West Ilsley Parish Council

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To: Members of the West Ilsley Parish Council - You are hereby summoned to attend the following meeting. Please inform the Clerk if you are unable to attend.

Notice of Meeting

MEETING: Annual Meeting of the Parish Council
DATE & TIME: Tuesday 19th May 2026 at 7:00pm
PLACE: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

S. Marshman
Dr S Marshman, PSLCC, Clerk to the Council 13th May 2026

Agenda

1. To elect the Chair of the Council for 2026/27 and confirm their declaration of acceptance of office

2. To elect the Deputy Chair of the Council for 2026/27 and confirm their declaration of acceptance of office

3. To receive apologies for absence from Council Members and consider their acceptance

4. To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any Requests for Dispensation from Members declaring a Disclosable Pecuniary Interest

   N.B. Councillors should confirm the category of interest that is being declared.

5. To receive:
   - 5.1 Questions or comments from members of the public regarding items on the agenda
   - 5.2 Representations from any member who has declared an Other Registerable Interest or Non-Registerable Interest

6. To approve the Minutes of the Parish Council Meeting held on 10th February 2026

7. To receive an update on any previous actions

8. To receive a report from the District Councillor

9. To consider the following planning applications and to receive an update on planning application responses and decisions
    - None

10. Finance:
    10.1 To consider approving the payments listed on the Finance Report
    10.2 To note the most recent bank reconciliation
    10.3 To receive any reports from the Internal Controller
    10.4 To receive the most recent Quarterly Budget Report *(where applicable)*

11. Committees
    11.1 To review the minutes and recommendations from the following committees:

Committee	Date	Minutes	Recommendations to Full Council
Staffing	17/03/26	SC25/001 – SC25/011	That all recently co-opted councillors, and all future new councillors, be required to complete Data Protection training and either *Councillor Essentials / Knowledge and Core Skills* training through BALC, or the *Introduction to Local Councils* course through the NALC online training portal.

    11.2 To review the Staffing Committee Terms of Reference
    11.3 To appoint any new committees in accordance with Standing Order 4
    11.4 To appoint Members to the following committees: - *see previous membership*
        - Staffing Committee (3 members)
        - Disciplinary/Grievance Committee *(the remaining 3 members of the council – this committee will only meet if required)*

12. To review the Scheme of Delegation for staff, committees and other local authorities

13. To review the inventory of land and assets, including buildings and office equipment

14. Policies:
    14.1 To review the following policies:
        - Standing Orders
        - Financial Regulations
        - Code of Conduct
        - Complaints Procedure
        - Data Protection Policy
        - Freedom of Information Policy
        - Internal Controls Policy and Procedure
        - IT Policy
        - Publication Scheme

    14.2 To adopt the following policies:
        - Press and Media Procedure – *to replace the Press and Media Policy*

15. To review the council's and/or staff subscriptions to other bodies

16. To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of the full council

17. To consider Parish Council responsibilities and representation on outside bodies, including arrangements for reporting back

18. To consider the Risk Assessment for 2026/27

19. To confirm the arrangements for insurance cover in respect of all insured risks

20. To review the feedback from our internal auditors on the 2025/26 audit and consider any actions required – *see page 4 of the AGAR and the detailed internal audit report*

21. Certificate of Exemption 2025/26: To consider completing the Certificate of Exemption for expenditure under £25,000 and ensure it is signed and dated by the Responsible Finance Officer and the person presiding at the meeting – *see page 3 of the AGAR*

22. Annual Governance Review 2025/26: To consider, approve, and sign and date the Annual Governance Statement (Annual Governance and Accountability Return) – *see page 5 of the AGAR*

23. Accounting Statements 2025/26: To consider, approve, and sign and date the Accounting Statements (Annual Governance and Accountability Return) – *see page 6 of the AGAR*

24. To appoint an internal auditor and agree on the scope of audit for the 2025/26 audit - *the scope of audit will be the Internal Audit Checklist as given in pages 25-32 of the SAPPP Practitioner's Guide 2026/27*

25. To consider whether any actions are required regarding the 20mph speed limit proposal

26. To consider the costs for council finance software

27. To review Councillor training

28. To receive an update on WIRSA and consider the costs for the updated constitution

29. To receive an update on flood mitigation

30. To receive an update on traffic management

31. To discuss matters for future consideration or for information

Supporting Documents

Agenda Item 2: Declarations of Interests

DPI = Disclosable Pecuniary Interest
ORI = Other Registerable Interest
NRI = Non-Registerable Interest

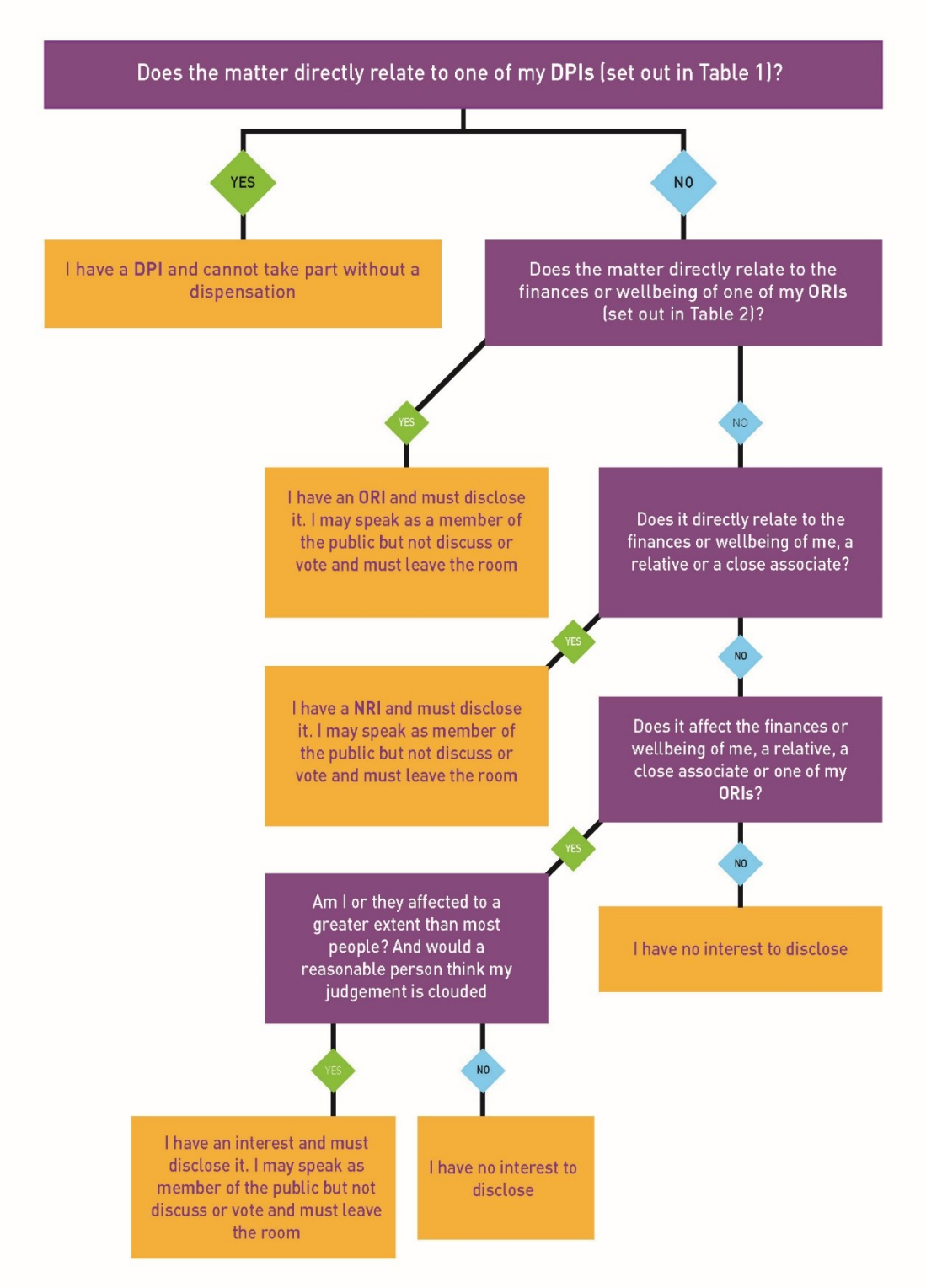


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and* property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either- (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one-hundredth of the total issued share capital of that class.

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

You must register as an Other Registerable Interest:

- any unpaid directorships
- any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- any body
  (i) exercising functions of a public nature
  (ii) directed to charitable purposes or
  (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Agenda Item 9: To consider the following planning applications and to receive an update on planning application responses and decisions

West Ilsley Parish Council has responded to the following planning applications using delegated powers since the previous meeting:

Application Reference	Location	Proposed Work	Parish Council Response
26/00375/HOUSE	Whickens Barn, Main Street, West Ilsley, Newbury, RG20 7AJ	Installation of a single-storey timber garden studio in rear garden	No objections
26/00607/FUL	Harcourt House, West Ilsley, Newbury RG20 7AS	Retrospective construction of a private access track.	No objections

West Berkshire District Council has confirmed the following decisions since the previous meeting:

Application Reference	Location	Proposed Work	Decision
25/02208/MDOPO2	Manor Farm, Main Street, West Ilsley	Request to discharge Section 52 Agreement dated 14 September 1988 relating to application reference 131164 (88/31164/ADD).	Approved
26/0009/HOUSE	The Retreat, Churchway, West Ilsley, RG20 7AH	Garage loft conversion with extended ridge and brickwork, front pitched roof dormer and three rooflights to the rear	Approved
26/00149/HOUSE	Downlands, Main Street, West Ilsley, Newbury RG20 7AJ	Conversion of garage to residential accommodation. Demolition and replacement of lean-to conservatory. Landscaping improvements and cottage garden creation. Comprehensive wholehouse energy efficiency retrofit. Associated works and access improvements.	Approved
26/00375/HOUSE	Whickens Barn, Main Street, West Ilsley, Newbury, RG20 7AJ	Installation of a single-storey timber garden studio in rear garden	Approved

Agenda Item 10: Finance

Finance Report

Status at last bank reconciliation 30th April 2026	
Account	**Amount**
Lloyds Current	£230.78
Lloyds Savings	£0.00
Unity Trust Current	£18,221.50
Unity Trust Savings	£20,057.12
Total	**£38,509.40**

Income	**Amount**
Interest	£67.64
VAT refund	£2,851.90
Precept	£5,652.00
Total	**£8,571.54**

Payments to be approved			
Date	**Payee**	**Payment Detail**	**Amount**
09-Feb-26	Just Host Me	Community Emails	£18.59
16-Feb-26	Hugo Fox	Website	£11.99
16-Feb-26	Hugo Fox	Emails	£20.99
27-Feb-26	Staff Costs	Staff costs Feb	£420.72
28-Feb-26	Unity Trust Bank	Bank account fee	£6.00
06-Mar-26	Microsoft	Software	£138.24
09-Mar-26	Just Host Me	Community Emails	£18.59
12-Mar-26	Land Registry	Land registry for ACV application	£14.00
12-Mar-26	Land Registry	Land registry for ACV application	£14.00
12-Mar-26	ICO	Registration Fee	£47.00
16-Mar-26	Hugo Fox	Council Website	£11.99
16-Mar-26	Hugo Fox	Council Emails	£20.99
25-Mar-26	Staff Costs	Staff costs Mar	£617.90
31-Mar-26	Unity Trust Bank	Bank account fee	£7.00
02-Apr-26	Hugo Fox	Community Website	£2.99
09-Apr-26	Just Host Me	Community Emails	£18.59
15-Apr-26	Hugo Fox	Website	£11.99
15-Apr-26	Hugo Fox	Emails	£20.99
29-Apr-26	Staff Costs	Staff costs Apr	£421.26
29-Apr-26	Playsafety Ltd	Play area safety inspection	£99.60
30-Apr-26	Unity Trust Bank	Bank account fee	£7.00

01-May-26	Hugo Fox	Community Website	£2.99
11-May-26	BHF	Defib Pads	£84.00
11-May-26	Just Host Me	Community Emails	£18.59
19-May-26	A Resident	Reimburse website costs	£22.60
19-May-26	HALC	Membership of BALC 26/27	£81.15
19-May-26	Clear Insurance Management Ltd	Insurance 26/27	£702.05
19-May-26	Heelis & Lodge	Internal audit 25/26	£190.00
19-May-26	West Ilsley Village Hall	Hall hire 25/26	£150.00
		Total	**£3,201.80**

Transfers			
Date	**From Account**	**To Account**	**Amount**
12-May-26	Unity Trust Current	Unity Trust Savings	£10,000.00
		Total	**£10,000.00**

Bank Reconciliation – to 30th April 2026

	Lloyds Current	Lloyds Savings		Unity Current	Unity Savings	Total
Opening Cash Account Balance - 1st April 2026	**£282.35**	**£0.00**		**£10,248.45**	**£20,057.12**	**£33,191.27**
Add: Receipts in the month	£0.00	£0.00		£8,503.90	£0.00	£8,503.90
Less: Payments in the month	(£51.57)	£0.00		(£530.85)	£0.00	(£582.42)
Transfers In	£0.00	£0.00		£0.00	£0.00	£0.00
Transfers Out	£0.00	£0.00		£0.00	£0.00	£0.00
Closing Cash Account Balance - 30th April 2026	**£230.78**	**£0.00**		**£18,221.50**	**£20,057.12**	**£38,509.40**
Closing Balance of Bank Account - 30th April 2026	**£230.78**	**£0.00**		**£18,221.50**	**£20,057.12**	**£38,509.40**
Add: Receipts not banked	£0.00	£0.00		£0.00	£0.00	£0.00
Less: Payments not Completed	£0.00	£0.00		£0.00	£0.00	£0.00
Net Balances - 30th April 2026	**£230.78**	**£0.00**		**£18,221.50**	**£20,057.12**	**£38,509.40**
List of Receipts not Banked - 30th April 2026						
Item		**Amount**				
None						
	Total	£0.00				
List of Payments not Completed - 30th April 2026						
Item		**Amount**				
None						
	Total	£0.00				

Agenda Item 11: Committees

The committee membership in 2025/26 was as follows:

Committee	Membership
Staffing	Tim Pearey Alan Bloor Jonny Rayfield
Disciplinary/Grievance	Katy Morris Rachel Hudson Georgie Carlisle Smith

Agenda Item 13: To review the inventory of land and assets including buildings and office equipment

Asset	Location	Acquisition Date	Purchase Price / Nominal Value	Insured	Insurance Value	Notes
Cricket Pavilion		1988	£1.00	No		Maintained and insured by WICC
Play equipment	Recreation Ground		£20,027.00	Yes	£24,877.39	
Gazebo	By the pond		£6,688.00	Yes	£8,308.65	
War Memorial	Churchyard		£5,835.00	Yes	£7,249.29	
Troy seat	Lay-by		£515.00	Yes	£639.72	
Brigadier Gerald seat	Outside the Churchyard		£283.00	Yes	£351.85	
Noticeboard x2			£103.00	Yes	£127.95	
Lawn mower			£656.00	Yes	£639.72	
Tennis Court surface	Recreation Ground		£2,575.00	Yes	£15,000.00	
Tennis Court posts	Recreation Ground		£515.00	Yes	£275.00	
Tennis Court net	Recreation Ground		£175.00	Yes	£175.00	
Heavy duty benches x2	Recreation Ground		£2,976.00	Yes	£1,011.62	
Rugby/Football Goals x2	Recreation Ground		£864.00	Yes	£3,484.50	
Tennis Court bench	Recreation Ground		£318.00	Yes	£318.00	
Tennis court fencing, gate and other associated equipment	Recreation Ground			Yes	£40,000.00	
Salt bin	The Maltings		£100.00	No	-	
Laptop	Clerk		£399.99	Yes	£399.99	
Cricket Nets	Recreation Ground	Aug-21	£33,333.00	Yes	£33,333.00	
Dog bins x3	Recreation Ground	Oct-21	£286.17	Yes	£286.17	
Litter bin	Play area, Recreation Ground	Jan-22	£226.95	Yes	£226.95	

Jubilee Plaque (Queen's Green Canopy)	Clerk	Mar-22	£120.82	Yes	£120.82	
Speed Indicator Device		Mar-22	£2,690.00	Yes	£2,690.00	
Defibrillator	Village Hall		£1.00	Yes	£1,500.00	
Fencing around Play Area	Recreation Ground	Nov-22	£3,800.00	Yes	£3,800.00	
Tommy & Woman in War Statues		Apr-25	£291.66	Yes	£291.66	
		Total	**£82,780.59**		**£145,107.28**	

Agenda Item 14: Policies

Press and Media Procedure

Version Number	1.0	**Minute Reference**	
Date Adopted		**Review Due**	Annually

Introduction

The purpose of this procedure is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

Key Aims

The Council is accountable to the local community for its actions, and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council should maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

It is important that the press has access to the Clerk/ Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

The Legal Framework

The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity.

The Parish Council's adopted Standing Orders should be adhered to.

Contact with the Media

The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

Confidential documents including reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who responsible and appropriate action was taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made. Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting.

There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details may be in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

When responding to approaches from the media, the Clerk or the Chair are authorised to make contact with the media.

Statements made by the Chair and the Clerk should reflect the Council's opinion.

Other Councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.

There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

Attendances of Media at Council Meetings

The Local Government Act 1972 requires that agenda, reports and minutes are sent to the media on request.

The media are encouraged to attend Council meetings and seating and workspace will be made available.

Any filming or recording of Council proceedings by the media should be with prior notice to the Clerk and Chair of the meeting (see Standing Orders and the Council's Recording of Meeting's Procedure).

Press Releases

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

The Clerk or any Member may draft a press release; however, they must all be issued by the Clerk in order to ensure that the legal principles are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

Social Media

The Council has a separate social media and electronic communication procedure.

Document History

Date	Version Number	Minute	Changes
	1.0		Policy adopted

Agenda Item 15: To review the council's and/or staff subscriptions to other bodies

The current subscriptions are:

- Berkshire Association of Local Councils (BALC)
- Connecting Communities Berkshire (CCB)
- Society of Local Council Clerks (SLCC)

Agenda Item 16: To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of the full council

Date	Time	Meeting
Tuesday 9th September 2026	7:30 pm	Full Council
Tuesday 18th November 2026	7:30 pm	Full Council
Tuesday 10th February 2027	7:30 pm	Full Council
Tuesday 19th May 2027	7:00 pm	Annual Parish Meeting
Tuesday 19th May 2027	8:00 pm	Annual Meeting of the Parish Council

Agenda Item 17: To consider Parish Council responsibilities and representation on outside bodies, including arrangements for reporting back

Role	Previous Holder
Internal Controller	Rachel Hudson
West Ilsley Cricket Club representative	Alan Bloor

Agenda Item 18: To consider the Risk Assessment for 2026/27

Introduction to Risk Assessment and Management

The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. It is important therefore that Councils have in place a system to help them assess and manage risks. Ultimately risk management is the responsibility of Members because risks threaten a council's ability to achieve its objectives.

Assessment and Management of risk is one of the mandatory areas addressed on Internal Audits. The Risk Assessment system and associated Risk Register will be used by Internal Auditors to assess whether the Council takes seriously its possible exposure to risk and has put in place actions to limit the consequences of potential risks.

For smaller parishes, this system will be relatively simple. It can essentially be broken down into the following 3 main steps:

- Identifying the key risks facing the council
- Evaluating the potential of one of these risks occurring
- Managing the risk: agreeing measures to avoid, reduce or control the risk or its consequence.

Risk Identification

Risks can be divided into a number of categories and the following have been used here:

- Physical assets – buildings, equipment, IT hardware etc.
- Finance – banking, loss of income, petty cash etc.
- Injury to the public and/or staff – in halls, playgrounds and recreation grounds, etc
- Complying with legal requirements – agendas and minutes, records, etc
- Councillor propriety – declarations of interest, gifts and hospitality etc

Risk Evaluation

Risk Evaluation is essentially a 2-part exercise, answering the questions:

- What is the chance of the risk occurring?
- What is the likely impact if it does occur?

In smaller Parish Councils it is only necessary to classify the answers to each of these questions as Low, Medium or High.

Risk Management

There are three main ways of managing risks:

- Manage the risk yourself
- Take out insurance to cover the risk
- Agree with another party that they will manage the risk on your behalf; this may include rewarding them for so doing

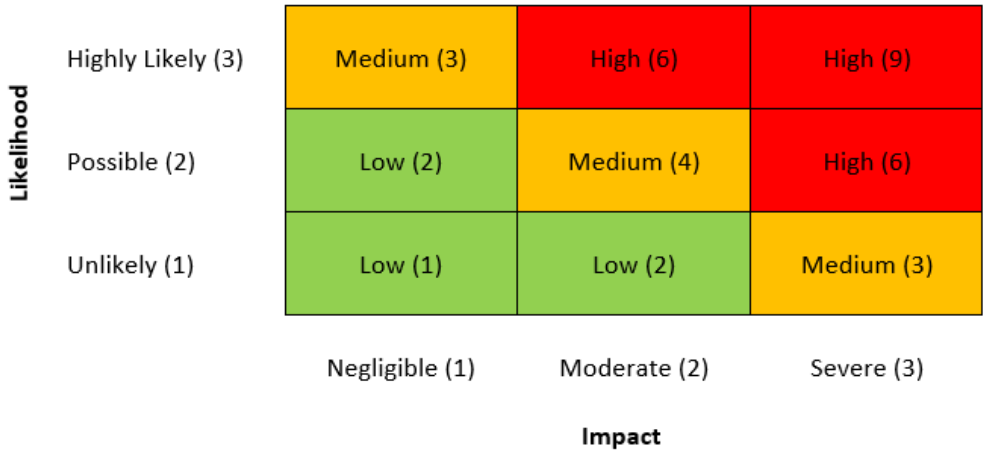
Risk Register

Identified risks are documented in a Risk Register.

It should be noted that Risk Assessment and Management is not a one-off exercise; risks should be constantly kept under review, especially as the business of the Council changes and new projects are undertaken.

Risk Assessment Matrix

Identified risks are assessed using the following matrix.



Category 1: Assets

No.	Description	Likelihood	Impact	Risk Rating	Management Control	Further Action
1.1	Damage to – or loss of – fixtures and fittings	**L/1**	**M/2**	**L2**	The Parish Council insurance policy covers items on the assets list. All play equipment is inspected weekly and any maintenance/repair is carried out as soon as possible. Damaged equipment will be fenced off if required. The Village Hall is insured by WIRSA (the relevant organisation). Proof of insurance will be requested each year from the relevant organisation.	
1.2	Physical assets may be damaged or stolen	**M/2**	**L/1**	**L/2**	All assets are insured.	
1.3	Loss of data – physical	**L/1**	**L/1**	**L/1**	All important files are held within lockable filing cabinets.	
1.4	Loss of data – electronic	**L/1**	**M/2**	**L/2**	Continual back up to cloud storage is made of the Parish Council files.	

No.	Description	Likelihood	Impact	Risk Rating	Management Control	Further Action
1.5	Asset Register is out of date	**L/1**	**M/2**	**L/2**	An inventory of all Council assets is maintained by the Clerk, who arranges appropriate insurance cover. The Asset Register is reviewed each May by Councillors.	

Category 2: Injury to Public, Members and/or Staff

No.	Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
2.1	Injury to third parties, members and staff on Council property	**L/1**	**H/3**	**M/3**	Insurance has been taken out to cover Public Liability (£10M), Employers Liability (£10M) and Personal Accident. Users of the Recreation Ground are required to take out separate liability insurance for events.	
2.2	Injury to third parties using equipment in play areas in the Recreation Ground	**L/1**	**L/1**	**L/1**	The Parish Council has a maintenance agreement with a local company to carry out an annual ROSPA inspection on play equipment. Also, a group of volunteers carry out regular checks.	Monitor inspection findings and ensure any required works are carried out.
2.3	Injury to third parties and members because of ice, snow etc. on parish council maintained land	**M/2**	**M/2**	**M/4**	Insurance has been taken out to cover Public Liability (£10M).	

No.	Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
2.4	Lone Working - Injury, illness or incident involving the Clerk or Councillors during site visits	**L/1**	**M/2**	**L/2**	Clerk and councillors undertake site visits independently as required. Lone workers carry a mobile phone, inform another person of their intended location where appropriate, and avoid undertaking visits where they feel unsafe. Basic safe-working practices are followed, but the Council does not currently have a formal Lone Working Policy.	Draft and adopt a Lone Working Policy setting out responsibilities, safe working practices and reporting arrangements. Policy to be considered for approval at a future meeting.

Category 3: Finance

No.	Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
3.1	Precept is not adequate	**L/1**	**M/2**	**L/2**	The Council reviews the draft budget, including the amount of Precept, with the final draft being reviewed in November prior to the submission deadline for the Precept amount.	
3.2	Council funds are not properly managed	**L/1**	**M/2**	**L/2**	Income is invested in appropriate accounts by a competent Clerk. This is reviewed regularly by members at the Council meeting.	

No.	Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
3.3	Loss of cash through theft or dishonesty	**L/1**	**M/2**	**L/2**	No petty cash is maintained by the Council / Clerk. Any necessary expenditure on small items such as stamps is paid for unapproved by the Clerk, which is reclaimed through an expenses claim. Insurance cover has been taken out to cover a) loss of non-negotiable money and robbery b) misappropriation of funds by staff or Councillors (Fidelity Guarantee sum insured = £100,000)	
3.4	Council Financial Regulations are inadequate	**L/1**	**M/2**	**L/2**	Council financial procedures are well-tried and tested. A set of Financial Regulations under which the Council operates was adopted at the Meeting held on 10th September 2024, Minute 24/041, and was updated at the meeting on 20th May 2025, Minute 25/017.	

No.	Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
3.5	Council financial controls and accounting records are inadequate to prevent financial irregularity	**L/1**	**M/2**	**L/2**	The Clerk maintains Council accounting records using an excel spreadsheet. Members are provided with regular reports covering bank balances, explanatory notes and management accounts. Payments are made electronically wherever possible. All electronic payments are submitted by the Clerk and authorised by two Councillors. A full list of payments for approval is submitted at each Full Council meeting. If required, all cheques are presented to Full Council for approval and cheque stubs are signed by two Councillors. An Internal Controller is elected each May to inspect the accounts on a monthly basis and report to the council at the next Full Council meeting.	
3.6	Audit documentation is not submitted within the required timeframe to the internal and external auditors	**L/1**	**M/2**	**L/2**	The Clerk must ensure the documentation from the External Auditors has been received and follow the given timeframes within the documentation and report this to Council.	

Category 4: Insurance

No.	Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
4.1	Insurance must be renewed each year	**L/1**	**L/1**	**L/1**	The insurance renewal must be considered at the May meeting each year in time for the 1st June renewal date.	
4.2	Insurance must cover Public Liability (£10M), Employers Liability (£10M), Personal Accident and Fidelity	**L/1**	**L/1**	**L/1**	The Clerk reviews the insurance policy before presenting it to the Council. The Council reviews the insurance policy at the Annual Meeting of the Parish Council.	

Category 5: Councillor Propriety

No.	Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
5.1	Members do not declare their interests, gifts or hospitality	**L/1**	**L/1**	**L/1**	The Clerk maintains a Register of Interest, which all Councillors are required to keep up to date. An agenda item at each meeting gives members the opportunity to declare interests. Members are requested to review their Register of Interest at the start of each Municipal Year.	

Category 6: Business Continuity

No.	Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
6.1	Loss of Clerk	**L/1**	**M/2**	**L/2**	All electronic files are backed up to the Cloud. The Chairman possesses a sealed envelope containing the relevant passwords in order to be able to access the files should this be required.	
6.2	Cyber-attack, phishing, ransomware or unauthorised access to Council systems	**L/1**	**H/3**	**M/3**	The Council uses secure cloud storage with ransomware protection, multi-factor authentication, a password manager, and regularly updated software. The Clerk and Councillors receive basic cyber-awareness guidance. These controls significantly reduce the likelihood of a successful attack.	

Category 7: Legal Compliance

No.	Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
7.1	Motions adopted by the Council are not legal	**L/1**	**M/2**	**L/2**	The Clerk advises members if they consider a motion may be illegal. A set of Standing Orders, based on the NALC model, were adopted at the meeting on 20th May 2025, Minute 25/07. These will be reviewed at each Annual Meeting of the Parish Council. They are updated whenever a new model document is released. The latest version of 'Local Council Administration' by Charles Arnold-Baker is used as a reference.	
7.2	Committees and officers exceed their terms of reference	**L/1**	**M/2**	**L/2**	Terms of Reference are issued for each committee and will be created for new committees. The Terms of Reference are reviewed annually at the Annual Meeting of the Parish Council. The Clerk has a detailed Job Description.	
7.3	Minutes and agendas are not produced in a timely manner or made available to the public	**L/1**	**L/1**	**L/1**	Signed agendas for all meetings are produced by the Clerk. The agendas are emailed to members at least 3 clear days before each meeting. Agendas will be posted on the noticeboard outside the Village Hall on the Wednesday before each Tuesday meeting. Minutes are produced within 4 weeks of the meeting and are posted on the website.	

No.	Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
7.4	Council documents are not controlled properly	**L/1**	**L/1**	**L/1**	All documentation is produced using version control mechanisms. Documents are filed in a lockable filing cabinet via a classification index at the home of the Clerk. Some historical documents are filed in lockable cabinets located within the Parish. Electronic documents are filed using a folder structure.	
7.5	Effectiveness of internal audit is not considered	**L/1**	**M/2**	**L/2**	An annual review of the effectiveness of internal audit must be undertaken and recorded in the minutes at the next meeting after the report has been received. Appropriate steps should be taken to deal with matters raised in reports from the internal auditor through agenda items.	
7.6	Formal advice is not sought when required	**L/1**	**M/2**	**L/2**	Continue with memberships of BALC and SLCC.	
7.7	Failure to comply with data protection registration	**L/1**	**M/2**	**L/2**	The Council is registered with the Information Commissioner's Office and the registration fee is paid annually by direct debit.	
7.8	Failure to comply with Freedom of Information request	**L/1**	**M/2**	**L/2**	The Council adopted a Model Publication Scheme at the meeting on 9th September 2025, Minute 25/045. The Parish Council and the Clerk are aware that if a substantial request came in it could create a number of additional hours' work. The Clerk is able to claim overtime should this be required.	Update Publication Scheme as needed.

No.	Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
7.9	Failure to comply with the General Data Protection Regulations	**L/1**	**M/2**	**L/2**	The Clerk has attended GDPR training. The Councillors will be required to complete a GDPR checklist to advise them of the requirements they must meet.	Ensure data protection training is scheduled for all new Councillors and repeated once every election term.
7.10	Failure to comply with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018	**L/1**	**L/1**	**L/1**	Failure to comply with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018	Annual review of the accessibility statement and website compliance.

Agenda Item 25: To consider whether any actions are required regarding the 20mph speed limit proposal

West Berkshire Council has confirmed that the proposed 20mph speed limit scheme for West Ilsley and several surrounding villages has been postponed indefinitely. This follows their review of the wider programme and current resource constraints. At this stage, no revised timetable has been provided.

Given the longstanding concerns raised by residents about vehicle speeds through the village, the Council may wish to consider whether to take any further action in response to this postponement. Options could include gathering evidence of community support, such as through a petition, or submitting a formal request to West Berkshire Council asking for the scheme to be reinstated or reconsidered.

Agenda Item 26: To consider the costs for council finance software

The Council's finances are currently managed using Excel spreadsheets. This approach has become increasingly difficult to maintain as the volume of transactions has grown, particularly following recent changes to the website and email system which have increased the number of monthly payments. Spreadsheets also carry a higher risk of error, lack an audit trail, and require significant manual work to produce reports such as the monthly budget monitoring.

Dedicated finance software designed specifically for parish councils, such as *Scribe Accounts*, provides automated bank reconciliation, integrated VAT reporting, one-click budget and year-end reports, and a full audit trail. These features directly address the risks and inefficiencies of spreadsheets and would significantly reduce the administrative time required to manage the Council's accounts.

The supplier has offered a discounted setup fee of £99 (normally £199) as the Clerk does not require training, with an ongoing subscription of £25 per month. Although this is not included in the 2026/27 budget, the cost can be met from general reserves this year and incorporated into the budget from 2027/28 onwards.

Agenda Item 27: To review Councillor training

The Staffing Committee has reviewed the Council's Training and Development Policy and has recommended the following update:

"That all recently co-opted councillors, and all future new councillors, be required to complete Data Protection training and either *Councillor Essentials / Knowledge and Core Skills* training through BALC, or the *Introduction to Local Councils* course through the NALC online training portal."

To implement this recommendation, the Council will need to agree how it wishes to roll out the updated training expectations to current members. This will ensure that all councillors have a consistent baseline of knowledge, particularly in areas such as data protection, governance, and decision-making.

The Council is invited to consider appropriate timescales and practical arrangements for supporting members to complete the required training.

Agenda Item 28: To receive an update on WIRSA and consider the costs for the updated constitution

WIRSA has been advised that its constitution needs updating to bring it into line with current charity law, clarify the roles of the Parish Council and other trustees, and correct several sections that are now outdated or potentially confusing. Updating the constitution will ensure that WIRSA's governance documents are accurate, legally compliant, and easier to use in future.

A specialist has estimated that preparing the revised constitution and the required supporting documents will cost £700–£800, and it would be sensible to allow a contingency by approving up to £1,000 from general reserves to support this work.