

**CAMBORNE TOWN COUNCIL
RISK ASSESSMENT WORKING PARTY 6th OCTOBER 2015**

MINUTES of the meeting of the Risk Assessment Working Party of Camborne Town Council held in the Clerk's Office, The Basset Centre, Basset Road, Camborne on Tuesday 6th October 2015 at 10am.

PRESENT Councillor W Krey
Councillor S Odgers
Councillor R Webber
Councillor T Chalker (ex officio)
Councillor C Godolphin (ex officio)

In Attendance: Ms A Mugford, Town Clerk.

RAWP.75 SAFETY PROCEDURES

The Town Clerk explained the safety procedures to all present.

RAWP.76 TO ELECT A CHAIRMAN OF THE RISK ASSESSMENT WORKING PARTY FOR THE MUNICIPAL YEAR 2015/2016

RAWP.76.2 RESOLVED: to elect Councillor R Webber as Chairman of the Risk Assessment Working Party for the municipal year 2015/2016

Proposed by Councillor Godolphin
Seconded by Councillor Krey

On a vote being taken the motion was approved unanimously.

RAWP.77 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

All Members of the Working Party were present

RAWP.78 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THIS AGENDA INCLUDING ANY GIFTS OR HOSPITALITY EXCEEDING £25

There were no interests declared.

RAWP.79 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

RAWP.80 TO ELECT A VICE CHAIRMAN OF THE RISK ASSESSMENT WORKING PARTY FOR THE MUNICIPAL YEAR 2015/2016

RAWP.80.2 RESOLVED: to elect Councillor Krey as Vice Chairman of the Risk Assessment Working Party for the municipal year 2015/2016

**CAMBORNE TOWN COUNCIL
RISK ASSESSMENT WORKING PARTY 6th OCTOBER 2015**

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken the motion was approved unanimously.

RAWP.81 CHAIRMAN'S ANNOUNCEMENTS

The Chairman made no announcements.

RAWP.82 TO REVIEW THE RISK ASSESSMENT REGISTER AND MAKE RECOMMENDATIONS FOR APPROVAL BY THE FINANCE AND GENERAL PURPOSES COMMITTEE

Councillors considered each item on the Risk Register in relation to the existing control measures, any additional measures required and the degree of risk to the Town Council. It was agreed that the Mayor should remind Councillors that they needed to have the necessary insurance cover if using their cars for Council business.

The Town Clerk explained updates she had made to the register in relation to Committee names, new employees and actions taken. In response to questions from Members, the Town Clerk confirmed:

- The council did not clean the statue of Richard Trevithick;
- PAT testing had been carried out on all portable appliances (including the electric sander) at Unit 5 in 2015;
- The Deputy Clerk was on a waiting list to attend a Personal Safety training course;
- The 'panic button' at the Basset Centre did not work; however, the alarms were monitored.

There was a discussion about lone working in both the office and by operations staff. It was agreed that the additional members of staff employed by the Council since the last review of the Risk Register meant that it was relatively rare for an employee to be working alone.

RAWP.82.2 RECOMMENDED

that the Risk Assessment Register be amended to show the degree of risk relating to Lone Working as 'Low'

Proposed by Councillor Chalker
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

RAWP.82.3 RECOMMENDED

that the revised Risk Assessment Register be approved by the Finance and General Purposes Committee with the inclusion of the agreed amendment

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

**CAMBORNE TOWN COUNCIL
RISK ASSESSMENT WORKING PARTY 6th OCTOBER 2015**

On a vote being taken the matter was approved unanimously.

RAWP.83 TO REVIEW THE FINANCIAL RISK ASSESSMENT REGISTER AND MAKE RECOMMENDATIONS FOR APPROVAL BY THE FINANCE AND GENERAL PURPOSES COMMITTEE

Councillors considered each item on the Financial Risk Register in relation to the existing control measures, any additional measures required and the degree of risk to the Town Council. There was a discussion about the changed arrangements since moving to bi-monthly meetings and the need to accurately reflect the measures in place on the Financial Risk Assessment Register.

RAWP.83.2 RECOMMENDED

that the Expenditure section of the Financial Risk Assessment Register be amended to reflect the process whereby the Chairman and Vice Chairman had delegated authority to approve expenditure during those months that the Finance and General Purposes Committee did not meet and that the Committee ratified the expenditure at its next meeting. The Finance and General Purposes Committee meeting bi-monthly.

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

There was a discussion about the significant amount of work done by the Council to comply with the Health and Safety at Work Act. The purchase of Unit 5 had also improved working conditions for employees while the Ellis Whittam Risk Assessment Report had been very positive. Councillors considered the Council's insurance cover which was annually reviewed in relation to financial risks

RAWP.83.3 RECOMMENDED

that the Provision of safe place of work and healthy working environment section of the Financial Risk Assessment Register be amended to 'M'

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

RAWP.83.4 RECOMMENDED

that the Licences section of the Financial Risk Assessment Register be amended to reflect the changed job title from

CAMBORNE TOWN COUNCIL
RISK ASSESSMENT WORKING PARTY 6th OCTOBER 2015
Community Network Manager to
Community Link Officer

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

RAWP.83.5 RECOMMENDED

that the Performance Management Framework section of the Financial Risk Assessment Register be amended to reflect the development of the Corporate Plan and implementation of the Forward Plan

Proposed by Councillor Odgers
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

RAWP.83.6 RECOMMENDED

that the revised Financial Risk Assessment Register be approved by the Finance and General Purposes Committee with the inclusion of the agreed amendments

Proposed by Councillor Webber
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

RAWP.84 TO CONSIDER THE REQUIREMENTS OF THE ANNUAL GOVERNANCE STATEMENT AND MAKE RECOMMENDATIONS TO FULL COUNCIL ACCORDINGLY.

Councillors considered the audit objectives of each of the annual governance statements in relation to the procedures the Council had in place. The Town Clerk drew attention to the need for details of the Council's capital programme to be documented.

RAWP.84.2 RECOMMENDED:

that the Council includes details of capital programme in the budget setting process

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

The Chairman drew attention to the level of the Council's reserves which had been increasing, either due to a planned future capital investment or due to delays in the devolution process with Cornwall Council. It was important that the Council did not have excessive reserves; however, the

**CAMBORNE TOWN COUNCIL
RISK ASSESSMENT WORKING PARTY 6th OCTOBER 2015**

Proposed by Councillor Krey
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously

RAWP.86 TO AGREE THE DATE OF THE NEXT MEETING OF THE RISK ASSESSMENT WORKING PARTY.

It was agreed that the next meeting of the Risk Assessment Working Party should be scheduled to take place in January 2016; the date and time to be set by the Chairman and Vice Chairman.

There being no further business the Chairman thanked everyone for attending and closed the meeting at 11.03am.

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