



LAKE PARISH COUNCIL – AGENDA Thursday, 9 January 2025

You are hereby summoned to attend a meeting of Lake Parish Council to be held on **Thursday, 9 January 2025 at 7.00 pm** at **Lake Methodist Church**, Sandown Rd, Lake, to consider the matters set out in the following agenda.

Members of the public are invited to attend the meeting. There will be a 10-minute public forum before and after the public meeting for questions.

1. Apologies for absence
2. To receive any declarations of interest in agenda items
3. To confirm the minutes of the meeting held on 12 December 2024 (Paper A)
4. Update on Casual Vacancy
5. Matters arising from the minutes not requiring a resolution.
6. Updates from Safer Neighbourhoods Policing Team
7. Finances
 1. 2025/2026 Risk Register (Paper B)
 2. 2025/2026 Budget Preparation (Paper C - To Follow)
8. New Road & Lake Slipway Toilets – update
9. Bay Place Plan – update
10. Planning applications: to resolve comments on applications received.
11. Ripples
12. The Clerk
13. Isle of Wight Councillors
14. Councillors' reports
15. PUBLIC QUESTION TIME

10 minutes are available for members of the public to speak on any matters relating to parish business. Any written questions received and not considered in the earlier session will be prioritised.

A handwritten signature in black ink, appearing to read "R. Smith". The signature is fluid and cursive, with the first letter "R" being large and prominent.

Clerk

5.12.2024



LAKE PARISH COUNCIL MEETING MINUTES 12 DECEMBER 2024

Minutes of the Meeting of Lake Parish Council held on **THURSDAY, 12 December 2024** at **Lake Methodist Church** at **19.00**

PRESENT: Cllr Paul Brading, Chairman

Cllrs Stephen Parkes, Adrian Whittaker and Bette Young.

IN ATTENDANCE: Mr Richard Priest (Clerk) & Raine Elliss.

From the floor There were 4 members of the public present.

Public Question Time

The Chairman invited residents to ask questions before the meeting or at the end, and clarified that Cllr Parkes would be recording the meeting, not public questions, in a personal capacity.

54/24-25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Clapp, Goodall, Hardy and Hicks.

55/24-25 TO RECEIVE DECLARATIONS OF INTEREST IN AGENDA ITEMS

There were no further declarations in addition to those already registered.

56/24-25 TO CONFIRM MINUTES OF MEETING OF 10 October 2024

Cllr Whittaker proposed, and Cllr Parkes seconded, the minutes of the meeting held on Thursday, 10 October 2024 as a true and accurate record, and the Chair signed accordingly.

57/24-25 MATTERS ARISING FROM MINUTES NOT REQUIRING RESOLUTION

There were no matters arising. Cllr Brading noted all items covered by the Agenda.

58/24-25 UPDATES FROM SAFER NEIGHBOURHOODS POLICING TEAM

PCSO May had recently been injured and a written report will be circulated as soon as possible. Cllr Parkes noted concerns about parking at convenience shop near junction, and issues with anti-social behaviour along the revetment and throwing incidents on cliff top path. Cllr Brading proposed suspension of Standing Orders to enable the Environment Officer and resident Dave Lupton to update members on Parish Projects, and members unanimously approved suspension. IWC Environment Officer Team Leader, Sophia Hellyer, circulated a report to members and members requested regular reports, such as quarterly or 6-monthly, and would try and arrange a ward walk in the New Year; Dave Lupton was introduced by the Chair as Volunteer Editor

for the Ripples, and members thanked Mr Lupton for volunteering and new ideas.

Cllr Brading thanked members for support on these initiatives and members voted to reinstate Standing Orders.

59/24-25 Finances

1. To approve Payments & Receipts lists as presented for October 2024

Members unanimously approved the Payments and Receipts as presented for October 2024 and the Chair signed them accordingly, noting response from Clerk regarding queries at previous meeting, and members thanked Cllr Hardy for checking accounts at Broadway Centre.

2. To Approve Payments & Receipts lists as presented for November 2024

Members unanimously approved the Payments and Receipts as presented for November 2024 and the Chair signed them accordingly, and Cllr Brading thanked the back office for work on the accounts. Cllr Whittaker asked for clarification on Danfo maintenance and Wight Computers invoices, and the clerk would forward clarification.

3. To receive and note the verified bank reconciliations for October 2024

Members agreed and noted the verified bank reconciliations through October 2024.

4. To receive & note expenditure against budget through November 2024

Members agreed and noted the expenditure against budget through November 2024.

5. 2025/26 Budget Preparation

The Chair thanked members for attending the informal budget briefing meeting at the Broadway Centre in November, and confirmed the guidance and budget assumptions, staffing structure options, provided to the Clerk and RFO for budget preparation for February 2025, with funding allocated for archiving documents prior to new council; and provision for Bay Place Plan projects and operational costs.

60/24-25 UPDATE ON CASUAL VACANCY

The chair updated members on the situation regarding the casual vacancy created by the resignation of Cllr Marshall, and that there had not been 10 signatures from residents requesting an election. Members asked the Clerk to prioritise advertising the Vacancy for co-option on the notice board and website, with response date ahead of the January meeting. Members noted the pre-election period and the Christmas break with Bank Holidays, and wanted to prioritise the process over other Parish Projects.

Cllr Brading also noted that Cllr Abbott had resigned and that this was covered by the 6 month rule before the May 2025 local council elections and the clerk would notify IW Council accordingly.

61/24-25 NEW ROAD & LAKE SLIPWAY TOILETS UPDATE

Cllr Brading updated members on the operation of New Road Toilets, with Raine advising members on collection from Toilets, and the ongoing monitoring of the Slipway Toilets following recent vandalism, and members wish to keep open.

Members confirmed commissioning of contractor for landscaping at New Road, and the planned installation of CCTV at New Road and Lake Cliff Gardens, with signage in situ.

62/24-25 BAY PLACE PLAN

Cllr Whittaker updated members on the recent meeting, and Cllr Brading noted meeting planned for Wednesday 18 December 2024, with Lake's priorities being Manor Road playpark and Lake Cliff Gardens as an outdoor events venue, with members not wanting to invest in upgrades to Revetment Toilets.

63/24-25 PLANNING

Members thanked Raine for circulation of applications and noted there were no applications of current concern.

64/24-25 RIPPLES

The Chair updated members on the current situation and thanked Dave Lupton for volunteering, and for proposals to develop the publication in the New Year, and members confirmed change in honorarium arrangements for Mr Lupton.

65/24-25 CLERK'S REPORT

The Clerk updated members on operational matters not covered by Agenda, including workload pressures following requests for EGM's and guidance on GPC, weekend reports of damage, and involvement with Christmas Parish Projects; members agreed dates for January and February 2025 Parish Council meetings, with provision for the Parish Meeting before the elections; members wished to be involved in VE and VJ 80 events; meeting with Running Track volunteers; planned New Year briefing by the Environment Agency on coastal protection, and Southern Water on local initiatives; follow up concerns for revetment costs including utilities; and submission of Warm Space application, prior to arrangements in 2025 onwards.

66/24-25 COUNCILLORS REPORTS

Cllr Brading thanked members for support of Remembrance Sunday, involving Kelly Way and Lay Pastor Morris, with Raine preparing order of service; and arrangements for Carol Service at the Co-Op with Cllr

Whittaker attending, and at Good Shepherd, with both events well supported; and Chair thanked Cllrs Young and Whittaker for decorating The Thearle's Green tree; and updated members on frustrations getting a reply from IW Cllr Jordan regarding Tesco's junction, and Cllr Brading had contacted MP Joe Robertson.

Cllr Parkes reported on the Carol Service, and concerns in the Parish; Cllr Young reported on issues caused by Storm Darragh, and need to review Christmas Tree arrangements for 2025.

Cllr Brading also thanked the High Sheriff for arrangements at Copse Mead and sheep being an asset for the community.

67/24-25 PUBLIC QUESTION TIME

Members of the public thanked for Chair for the meeting, and the Chair wished all present a merry Christmas and happy New Year.

NEXT MEETING

Thursday, 9 January 2025 at 19.00 at Lake Methodist Church, Sandown Road, at Lake Methodist Church, with Budget Meeting scheduled for Thursday 13 February 2025.

Meeting closed 21.05

RISK REGISTER

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Purpose of Document:

Lake Parish Council spends Council Tax payers money and has a duty to do so lawfully and using legal procedures. It will minimise any financial risk and aims to give excellent value for money. To assist in this the Council has appointed a Responsible Financial Officer (The Clerk) and adopted Financial Regulations that meet the requirements of the Accounts and Audit Regulations 2003 (as amended in 2006). This risk assessment is part of this process. Internal audit and training are others.

This document has been produced to enable the council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise if required.
- Risk levels, high, medium and low (H,M,L)

MANAGEMENT RISKS

Subject	Risk(s) Identified	Level	Management/ Control of Risk	Review/Assess/Revise
Forward planning	The council recognises the need to make informed decisions in a planned and sustainable way, to avoid reactive responses and short-term fixes that may cost more in the longer term.	H	The council must have and work to a forward plan. As a minimum this should be for at least the duration of the term of office. A workplan will be prepared following the elections to be adopted by the new Council.	Risk to be reassessed annually prior to budget.
Risk Assessments	Risk assessments should be in place for all the councils' provisions and undertaken for each event.	M	Risk Assessments should be reviewed on annually.	Review at least annually
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance. Due to change in staff records lost or information forgotten.	H	Hard Copy documents have been indexed and archived or if current, filed in labelled folders on an ongoing basis. Further work is needed to create a: • File Map • Central list of ongoing and regular tasks. • Central procedures. • Register of Licenses.	Review when necessary
Meeting location	Adequacy Health and Safety Lack of accessibility.	L	Meetings are held at the Lake Methodist Church Hall which is located close to the station and bus routes.	Existing location is adequate.
Council hard copy Records	Loss through theft, fire, damage	L	Fire alarm system installed. Document retention policy implemented. Majority of files will be kept digitally with hard copy duplicates of all accounting references and contracts/licenses/legal documents.	Existing procedures are adequate.
Council Records electronic	Loss of records through equipment failure.	L	Documents are stored on the cloud and backed-up to an offsite server. Dauly reports confirming successful backup are sent.	Monitor back-up reports and notify provider immediately of any issues.

Subject	Risk(s) Identified	Level	Management/ Control of Risk	Review/Assess/Revise
			Adequate antivirus protection is in place via 365.	
Clerk/RFO	Loss of qualified clerk	H	The council must understand and support the Clerk's role. Councillors must adhere to their own specific roles and responsibilities only and not interfere with the Clerk's work or interfere with contractors.	Councillor training must be undertaken.
	Training – Risk of officers knowledge becoming outdated.	M	Back office support has been sourced via Sandown Town Council who can also arrange for a locum clerk if required.	
	Absence due to illness	M	The Clerk should be provided with training as requested, reference books, access to assistance and legal advice via SLCC and time to attend IWALC training and meetings and research. Staffing structure does not have capacity to cover any long-term absence or vacancy in the team. The SLA with Sandown Town Council will provide capacity. Members should not abuse the provision and should respect the limitations of the agreement by expecting individual support.	Purchase revised reference books, renew Membership of SLCC and provide and pay for Clerk's time to read and research information and undertaken training if employing a new Clerk
	Capacity	H	Members behaviours can create a stressful working environment and increase workloads and interrupt workflow. This can be avoided if contact is directed through the chairman unless otherwise agreed. Members should also take into consideration the capacity of back-office provision and volunteer clerk. In the absence of a full-time officer, budgeted projects and provisions should be prioritised with councillors taking responsibility for ward work that they can undertake themselves.	Members be reminded of member officer protocols and HR policies.
Reputational Damage	Challenge to officers	H	Criticism and challenge to officers casts the council in a bad light. Policies, protocols and procedures should be followed to manage and mitigate this risk and ensure only accurate information is published.	
	Members acting without authority	H	The Council's constitution and specific decisions provided delegated authority. Members should be mindful that unless they have	Councillors need training in this area. Council should consider formally requesting

Subject	Risk(s) Identified	Level	Management/ Control of Risk	Review/Assess/Revise
			delegated authority they do not have the power to incur costs on behalf of the council.	councillors who do not act appropriately attend training.

FINANCIAL RISKS

Subject	Risk(s) Identified	Level	Management/ Control of Risk	Review/Assess/Revise
Fraud, loss through theft or dishonesty.	Fidelity Guarantee insurance	M	The requirements of Fidelity Guarantee insurance must be adhered to.	
	Banking arrangements.	L	Internal controls in place; payments, receipts and banking reconciliations will be checked monthly by nominated members and reported to council at each meeting. Standing orders and financial regulations.	
	Records must be held in accordance with statutory requirements.	L	Records will be reviewed by councillors regularly and audited annually by internal auditor. Matters raised during audits are considered by members and addressed.	
Borrowing	Complying with restrictions	L	Reviewed by internal audit and approved by council.	The level of general reserves should be increased to 6-months to reflect the high level of borrowing.
Employment Law and HMRC obligations	Ensuring all requirements are met.	L	Reviewed by Internal Audit.	
VAT	Ensuring all requirements are met.	L	Clerks trained regularly, professional advice will be sort on large projects, reviewed by internal audit.	
Annual Precept and budgeting.	Ensuring accuracy within sound budgeting arrangement.	H	Detail within the budget has been increased to help address financial risks stemming from current economic climate.	Council should not undertake projects which have not been included when the budget has been set without a clear

Subject	Risk(s) Identified	Level	Management/ Control of Risk	Review/Assess/Revise
	Monitoring spending.		Budget monitoring reports are provided too named councillors monthly and presented to Full Council at each meeting. Capital and maintenance costs should be budgeted for all provisions. 2024/2025 Budget included 4 months Reserves. A one month increase will be applied until 6-months revenue is held in the general reserves.	understanding of where monies will be drawn from. Councillors with delegated authority should not overspend without prior permission and an understanding of where monies can be drawn from. The level of general reserves should be increased to 6-months to reflect the increased budget.
Procurement	Risk of challenge	H	Standing orders and financial regulations outline requirements for procurement.	Individual councillors should not request quotes from acquaintances. All quotes should be requested by officers.

RISKS RELATING TO PHYSICAL EQUIPMENT OR AREAS

Area	Risk	Level	Control of risks	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third party(ies) property Public Liability	M	Asset register is updated on purchase of a new asset and reviewed in full annually. This informs the insurance provision and maintenance schedule. Standing Orders refer to procedure for asset disposals. All repairs and relevant expenditure for repairs are actioned /authorised in accordance with Standing Orders. All Leases/licences held in filing cabinet for review as required and proof of ownership Tri-annual property valuations should be undertaken. Insurance schedule should be reviewed annually.	Existing procedures now adequate.

Area	Risk	Level	Control of risks	Review/Assess/Revise
All equipment Seats/Signs Toilets	Vandalism and accidental damage	M	Insured against theft and damage.	Insurance adequate and increased when new equipment installed CCTV to be installed at all sites. Annual risk assessments on all facilities and equipment undertaken Review Tree Survey Schedule – IWC recommend tr-annual
	Increased anti-social behaviour has been experienced.		Inspection and maintenance logs should be retained. New toilet facilities designed to reduce instances of vandalism. Any damage logged.	
	Public Liability Inspections, on-going maintenance and repair.		Maintenance schedule to be created and monies needed to be allocated for ongoing maintenance, this should also be considered when equipment is installed.	
Open Spaces (The Fairway)	Accidents due to lack of maintenance.		Maintenance schedule to be created and monies needed to be allocated for ongoing maintenance. This should include regular tree surveys and remedial ground works.	

RISKS RELATING TO LEGAL LIABILITY

Area	Risk	Level	Control of Risk	Review / Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Council (not ultra vires) and to be resolved and clearly minuted.	Existing standing orders and financial regulations are adequate. Standing orders are reviewed annually. Financial Regulations to be updated to reflect NALC Model Regulations.
	Committees / Working Parties	M	Ensure established with clear terms of reference to limit any councillor acting beyond their remit.	Existing procedures adequate if councillors adhere to the rules.
	Grants – ensuring grants awarded via specific powers or sections 137 (unless GPC appropriate)	M	Grants should be awarded by full council following confirmation from officers of relevant power. Decision is clearly minuted.	
Council meetings	Legality	L	Minutes and Agenda are produced in the prescribed timescale by the Clerk and adhere to legal requirements.	Existing procedures adequate. Standing orders are reviewed annually.
	Non-compliance with statutory requirements	L	Minutes are approved and signed at the next Council meeting and displayed according to the legal requirements.	Members must adhere to rules and the Code of Conduct
	Business Conducted	M	Business at meetings should be managed by the Chair. Councillors should adhere to the rules and regulations.	All Chairs should undertake training to understand the role.

Area	Risk	Level	Control of Risk	Review /Assess/Revise
	Recording of council business – Poor quality and poor practice	M	Recordings of meetings for social media purposes should ensure that all councillors, are clearly identifiable, when possible. Alternatively, the Town Council could consider purchase of suitable equipment to record the meetings to an acceptable standard.	Review as appropriate. No recording should be undertaken until appropriate policies are in place.
Safe keeping of Council Document	Proper document control	L	Documents are held in locked space or on a password protected device. All other data is stored in compliance with the Data Protection Act Policy and GDPR Policies in place for management of documents. Website/Policy	Existing procedures adequate
Rights of Inspection		L		Policies reviewed annually. Website reviewed and updated regularly.
Compliance with Transparency code.		L	Clerk to stay up to date with legislative changes. Data published quarterly following council approval.	Existing procedures adequate
Members interests and Gifts and Hospitality.	Register of members interest Members to not respond to requests for updates and councils' reputation is damaged Conflict of interests	L	Clerks circulate reminders annually and advice when made aware of change. Councillors have a duty to declare any interest either at the start of the meeting or during the meeting, if necessary. There is a standing item on the agenda to facilitate this. Register of interest forms to be reviewed annually	Annually and as required. Existing procedures adequate Members take responsibility to update their own Register.
Performance Management		L	Councillors monitor review budget and progress against priorities (through working parties) at each meeting and annually.	Existing procedures adequate

APPROVAL AND REVIEW

Date of Meeting approved:	Minute no:	Date of Next review: February 2025
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