

PANNETT PARK | WHITBY | YO21 1RE  
TEL: (01947) 820227 | E MAIL: info@whitbytowncouncil.gov.uk

Dear Councillor,

11 March 2021

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted on-line, via Zoom<sup>1</sup>, on **Tuesday 16 March 2021 at 6:00pm**, the agenda for which is set out below.



Michael King  
Town Clerk

To: Councillors Mrs H Coughlan, R Dalrymple, J Harston,  
G Jackson, L Wild, Mrs N Wilson and C Winspear  
Sub.

**NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.**

## AGENDA

- 1. APOLOGIES FOR ABSENCE**  
To receive and resolve upon apologies for inability to attend.
- 2. DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**  
To declare any interests which members have in the following agenda items.
- 3. PUBLIC PARTICIPATION**  
Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

## General Purposes & Policy

- 4. MINUTES**  
To approve as an accurate record the minutes of the committee meeting held on 16 February 2021. **(page 3)**
- 5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS**  
Verbal update from the Clerk on items outstanding from earlier meetings.

<sup>1</sup> Log: <https://us02web.zoom.us/j/83999338790?pwd=MnZlQWpGdDkKbC8xSCtYdVYvb1JlQzZ09>  
Meeting ID: 839 9933 8790  
Passcode: 354514

**6. APPROVAL OF EXPENDITURE (to follow)**

To approve payments and receipts on behalf of the Council to 15 March 2021.

Note: to ensure that Invoiced expenditure up to the date of the meeting is included, the list for approval will be circulated on Monday 15 March.

**7. INCOME AND EXPENDITURE AGAINST BUDGET TO 28 FEBRUARY 2021 (to follow)**

**8. REVIEW OF INTERNAL CONTROLS**

To review current documents and make recommendations on changes if required

A. Risk Register – Report attached (page 7)

B. Asset Register – Submitted for approval (page 15)

# WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held via Zoom on Tuesday 16 February 2021 at 6:00pm.

**Present:** Councillors G Jackson (Chair), Mrs H Coughlan, B Dalrymple, J Harston, Mrs L Wild, Mrs N Wilson and C Winspear.

**Also:** M King, Town Clerk and one borough councillor (Cllr P Trumper).

**NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972**

**F056/20 APOLOGIES FOR ABSENCE**

None.

**F057/20 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**

None.

**F058/20 PUBLIC PARTICIPATION**

No members of the public were present.

**GENERAL PURPOSES & POLICY**

**F059/20 MINUTES**

Proposed by Councillor Harston, seconded by Councillor Mrs Wilson and unanimously

**RESOLVED** that the Minutes of the Finance Policy & General Purposes Committee meeting, held 19 January 2021, be taken as read and confirmed as a correct record and signed by the Chairman.

The Chair suspended Standing Orders (SO 3e) to enable Borough Councillor P Trumper to ask a question on the minutes. The Clerk undertook to forward copies of the approved minutes of the committee's meeting of February and March 2020 and the account statement in respect to Yorkshire Day 2019.

**F060/20 ACTION OUTSTANDING FROM PREVIOUS MEETING**

The Clerk provided a verbal on the progress of resolutions from the previous meeting, which had been referred to Council and confirmed.

Proposed by Councillor Mrs Wild, seconded by Councillor Harston and unanimously

**RESOLVED** that the information be received.

**F061/20 REVIEW OF GOVERNANCE DOCUMENTS**

**a) Introduction of a protocol to mark the death of a 'Senior Person'**

Submitted: a draft protocol by which the town council might mark the death of a senior national or local figure. It was noted that there was more public awareness of 'Operation London Bridge', which is the national plan to be enacted on the death of the Monarch, but that similar plans were in place within

government for other members of the Royal Family and notable national figures. The debate was occasioned by the timely decision to lower the town's union flag to half mast to mark the death of Captain Sir Tom Moore. It was noted that as two weeks had passed, the flag should be returned to the masthead.

Members noted that amendments were needed to section 3 to clarify the period for which flags may be flown at half-mast where there is no state or ceremonial funeral.

The defined list of 'prominent persons' was discussed. Members considered how to recognise those whose deaths might be locally significant.

Typographical errors were identified.

Proposed by Councillor Winspear, seconded by Councillor Harston and unanimously

**RESOLVED** that the corrected draft protocol be recommended to Council, as amended to take account of the length of time for which flags would be flown at half-mast and the need to recognise significant local deaths expediently.

## FINANCE

### F062/20 APPROVAL OF EXPENDITURE

To approve payments and receipts on behalf of the Council to 15 February.

Proposed by Councillor Mrs Coughlan, seconded by Councillor Winspear and unanimously

**RESOLVED** that the schedule of payments up to 15 February 2021 in the sum of **£30,536.23** (in respect WTC) and of **£642.20** (in respect PAG) as attached hereto is approved and submitted to Full Council.

### F063/20 INCOME AND EXPENDITURE AGAINST BUDGET TO 31 JANUARY 2021

Submitted: a balance sheet relating to the opening and current account balance in relation to annual income and expenditure and the council's earmarked reserves, in respect of this and the following item.

It was noted that income had been affected by the pandemic and was significantly down in relation to the proportion of receipts from Museum admissions and receipts from the public toilets.

Proposed by Councillor Winspear, seconded by Councillor Mrs Coughlan and unanimously

**RESOLVED** a) that the information be received;  
b) That the funding position for events be referred to the Events Subcommittee; and  
c) That allotment rental for 2022/23 be reviewed by the Allotments Subcommittee in the next cycle; and  
d) That the Clerk identify options for income generation.

**F064/20 RESERVES REVIEW**

Proposed by Councillor Winspear, seconded by Councillor Harston and unanimously

**RESOLVED** that the report be received.

draft

## Appendix A

**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 16 FEBRUARY 2021  
APPROVAL OF EXPENDITURE**

<b>Tn no</b>	<b>Cheque</b>	<b>Gross</b>	<b>Heading</b>	<b>Invoice</b>	<b>Details</b>	
1262	BACS	£404.40	5000/4/12	03/11/20	Andrews Air Conditioning - Maintenance and Delta	
1247		£123.84	5000/2/9	03/12/20	Edge It Systems Ltd - Microsoft 365 - Monthly Fees	
1245		£312.00	5000/4/10	15/12/20	Scarborough Lifts - Servicing	
1248		£14.26	5000/2/2	31/12/20	Sapphire Print Solutions - Photocopy Charges	
1250		£11.87	5000/2/1	31/12/20	Normans Business Solutions - Stationery	
1244		£587.00		01/01/21	Society of Local Council Clerks - Annual Subscription	
	1	£379.00	5000/2/8		Clerk - Full Membership	
	2	£208.00	5000/2/8		Deputy Clerk - Full Membership	
1260	DD	£191.56	5000/2/5	01/01/21	Document Solutions - Service Charges - January	
1255	DD	£510.40	5000/4/2	06/01/21	Total Gas and Power - Electricity Charges December	
1253	DD	£1,226.86	5000/4/1	07/01/21	ENGIE Gas Limited - Gas Charges - December	
1238	BACS	£123.80	5000/2/9	08/01/21	Edge It Systems Ltd - Microsoft 365 - Monthly Fees	
1246		£144.00	5000/4/10	12/01/21	Lawsons Builders and High Access Ltd - Gutter	
1257	DD	£6.00	5000/2/4	12/01/21	Pitney Bowes - Postage	
1219	DD	£114.39		16/01/21	Barclaycard - Statement to 16 January	
	1	£100.00	5000/3/1		Donation to Yorkshire Regiment Appeal	
	2	£14.39	5000/2/9		Zoom Subscription	
1239		£6,061.07	5000/5/7	21/01/21	Castle Water Limited - New Quay Road Water	
1254	DD	£18.00	5000/2/5	21/01/21	EE Limited - Mobile Phone Contract	
1259	DD	£1,359.58	5000/5/7	21/01/21	Everflow Limited - January Water Charges (Toilets)	
1252	DD	£1,802.00		25/01/21	Scarborough Borough Council - NDR Toilets	
	1	£499.00	5000/4/5		NDR Toilet 1	
	2	£86.00	5000/4/5		NDR Toilet 2	
	3	£127.00	5000/4/5		NDR Toilet 3	
	4	£55.00	5000/4/5		NDR Toilet 4	
	5	£511.00	5000/4/5		NDR Toilet 5	
	6	£524.00	5000/4/5		NDR Toilet 6	
1256	DD	£23.40	5000/4/6	27/01/21	Cathedral Hygiene - Hygiene Contracts	
1258	DD	£442.78		28/01/21	Siemens Financial Services	
	1	£339.40	5000/2/5		Quarterly telephone & broadband equipment leasing	
	2	£103.38	5000/2/12		Telephone & broadband asset protection fee	
1263		£133.32	5000/5/1	28/01/21	Business Stream - Water Supply - Stakesby Vale	
1264		£270.41	5000/4/3	28/01/21	Business Stream - Water Supply - Museum and Gallery	
1240		£481.50	5000/4/7	31/01/21	Lewis Hart Security Services - January Patrols	
1251		£4.64	5000/2/1	31/01/21	Normans Business Solutions - Stationery	
1265		£30.32	5000/5/4	31/01/21	Wilf Noble Construction & Plant Hire Ltd	
1249	DD	£78	5000/2/9	01/02/21	SAGE UK Ltd - Payroll Software	
1261	DD	£6.80	5000/2/13	04/02/21	Barclays Bank - e-payment plan charges	
		£16,054.03			Confidential Transactions	
<b>Total</b>		<b>£30,536.23</b>			<b>Whitby Town Council</b>	
<b>Tn no</b>	<b>Cheque</b>	<b>Gross</b>	<b>Heading</b>	<b>Invoice</b>	<b>Details</b>	
35	DD	£6.50	5001	12/12/20	Barclays - e-payment Plan Charges	£6.50
34	DD	£128.90	5002	21/12/20	Global Payments - Card Processing Charges	£128.90
36	DD	£6.80	5001	12/01/21	Barclays - e-payment Plan Charges	£6.80
37	BACS	£500.00	5017	04/02/21	██████████ - Project facilitator Fee	£500.00
<b>Total</b>		<b>£642.20</b>			<b>Pannett Art Gallery</b>	

**WHITBY TOWN COUNCIL**  
**FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE – 16 MARCH 2021**

**RISK REGISTER**

### **1. Introduction**

- 1.1 The Council's approach to Risk Assessment and Financial Management is submitted for review in the form of the Risk Register enclosed as Appendix A to this report. This document is submitted for review following formulation of the budget each year.

### **2. Background to the Report**

- 2.1 The document identifies and rates potential risks facing the Town Council, so that it might be satisfied that practical and adequate steps are being taken to mitigate those risks.
- 2.2 The Risk Assessment represented in this register is a systematic general examination of working conditions, workplace activities and environmental factors that will help to identify potential risks inherent in the place or practices. Based on a recorded assessment all practical and necessary steps will be taken to reduce or eliminate the risks, insofar as is practically possible.
- 2.3 This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise these.
- 2.4 In conducting this exercise, the following plan was followed:
- Identify the areas to be reviewed and the apparent risks.
  - Analyse and understand the risks.
  - Evaluate the management and control of the risk and record all findings.
  - Implement mitigation, review, assess and revise if required.

### **3. Analysis**

- 3.1 The existing controls and risk mitigation have been reviewed. The cumulative likelihood and potential impact of the identified risks have been scored to provide an overall risk score. These scores are classified as low, medium, high and severe. The 61 identified risk headings have been rated: low (47), medium (14), high (0) and severe (0). Existing controls are in place across all these risks.

### **4. Conclusion**

- 4.1 A proper understanding of the operational risks faced by the Town Council is important to informing new decision-making and in reviewing its existing operations.

**Recommendation** – That the revised Risk Register (Appendix A) be approved.

**Michael King**  
Clerk





## Whitby Town Council Risk Matrix

Pre-mitigation Scores

Strategic Risk Identified	Impact	Likelihood	Risk Score	Existing Controls to Mitigate	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
<b>Infrastructure &amp; Resources</b>							
1 Protection of physical assets	2	1	2	Maintain and update asset register - buildings insured against identified risk of damage and theft at a value updated by inflation annually		Annual Meeting in May.	Clerk
2 Security of buildings	3	1	3	Custodians and security system (externally maintained) in place		Annually	Clerk
3 Maintenance of buildings	2	2	4	Maintained through contract with specialist mechanical, electrical and heating engineers.		Annually	Clerk
4 Landlord responsibilities	1	1	1	Dialogue with tenants.		Quarterly	Clerk
<b>Governance &amp; Financial</b>							
5 Banking	1	1	1	Comply with bank requirements. Reserves held in tracker account. Pannett and Core funds in separate accounts.		Every FP&GP Committee Meeting	Clerk
6 Internal Control - Financial Controls and records	1	1	1	Monthly reconciliation by RFO. Two signatures on cheques. Payments approved by F & GP Internal and external audit. Risk register and asset register subject to review.		As required	Clerk
7 VAT not properly accounted for, resulting in overclaims and large demands from HMRC	2	1	2	Ensure appropriate publications held and that the Clerk/RFO has good knowledge of regulations. All items in cash book list. Agreement of any submitted returns. Ensure use of electronic returns.		Annually	Clerk
8 Lack of effective lines of communication with other organisations	2	1	2	Establish contacts by name and wherever possible face to face. Note all communication lines which are essential or beneficial and make information available to all councillors.		As required	Clerk/ Councillors
<b>Operations</b>							
9 Public liability (General)	2	1	2	Regular health and safety risk assessments Regular safety checks Adequate insurance Training		As required	Clerk/ Councillors
10 Public liability (Events)	2	1	2	Health and safety risk assessments carried out for each event. Event checklist produced covering all aspects of the event including an emergency plan. Insurance policy in place		As required	Clerk/ Councillors

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Strategic Risk Identified	Impact	Likelihood	Risk Score	Existing Controls to Mitigate	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
11 Employer's liability	2	1	2	Ensure compliance with Employment Law through use of consultants (Ellis Whittam) Comply with Inland Revenue requirements through use of external payroll provider SAGE) Legal compliance with Council activities ensured through advice from staff, SLCC, NALC and solicitors when necessary. Advice recorded in the minutes.		As required	Clerk/ Councillors
12 Lack of confidence by Town Councillors	1	1	1	Make information available to all councillors Experienced councillors to assist newcomers to establish contacts Delegate responsibility for specific contacts to individual councillors.		As required	Clerk/ Councillors
13 Lack of Knowledge of possible culpability of councillors	1	1	1	Familiarisation with Standing Orders.		As required	Clerk/ Councillors
14 Lack of education of Councillors regarding culpability	1	1	1	Include in member induction. Attend any training courses available.		As required	Clerk/ Councillor(s)
15 Inadequate insurance cover taken out - property, personal liability, employers liability.	3	1	3	Review risk assessment in relation to Insurance cover at least annually.		Annually	Clerk/ Councillors
16 Lack of knowledge of accounting requirements	2	1	2	Clerk/Clerk/RFO to take overall responsibility for financial management. Clerk/Clerk/RFO/Officers to attend any training courses available.		Annually	Clerk/ Officers
17 Lack of commitment to accounting requirements	2	1	2	As above plus Clerk/Clerk/RFO to produce financial reports to all meetings. Internal audit reports to be made available to all councillors and any recommendations to be acted upon.		As required	Clerk/ Councillors
18 Bank Charges unnecessarily incurred	1	1	1	Clerk/Clerk/RFO to carry out regular checks of statements.		Quarterly	Clerk
19 Inaccuracies in recording accounts, totals in books of account and bank reconciliations	2	1	2	Clerk/Clerk/RFO to ensure that books of account are formatted in such a way that internal controls are included and activated. Bank reconciliations for all accounts to be verified against bank statements by a Member. Internal audits to advise on internal controls required.		Quarterly	Clerk

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Strategic Risk Identified	Impact	Likelihood	Risk Score	Existing Controls to Mitigate	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
<b>Third Parties</b>							
20 Inaccuracies and interest losses caused by account transfers	1	1	1	Keep numbers of accounts to a minimum but ensure that any large balances are deposited into an interest bearing account		As required	Clerk
21 The most beneficial interest terms not being employed	1	1	1	Ensure that favourable interest rates are obtained/review against alternatives, but bear in mind any risks in changing accounts.		Quarterly	Clerk
22 Inadequate control of cash receipts (Allotments etc) and payments	3	1	3	Accurate recording and receipting of all cash receipts. Use of a properly controlled petty cash account. Provide Insurance Cover. Prioritise payments made through BACS.		Quarterly	Clerk/ Officers
23 Books of account not kept up to date/invoices not posted properly	2	1	2	Regular checks by Clerk/RFO. Financial reports to all FP&GP Committee and Council Meetings.		Quarterly	Clerk/ Officers
24 Internal controls not in place or operated	2	1	2	As above		Quarterly	Clerk/ Officers
25 Payments missed or delayed due to inadequate filing of invoices	2	1	2	As above		Quarterly	Clerk/ Officers
26 Council's computer system fails/damaged by fire/stolen etc.	3	1	3	Check insurance cover. Ensure backup procedure in place and backup kept both on and off site. Review Business Interruption cover and online backup procedures.		Annually	
27 Absence of key staff	3	1	3	Ensure adequate documentation is in place to allow effective cover. Maintain contingency provision for interim of temporary staff cover.		Annually	Clerk/ Councillor(s)
28 Lack of knowledge of wishes of residents	2	2	4	Ensure residents are consulted on all major financial issues. Take every opportunity to publicise role of Town Council. Effective use of Notice Boards/fliers, local press and Website and other social media Use key issues to raise profile of Town Council		As required	Clerk
29 Use of funds not giving value for money	1	1	1	Effective budget planning process.		Annually	Clerk/ Councillors
30 Use of funds not in accordance with the wishes of residents	1	1	1	As above plus Clerk/RFO to create effective financial management. Consultation of residents.		Every Council Cycle	Clerk
31 Charges for use of facilities inadequate	1	1	1	Effective financial Management by Clerk/RFO		Annually	Clerk

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Strategic Risk Identified	Impact	Likelihood	Risk Score	Existing Controls to Mitigate	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
32 Fund raising not properly controlled or not in accordance with regulations	1	1	1	All councillors to be aware of need to check regulations before commencing fund raising activities. Effective financial management by Clerk/RFO.		Annually	Clerk/ Councillor(s)
33 Lack of knowledge of budgetary process and council regulations	2	1	2	Commence budget process early. Clerk/RFO to manage budgetary process.		Annually	Clerk/ Councillors
34 Lack of commitment to budgetary process	2	1	2	As above plus Involve all councillors in the budgetary process not solely the clerk		As required	Clerk/ Councillors
35 Inadequate consideration of requirements for annual precept	3	1	3	Commence budget process early. Clerk/RFO to manage budgetary process.		Annually	Clerk
36 Calculation not in accordance with council regulations	3	1	3	Checks by Clerk/RFO		Annually	Clerk
37 Inadequate internal controls with regard to monitoring expenditure	2	2	4	Checks by Clerk/RFO Financial and budget progress reports to all FP&GP Committee meetings and Council meetings		Annually	Clerk
38 Reserves too low	1	1	1	Checks by Clerk/RFO and Internal Auditor. Practitioner's Guide recommendation for general reserve levels to be taken into account. Financial and budget progress reports to all Council meetings. Comprehensive Reserves Review to be carried out.		Every Council Cycle	Clerk/ Councillors
39 Lack of knowledge of possible sources of income e.g. grants	2	2	4	Availability of grants to be explored.		As required	Clerk/ Councillors/officers
40 Lack of commitment to pursue possible sources of income	2	2	4	As above		As required	Clerk/ Councillor(s)
41 Receipts not banked or not banked promptly	2	2	4	Regular checks by Clerk/RFO		Quarterly	Clerk
42 Debts not pursued promptly	2	2	4	As above		Quarterly	Clerk/ Councillor(s)
43 VAT claims not made promptly or made incorrectly	2	1	2	Ensure Clerk/RFO has up to date VAT official publications. Regular checks by Clerk/RFO. Internal Audit checks.		Quarterly	Clerk

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Strategic Risk Identified	Impact	Likelihood	Risk Score	Existing Controls to Mitigate	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
44 Inappropriate rate of pay to employees (salary & hours paid etc) False employees	2	1	2	Ensure employee regulations are available and understood by Clerk. Checks by Clerk/RFO. Payment reports to FP&GP Committee and Council Meetings.		Every Committee and Council Cycle	Clerk/ Councillors
45 Tax an NI arrangements not in accordance with regulations	2	1	2	As above Check payroll records to PAYE/NI tables Continued use of HMRC Software.		As required.	Clerk
46 Amounts paid to contractors not in accordance with contract and inadequately monitored	2	1	2	Checks by Clerk/RFO on goods supplied/invoice calculations/payee details. Project expenditure to be accurately monitored.		Quarterly/As required	Clerk
47 Lack of knowledge of Council regulations and procedures	2	1	2	Details laid out in Financial Regulations Section 4. Financial Regulations and Standing Orders to be read in conjunction with each other. Attend training courses where available		As required	Clerk/ Councillors
48 Late or non submission of annual accounts	2	1	2	Monitor progress against auditor's timetable and report to Council Meetings. Regular training to be undertaken to ensure up to date with changing regulations		As required Annually	Clerk/ Councillors
49 Year end accounts not prepared, inaccurate or not in accordance with council requirements	2	1	2	Checks by Clerk/RFO Internal audit checks. Regular training to be undertaken to ensure up to date with changing regulations		As required Annually	Clerk
50 Inadequate audit trail from records to final accounts	2	1	2	Checks by Clerk/RFO Internal audit checks		Annually	Clerk
51 Lack of knowledge of assets of Town Council	1	1	1	Ascertain and record all Town Council assets in a permanent register		As required	Clerk/ Councillors
52 Assets lost or misappropriated  Risk or damage to third party property or individuals	2	1	2	Establish who is responsible for security and maintenance of each asset. Review Public Liability and Insurance cover. Appoint councillor responsible for regular monitoring of location and use of assets. Carry out annual inspection.		Annually	Clerk/ Councillors
53 Inadequate or inaccurate valuation of the Council's assets	2	1	2	Periodic review of valuations and arrange professional valuations where appropriate. Ensure compliance with Audit Regulations as noted in Practitioner's Guide. Internal audit checks.		Annually/As required	Clerk
54 Asset register not established or inadequately maintained	2	1	2	Create asset register to concur with National Audit Office Guidelines.		Annually	Clerk/ Councillor(s)
55 Lack of knowledge of applicable legislation	2	1	2	Ensure appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings		As required	Clerk/ Councillors
56 Lack of public awareness of applicable legislation	1	1	1	Include details of legislation in any public consultations		As required	Clerk/ Councillors

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Strategic Risk Identified	Impact	Likelihood	Risk Score	Existing Controls to Mitigate	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
57 Failure to comply with applicable legislation	2	1	2	Check to have all appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings		As required	Clerk/ Councillors
58 Failure to properly identify, mitigate or manage operational risk	1	1	1	Carry out the provisions of the Council's Risk Management Policy with respect to Operational Risk to ensure that these are identified, analysed, evaluated and mitigated in relevant operational and project plans.		As required	Clerk/ Councillors
59 Lack of information on properties, buildings and equipment	2	1	2	Ensure all current legislation and advice is held by clerk. Include in asset register all properties for which Town Council is responsible		Annually	Clerk/ Councillors
60 Lack of knowledge of safety requirements	2	1	2	Ensure all current legislation and advice is held by clerk. Report to Town Council meeting as and when legislation produced. Consult relevant expertise.		As required.	Clerk/ Councillors
61 Lack of commitment to carrying out safety checks	2	1	2	As above plus carry out regular checks as agreed.		Annually	Clerk/ Councillors

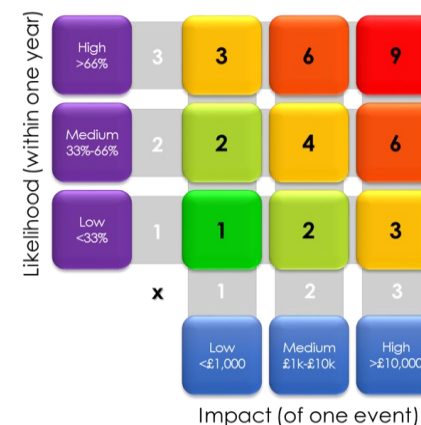
## Risk Matrix Definitions

### Likelihood

		<i>In One Year</i>
1	Low	Less than 33% chance of occurring
2	Medium	Between 33% and 66% chance
3	High	Greater than 66% chance

### Impact

1	Low	Less than £1,000
2	Medium	Between £1,000 and £10,000
3	High	Greater than £10,000



## Notes

This Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will help to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment all practical and necessary steps will be taken to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the Risk Assessment.

	A	B	C	D	E	F	G	H
1	<b>WHITBY TOWN COUNCIL</b>							
2	<b>ASSET REGISTER 2020/21</b>							
3								
4	<b>Asset No</b>	<b>Description</b>	<b>Location</b>	<b>Acquisition date</b>	<b>Acquisition Cost</b>	<b>AGAR</b>	<b>Insurance Value Renewal</b>	<b>Status</b>
5								
6		<b>COMMUNITY ASSETS</b>						
7	CA1	Pannett Art Gallery Collection	YO21 1RE	1974			£ 1,526,300.00	Management Trustee only
8								
9		<b>LAND AND BUILDINGS</b>						
10	LB1	Pannett Art Gallery and Whitby Museum Bu	YO21 1RE	1974			£ 3,704,020.00	Management Trustee only
11	LB2	Pannett Park	YO21 1RE	1974			£ -	Management Trustee only Leased to SBC
12	LB3	Victoria Spa Well		2011			£ 114,660.00	Management Trustee only
13	LB4	California Beck Allotments		1974		£ 1.00		Town Council
14	LB5	Cholmley Allotments		1974		£ 1.00		Town Council
15	LB6	Stakesby Vale Allotments		1974		£ 1.00		Town Council
16	LB7	Abbey Toilets		2017		£ 1.00	£ 596,574.00	Freehold
17	LB8	Market Place Toilets		2017				leashold/Shared Building SBC
18	LB9	New Quay Road Toilets		2017				leashold/Shared Building SBC
19	LB10	Pier Road Toilets		2017		£ 1.00	£ 432,630.00	leasehold
20	LB11	Ruswarp Toilets		2017		£ 1.00	£ 159,390.00	Freehold
21	LB12	West Cliff Toilets		2017		£ 1.00	£ 818,202.00	Freehold
22	LB13	Spital Bridge Residents Car park		2017		£ 1.00		Freehold
23								
24		<b>Fixed Assets for AGAR</b>						
25	FA1	Civic Regalia	Anywhere	1974		£ 5,322.00	£ 20,611.00	Town Council
26	FA2	Office Contents (see below)	YO21 1RE			£ 4,936.00	£ 4,936.00	Town Council
27		<b>General Equipment</b>						
28		CCTV & security system	YO21 1RE					annual contract
29		Telephone System	YO21 1RE					leased
30		<b>Town Clerks Office</b>						
31		Desktop Computer	YO21 1RE					purchased
32		Laser printer Kyocera ECOSYS P6026	YO21 1RE					purchased
33		laptop	On & Offsite					purchased

Reports

Item 8b

	A	B	C	D	E	F	G	H
	Asset No	Description	Location	Acquisition date	Acquisition Cost	AGAR	Insurance Value Renewal	Status
35								
36								
37		<b>Deputy Clerks Office</b>						
38		Desktop computer	YO21 1RE					purchased
39		Photocopier Kyocera Taskalfa	YO21 1RE					leased
40		laptop	On & Offsite					purchased
41		<b>Gallery Curators office</b>						
42		Laptop - PAG	On & Offsite					purchased
43		Laptop - PAG collection database	On & Offsite					purchased
44		<b>Reception Office</b>						
45		laptop	On & Offsite					purchased
46		desktop	YO21 1RE					purchased
47		<b>Office Furniture</b>						
48		chairs, desks, cupboards, filing cabinets etc	YO21 1RE					purchased
49		small items - fans, desktop items etc.	YO21 1RE					purchased
50		Dyson vacuum	YO21 1RE					purchased
51		Henry vacuum	YO21 1RE					purchased
52	FA3	Noticeboard St Hildas Terrace	YO21 1RE	2013	£ 900.00	£900.00	£ 1,719.00	Town Council
53	FA4	Noticeboard Church Street		2013	£ 900.00	£900.00	£ 1,719.00	Town Council
54	FA5	Harbour Storyboards - Tate Hill Pier		2014	£ 650.00	£650.00	£ 1,719.00	Town Council
55	FA6	Harbour Storyboards - New Quay Road		2015	£ 650.00	£650.00	£ 1,719.00	Town Council
56	FA7	Harbour Storyboards - Spital Bridge		2017	£ 650.00	£650.00	£ 1,719.00	Town Council
57	FA25	Harbour Story Boards - Tatle Market		2019	£ 650.00	£650.00	£ 1,719.00	Town Council
58	FA26	Harbour Story Boards - Coffee House Steps		2019	£ 650.00	£650.00	£ 1,719.00	Town Council
59	FA8	War memorial	YO21 1DN	Jul-05		£1.00	£ 28,665.00	Town Council
60	FA9	Safe	YO21 1RE	2016		£825.00	£ 825.00	Town Council
61	FA10	11 Sheds 10 x 8		2016/17	£ 4,559.00	£4,559.00	£ 6,886.00	Town Council
62	FA11	container		2014	£ 2,000.00	£2,000.00	£ 2,000.00	Town Council
63	FA27	4 new sheds		2019	£ 1,658.00	£1,658.00	£ 1,658.00	Town Council
64	FA12	Gazebos x 8		2016	£ 1,533.00	£ 1,533.00	£ 1,533.00	Town Council
65	FA13	PA System		2016	£ 678.00	£ 678.00	£ 678.00	Town Council



Reports

Item 8b

	A	B	C	D	E	F	G	H
	Asset No	Description	Location	Acquisition date	Acquisition Cost	AGAR	Insurance Value Renewal	Status
67								
69	FA14	Banners		2016	£ 165.00	£ 165.00	£ 165.00	Town Council
70	FA15	Festoon Lighting		2017	£ 975.00	£ 975.00	£ 975.00	Town Council
71	FA16	10 Trestle tables		2016	£ 560.00	£ 560.00	£ 560.00	Town Council
72	FA17	council chairs & chair trolley		2017	£ 1,050.00	£ 1,050.00	£ 1,050.00	Town Council
73	FA18	WW1 Seat		2017	£ 800.00	£ 895.50	£ 895.50	Town Council
74	FA29	WW2 bench		2019	£ 895.50	£ 895.50	£ 895.50	Town Council
75	FA19	Donated paintings		1974	£ 1.00	£ 1.00	£ 20,000.00	Town Council
76	FA20	Gazebos x 5 new		2019	£ 704.00	£ 704.00	£ 704.00	Town Council
77	FA21	trestle tables 3 small		2019	£ 105.00	£ 105.00	£ 105.00	Town Council
78	FA22	new hoover		2019	£ 90.00	£ 90.00	£ 90.00	Town Council
79	FA23	laptops		2019	£ 1,730.00	£ 1,730.00	£ 1,730.00	Town Council
80	FA24	projector		2019	£ 900.00	£ 900.00	£ 900.00	Town Council
81	FA30	Coffee Machine		2019	£ 879.81	£ 879.81	£ 879.81	Town Council
82	FA31	1 hand held megaphone		2019	£ 24.12	£ 24.12	£ 24.12	Town Council
83	FA32	12 crowd barriers		2019	£ 307.40	£ 307.40	£ 307.40	Town Council
84	FA33	8 large cable covers		2019	£ 275.28	£ 275.28	£ 275.28	Town Council
85	FA34	2 A2 snapframe A boards		2019	£ 77.90	£ 77.90	£ 77.90	Town Council
87		<b>Total</b>				<b>£ 36,205.51</b>	<b>£ 7,461,235.51</b>	
89		Review 17 March 2021						