agenda

Keep Britain Tidy Litter Pick

Speed indicator signs.

Outdoor gym grant modification

Tutbury Tigers/ Cornmill Lane update

Goal posts painting approval Ferrers Avenue Playing Field.

Parish Council newsletter.

2/2025 23.0 Dates of Next Meetings

Village Vision Working group 25th February New Inn
Open space Committee Charity House, Duke St - 3rd March 2025
Planning Committee Charity House, Duke St 3rd March 2025 7
Full Parish Council – 17th March 2025 Village Hall.

Meeting ended 9.15pm

Voucher	Date	Description	Supplier	Net	VAT	Total
203	11/02/2025	bus shelter bench	RB Landscaping	100.00	20.00	120.00
206	15/02/2025	Clerks Salary	Karen Duffill	1,241.41	0.00	1,241.41
208	15/02/2025	Clerks Expenses	Karen Duffill	26.00	0.00	26.00
209	15/02/2025	Emplyee Pension	Staffordshire Count	180.56	0.00	180.56
207	15/02/2025	Clerks Employer I	Staffordshire Count	345.68	0.00	345.68
197	17/02/2025	Hire of Premises (Tutbury Village Hall	633.00	0.00	633.00
204	17/02/2025	Street cleaning ar	Art Quality Cleaninç	440.00	88.00	528.00
199	17/02/2025	Legionella Contro	Sterilizing Services	36.00	7.20	43.20
Total payments through bank						3,117.85

Direct Debits

205	22/01/2025	Changing Rooms Source for Business		23.50	0.00	23.50
198	04/02/2025	Changing Room (Octopus Energy	98.32	4.92	103.24
200	04/02/2025	Changing Room (Yu Energy	44.39	2.22	46.61
210	15/02/2025	National Insuranc	HMRC	140.26	0.00	140.26

Card payments

194	29/01/2025	bus shelter bench	Glasdon Uk Limitec	830.34	166.07	996.41
201	06/02/2025	Website domain f	20i	25.00	5.00	30.00



TUTBURY PARISH COUNCIL - MEDIA POLICY

Introduction

1. Tutbury Parish Council (“the Council”) is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council’s publication scheme, please contact the Council’s clerk.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council’s standing orders and financial regulations. The Council’s financial regulations and relevant standing orders referenced in this policy are available via the Council’s publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s standing orders, under contract or by common law.

Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council’s publication scheme.

Meetings

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.

7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.

8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as X,, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.

10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.

11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.

12. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.

14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.

15. The Council's Clerk, or chair may contact the media if the Council wants to provide information, a statement or other material about the Council.

16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.



Tutbury Parish Council Social Media Policy

Introduction

The use of digital and social media now has a clear and compelling impact on all areas of local government enabling better and more direct contact between the Parish Council, the people and businesses it serves and the agencies that it works with.

This Social Media Policy aims to describe how the Parish Council will use social media to improve and expand the ways in which it communicates internally, with its local residents, local businesses and the various government (local and central) agencies that it deals with.

Social media provide alternative channels (to written correspondence, telephone and face to face conversation) for the Parish Council to inform and respond to questions and queries raised by people who live in, work in and visit Tutbury parish. It also enables the Parish Council to deal more efficiently with the various agencies (e.g. the surrounding parishes, district council and the county council) that deliver services to local people.

The Social Media Policy

Use of digital and social media will form an integral part of how Tutbury Parish Council delivers its services in a way that improves the communications both within the Parish Council and between the Parish Council and the people businesses and agencies it works with and serves.

The Parish Council has a corporate presence on the web and an e-Mail channel which it uses to communicate with people who live in, work in and visit Tutbury parish.

Use of Facebook as an Official Communication Channel

Tutbury Parish Council maintains an official Facebook page ([\(4\) Facebook](#)) as an additional means of engaging with the community. This page is used to share council updates, meeting notices, community information, and service announcements. While public comments and discussions are welcomed, all interactions must adhere to the Council's communication guidelines. Official

responses on behalf of the Council will only be made by the Clerk or designated officers. Any comments that are abusive, defamatory, misleading, or otherwise in breach of the Council's communication rules may be removed, and repeat offenders may be restricted or blocked from engaging on the page.

The Parish Council will always try to use the most effective channel for its communications. We may ask those who contact us for their preferred channel of communication when we deal with them.

Over time the Parish Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Social Media Policy will be updated to reflect the new arrangements.

Our rules and expectation

Most online communities have their own rules and guidelines, which we will always abide by.

We promise that any communications (this includes all content on the Parish Council's web site) from the Parish Council will meet the following criteria:

- be civil, tasteful and relevant;
- not contain content that is unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- not contain content copied from elsewhere, for which we do not own the copyright;
- not contain any personal information, other than necessary basic contact details;
- If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council;
- social media will not be used for the dissemination of any political advertising or be politically biased.

Equally, we expect any communications to the Parish Council to meet the following criteria:

- be civil, tasteful and relevant;
- not contain content that is unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- not contain content copied from elsewhere, for which the enquirer does not own the copyright;
- not sending large volumes of the same message (also called "spamming");
- not to contain anyone's personal information, other than necessary basic contact details;

Channels and responsibilities

Parish Council website

Our web site is hosted by Chip Hosting and is normally continuously available.

The Parish Council will maintain one web site

<http://tutburyparishcouncil.co.uk>

The Clerk in collaboration with the the chair to the Parish Council is responsible for publishing content to the web site.

Where the Chair of the Parish Council is unavailable the Vice Chair of the Parish Council will deputise.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Parish Councillors for consideration and response.

We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Parish Council may, at its discretion, allow and enable approved local groups to have a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for providing up to date information to be published by the clerk. The Parish Council reserves the right to remove any or all a local group's information from the web site if it feels that content does not meet the Parish Council's "rules and expectation" for its web site.

Parish Council e-Mail channel

Our e-Mail account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can and within 5 working days.

The Parish Council will maintain one e-Mail address, currently it is,

theclerk@tutburyparishcouncil.co.uk

The Clerk to the Parish Council is responsible for dealing with e-Mail received and passing it on to the relevant Councillor or external agency to deal with.

The recognised procedure for the sending of e-Mails from the Parish Council to local residents, businesses and organisations is that they will be sent by the Clerk to the Parish Council. Where parish councillors need to communicate with residents, businesses and organisations they should, preferably, keep to the recognised procedure by sending their e-Mail to the Clerk to the Parish Council. Where for reasons of expediency this is not practical the e-Mail concerned must be copied to the Clerk to the Parish Council.

This procedure was adopted to ensure that a complete and proper record of all correspondence is kept.

Internal communication and access to information within the Parish Council

The Parish Council is continually looking at ways to improve its working and the use of social media is a major factor in delivering improvement.

Parish Councillors are expected to abide by the "our rules and expectation" section (shown earlier in this document) in all their work on behalf of the Parish Council.

As more and more information becomes available "at the press of a button" it is vital that all information is treated sensitively and securely. Parish Councillors are expected to maintain an awareness of the confidentiality of all information that they have access to and not to share that information with anyone unless they are sure that it is reasonable to do so. Failure to properly observe confidentiality may be seen as a breach of the Parish Council's Code of Conduct and will be dealt with through its prescribed procedures. (At the extreme it may also involve a criminal investigation).

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Administration Inaccurate Accounting	M	L	Two councillors check invoices and authorise payments	Online banking is used so action is recorded and visible. Monthly bank reconciliation checked by councillors when approving payments.
Loss of data/records	M	L	Back ups are taken regularly data can be retrieved from any device using the one Drive. Accounting information is stored in Scribe and can be accessed from any device.	Files are stored in cloud storage and back-ups are taken. Financial records are loaded on parish council website. Drive is password protected. Laptop is password protected.
PAYE Fraud Inaccuracies for PAYE, pension, HMRC payments	L	L	Payroll bureau processes payments to RFO Cllrs authorise payments monthly. Submissions are to HMRC are sent within deadlines and payments collected by Direct debit	Payroll is processed by qualified personnel and carried out if clerk absent. Removes the responsibility from clerk to process own pay.

Approved by Council 17.2.25
Minute ref 02/25 13.0
Review date Feb 2026



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Overspending and insufficient reserve	H	M	<p>Payments are made by RFO if there is sufficient budget available.</p> <p>Budget is set by full council</p> <p>RFO issues purchase orders.</p> <p>General reserve is set at a minimum of three months expenditure.</p>	Budget reporting is provided to full council quarterly
Setting sufficient Precept	H	M	<p>Budget forecast for relevant financial year is produced in November prior to precept setting in December.</p> <p>Adequate general reserve is maintained.</p>	<p>Budget forecast and precept level is considered by full council prior to deadlines set.</p> <p>Precept requests are submitted before the deadlines by RFO</p>

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Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Insufficient reserves	H	M	A general reserve of at 50% of precept is maintained and reserves are monitored quarterly when budget is reviewed. Earmarked reserves are set in line with the budget.	Accounting software records general reserve and earmarked reserve balances and reports are provided to full council quarterly. The internal auditor monitors reserves
Inaccurate reclaim and unclaimed revenue	M	L	Scribe software is used to record VAT. VAT is clearly indicated in accounts package. VAT is reclaimed annually by RFO	Cilca qualified clerk and support is available through internal auditor , SLCC/ SPCA for any additional advice
Incorrect or insufficient or unauthorised Online payments	M	L	Bank mandate is updated when Cllrs leave or join the council to ensure there are sufficient members to authorise payment. Bank statements are available online and are reconciled monthly. Standing orders are agreed at full council meetings and reviewed Annually	Authorisation requirements are set on the bank account. Only Cllrs added to the bank mandate have access. No payments can be processed without the RFO and two Cllrs.

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Minute ref 02/25 13.0

Review date Feb 2026



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Inaccurate Accounting	H	L	Accounts are handled by qualified clerk. Training is available through memberships society of Clerks and Staffordshire Parish Council Association	Recognised accounting software (Scribe) is used for reports and Annual Governance Reviews. Accounts are internally and externally assessed within legal deadlines. <u>External Audit services</u> are carried out by Mazars LLP

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Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Insufficient insurance	H	M	Cover includes. Employers Liability £10,000,000 Data Protection Act cover £10,000,000 Public Liability £10,000,000 Property insured Changing Room, Cornmill Lane, Tutbury, Burton-On-Trent, Staffordshire, DE13 9HA, United Kingdom ££316,257All risks including theft Buildings including subsidence (unless otherwise specified) £316,257General Contents £8,359 Gates & Fences £2,823Natural Surfaces £5,997 Other Surfaces £31,486 General contents including computer and ancillary equipment 11,450Sports Equipment £19,411 Street Furniture £71,174m <u>Defibrillators £5000</u>	Assessed annually in March

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Tutbury PARISH COUNCIL RISK ASSESSMENT

<p>Vandalism/ Damage to changing rooms and playing field at Cornmill Lane</p>	<p>H</p>	<p>L</p>	<p>Insurance cover for buildings , content and land. Maintenance reviews carried out by Open Space committee. Fire Alarms are serviced Annually. Boiler is checked annually Legionella control carried out monthly Annual cleaning of water systems for legionella control. Annual inspections of Multi use games area and football pitches are carried out/ Mowing and hedge cutting is carried out by a contractor. Paths and driveway will be monitored periodically. Vehicle gates have two padlocks</p>	<p>Monthly review at committee meetings Sufficient budget is set to maintain the asset. Regular communication maintained with football teams and users. A user agreement is in place with the Tutbury Tigers and reviewed annually. Public indemnity insurance cover is provided by the contractor together with a risk assessment. Certified weed spraying is included. Football teams are informed to keep the gates locked at all times when not in use. Regular meetings and user</p>
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Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
				agreements ensure the area is kept secure and clean.
Vandalism/ Damage to Ferrers Avenue playing field	M	L	Boundary fence installed and maintained to secure the boundary. Goal posts are covered by insurance	Regular checks by Cllrs of the area. Tamper proof products used where possible. Goal posts are inspected periodically.

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Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
<p>Inadequate maintenance of the closed area of St Mary's churchyard</p>	<p>L</p>	<p>L</p>	<p>The area is mown by a contractor. Mowing near the grass bank edges will not be carried out.</p> <p>Repairs to retaining walls are carried out periodically.</p> <p>Tree survey has been carried out on the closed churchyard trees in 2023</p> <p>Paths, steps and drain gullies are inspected and maintenance carried out.</p> <p>Trees and vegetation on the East path are maintained. Trees will be inspected again in 2026.</p>	<p>Public indemnity insurance cover is provided by the contractor together with a risk assessment.</p> <p>Financial Provision for a retaining wall behind the closed church boundary wall has been made and will be monitored.</p> <p>Trees will be monitored by PCC periodically and will require planning permission. Trees will be surveyed again 2026.</p> <p>Regular meetings with the Church council ensure that the council is made aware of any potential maintenance requirements.</p>

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 Review date Feb 2026



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Vandalism/ Damage to bus Shelter	L	L	Annual checks are carried out.	Roofs have been replaced and repaired in 2023. <u>Financial provision will be made for future refurbishments.</u>
Inadequate maintenance of Park Pale footpath	L	L	<p>The land off Chatsworth drive is mowed regularly by a contractor who has been informed not to disturb the ground to protect the ancient monument status.</p> <p>2 Sycamore trees are inspected every three years.</p> <p>A boundary fence has been erected.</p>	<p>Certified work , risk assessments and public liability is covered by the contractor.</p> <p>2 Sycamore trees were surveyed on 2024 and will be surveyed again in 2027</p> <p>The property owners of 38a Ironwalls Lane are responsible for the maintenance of the fence.</p>

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RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Vandalism/ Damage to High Street Planters	L	L	Planters are covered by insurance. A contractor maintains the planting	Regular inspections and watering done by Cllrs and shop owners.
Insufficient maintenance of the land known as the Triangle	L	L	Trees are inspected every three years. Steps and bench inspected and maintained as required. Mowing is carried out regularly by a contractor. Christmas tree is erected by contractor. Electrical supply to the Christmas lights is checked by an electrician periodically	Trees will be inspected in 2026 Certified work , risk assessments and public liability is carried out by the contractor. Risk assessment carried out when erecting the Christmas tree,

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Insufficient goods and services are used	L	L	<p>All contracts are reviewed annually, bi-annually or three yearly. Contracts are awarded each year where appropriate. Risk assessments for operations are provided by contractors. Contractors are required for</p> <ul style="list-style-type: none"> • Cornmill Lane and Ferrers Avenue Playing field. • Closed churchyard and Park Pale footpath. • Street cleaning. 	<p><u>Public liability and work certificates are checked annually.</u></p>
Insufficient maintenance of footpath known as Elm Lane	M	L	<p>Friends of Elm lane volunteers use a strimmer to maintain the footpath.</p> <p><u>Strimmer is covered by insurance and regular maintenance is carried out.</u></p> <p>Annual Risk assessments are carried out by the group and followed periodically.</p>	<p>Financial provision is made to support the costs of the group.</p> <p>The strimmer is kept at a local resident address.</p>

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Breach of Standing orders	L	L	Standing orders are reviewed annually. New members are encouraged to attend standing orders training. Standing orders are available on the website.	The Clerk has obtained the CiLCA qualification to ensure that the council is operating within current legislation in a professional manner. <u>The model clerk employment contract is reviewed periodically.</u>

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Breach of Financial Regulations	L	L	<ul style="list-style-type: none"> • The clerk arranges for the provision of goods and services of value up to £150. • The clerk in consultation with the chairman arrange for the provision of goods and services of value up to £500 and in the case of an emergency involving a danger to life, health or property £1,000 • Tenders are invited for contracts in excess of £5,000 and contracts are awarded at parish council meetings. The council is not obliged to accept the lowest tender. If no tenders are received the council can make arrangements to carry out the work as it thinks fit. <p>Financial Regulations are reviewed annually. All financial processes are carried out by the Responsible Financial Officer who is a qualified clerk.</p> <p>Grants are awarded in line with Section 137 of the Local Government Act 1972.</p> <p>The asset Register is updated and reviewed annually.</p>	<p><u>An emergency contingency for parks and open spaces has been allocated in 2025 26 budget. This will be reviewed annually.</u></p> <p>Payments are made on completion of the work/service carried out to the council's satisfaction.</p> <p>All payments are recorded in the minutes. Direct debit payments are in place for gas, electricity and water payments for the changing rooms at Cornmill Lane. Standing orders will be set up in accordance with the Model financial Regulations.</p> <p>contractual government guidelines will be followed.</p> <p>The RFO will issue all purchase orders.</p>
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			The council appoints an internal auditor, to review year-end accounts, financial procedures and internal financial controls and to complete an intermediate audit	<u>The council reviews the internal auditor annually.</u>
Breach of Councillor Code of Conduct.	M	L	The code of conduct is reviewed annually. Councillors are encouraged to attend Code of Conduct training. Cllrs maintain their Register of interests governed by East Staffs Borough Council.	

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Loss of clerk	H	M	An exit policy has been written in case of loss of the clerk due to illness or termination of the clerk contract	<p>Policies and procedures are reviewed annually.</p> <p>The parish council has insurance to mitigate some risks arising from loss of clerk.</p> <p>The council is a member of the Staffordshire Parish Council association who can provide advice and support in the absence of the clerk.</p> <p>An Annual appraisal is in place to review the performance and address any issues raised by the clerk with the staffing committee.</p>

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Planning breaches	H	L	All works in a conservation area requires planning permission.	Planning permission is sought by contractors for any tree works or other services carried out.
Risks arising from Special Events	H	M	The Council helps facilitate special one-off community activities such as the Tutbury Christmas Festival by assisting with grant funding.	This can involve funding local groups, arranging a street closure, obtaining entertainment and other licences; appropriate insurance cover is sought when required. All statutory requirements are complied with. The insurance broker would be informed of any council led events.

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