

FRECKENHAM PARISH COUNCIL
Members of the Council are hereby summoned to attend
a Meeting of Freckenham Parish Council on
Monday 11 September 2017 at 7.30 pm at Freckenham Village Hall

AGENDA

1. Apologies for absence & approval of reasons tendered
2. Declaration of interest in any items on the agenda
3. Members of the public are invited to speak on any item within the Agenda for a maximum time of three minutes
4. To receive reports from the County Councillor, District Councillor and to receive the Police Newsletter
5. To confirm the minutes of the meetings held on 10 July & the Extra Ordinary Meeting held on 8 August 2017.
6. Matters arising from the Minutes not covered in the Agenda.
7. Planning:-
 - 7.1. To consider any planning applications:-
 - 7.2. To note applications determined:-
8. Recreation Ground and other assets:-
 - 8.1 Playground Report.
 - 8.2 Update on grass cutting
 - 8.3 To note any update on the replacement of damaged bench seat
 - 8.4 Any other matters relating to the Recreation Ground.
 - 8.5 Update on Bridge plants area shuttering.
 - 8.6 Update on overgrown hedges covering footpaths.
 - 8.7 To receive update regarding the replacement of two Notice Boards
9. Highways Inspection - Cllr Wheeler to report.
10. SALC
 - 10.1 To confirm the date of the next meeting as Tuesday 12th September at Barrow
 - 10.2 To confirm the date of the SALC AGM as Tuesday 7th November at the Blackbourne Community Centre, Elmswell.
 - 10.3 To receive an update on training courses booked for 2017-18 (if any)
11. FHDC Town & Parish Forum - to confirm the date of the next meeting as 13 September 2017
12. Financial Matters:-
 - 12.1. To consider renewal of insurance
 - 12.2. To confirm payment of invoices (schedule as at 5/9/2017 attached).
 - 12.2. To consider any invoices received after the Agenda was issued - to be tabled on the night.
 - 12.3 To update on the financial risk assessment (attached)
 - 12.4 Clerk to update on the result of the External Audit
 - 12.5 Clerk to report financial position
13. Working Groups Report:-
 - 13.1. Circular Walk - Cllr. Barton to update
 - 13.2. To confirm review of Risk Assessment (attached)
 - 13.3. Emergency Plan – Cllr. Pearson to report on updates, if any.
 - 13.4. Defibrillator monthly check Report – Cllr. Barton.
 - 13.5. Community Speedwatch – Cllr. Cornell to report.
14. BT Telephone Box

To receive an update on the refurbishment of the telephone box.

15. Correspondence Received:-
To note any correspondence received.
16. Urgent Business:-
Such business which, in the opinion of the Chairman, should be considered as a matter of urgency to be specified in the minutes.
17. Future Meetings:-
To confirm the date of the next meeting as 13 November 2017.

5 September 2017

Hilary A Gurner
Clerk to the Council
4 Holmsey Green Gardens
Beck Row
Bury St Edmunds
Suffolk IP28 8HH
Tel: 01638 718241
Mob: 07984 309744



The Workshop
Winnington Avenue
Northwich
Cheshire
CW8 4EE
tel: 01606 871188
email: info@parishnoticeboards.co.uk
www.parishnoticeboards.co.uk

Hillary Gurner
Email quote: freckenhamparishclerk@hotmail.com tel: 01638 718241

4th September 2017

Ref: freckenham pc

Dear Hillary,

Further to your recent enquiry I have pleasure in detailing below your written quotation for the poster display case you require.

POSTER DISPLAY CASE "complimentary" range x2

Supply 2 x new A1 sized poster display cases, (viewable area 841mm x 594mm) landscape
The poster cases are weatherproof, manufactured from aluminium with a magnetic rear panel (allowing the use of magnets to hold your posters in place). They have a full-length top hinged and lockable door with a poly-carbonate front protection panel and come with stay brackets
Front key locks – 2 per door
They come powder coated front, sides and rear and internally to a stock RAL colour of choice
Supplied with an external shaped top header with vinyl lettering applied to agreed wording
The poster case to be mounted onto 2 x 76mm diameter 3.0m long powder coated grey aluminium posts with stainless steel channel clips

The price for two of the above comes to **£880.00 + vat**

Standard delivery (specified day between 8.30am & 5.00pm) comes to £50.00 + vat however other timed delivery options are available on request.

Lead times are currently 35-42 working days

All above prices are exclusive of VAT. This quote is valid for a period of 30 days

Payment terms are a 50% deposit, by cheque (made payable to "The Parish Notice Board Company"), BACS or debit card with confirmation of order, and the balance due within 7 working days of receipt of goods.

I trust the above is acceptable but should you have any queries relating to the above quote and/or designs please do not hesitate to contact me.

I look forward to receiving your enquiry/order in due course

Many thanks
SD Johnson
Simon Johnson
Managing Director

Quotation Number 88028

Dear Hilary Gurner,
 Thank you for your quotation request.
 Your quote details are as follows:

Item	Qty	Price	Cost
Tradition 30 Post Mounted External Notice Board with Header Size: 830 x 980mm wide (8 x A4) Colour: Blue (RAL 5010) Header Shape: Dome Freckenham Parish Council	2	£593.00	£1,186.00
UK Mainland Delivery	1	£10.00	£10.00
		Sub Total:	£1,196.00
		VAT:	£239.20
		Total:	£1,435.20

If you wish to proceed with this quotation, please click here: [Accept Quote](#)

Quotations are valid for 30 days.

VAT No.: 794939064 Company No. 4448932 Tel No. 02476 010076

Address: Notice Board (UK) Limited, PO BOX 6441, Warwick CV34 9QY

Freckenham Parish Council
Invoices for Payment
For Meeting on Monday 11 September 2017

<u>Name</u>	<u>Details</u>	<u>Q no.</u>	<u>Amount</u>
Mrs H A Gurner	Salary for August & September 2017	914	£552.74
HMRC	Payment of PAYE	915	£30.60
Mrs H A Gurner	Expenses for July & August 2017	916	£37.87
FHDC	Annual Play Inspection Audit Report & monthly Play Area Inspection Reports	917	£422.50
Came & Company	Renewal of Insurance (long term agreement until 2018)	918	£959.61
BDO LLP	External Audit fee	919	£120.00
Mrs C A Wheeler	Expenses for chemical weedkiller purchased 8/8/17	920	£47.98
East Anglian Childrens' Hospice	Donation under S.137 of Local Government Act	921	£50.00
St Nicholas Hospice	Donation under S.137 of Local Government Act	922	£50.00
East Anglian Air Ambulance	Donation under S.137 of Local Government Act	923	£50.00
Royal British Legion	Donation under S.137 of Local Government Act	924	£50.00
West Suffolk Samaritans	Donation under S.137 of Local Government Act	925	£50.00
The Alzheimer Society	Donation under S.137 of Local Government Act	926	£50.00
		TOTAL	£2,471.30

**Bank Balance as at
5 September 2017**

Current a/c	£3,425.12
Deposit a/c	£6,738.11
Petty Cash	£0.00

Payments recently rec'd

£7,691.93

FRECKENHAM PARISH COUNCIL
Financial Risk Assessment 12.8.2017

Activity / Plant / Materials	Hazard	Control Measures	Review timing	Risk Value 1 to 6	Impact on Council	Action to be taken	By Whom
Administration	Failure to maintain record of council assets	Define responsibility for maintenance of asset register, ensure all acquisitions / disposals are accurately and promptly recorded.	As & when	1	Low	Report to Council whenever a change is recorded.	Clerk
Administration	Incurring expenditure without proper authorisation	Record in Minutes the powers under which expenditure is being approved.	Annually	1	Low		Clerk
Administration	Failure to comply with HMRC regulations	Maintenance of comprehensive records of all calculations of income tax, NICs deducted from pay. Regular returns to HMRC prepared by the Clerk using Council approved payroll software. Payroll software to be kept up to date in accordance with HMRC. Arrange prompt payment of all sums due.	Quarterly	2	Medium		Clerk
Administration	Failure to comply with the Pensions Regulator under the auto-enrolment rules	Ensure any salaries paid out are subject to the Pension threshold limits	Annually	1	Low	Chairman to monitor	Chairman
Administration	Failure to comply with HMRC VAT regulations	Ensure that VAT is properly administered. Seek further guidance from HMRC where necessary. Complete a VAT refund form promptly and on a regular basis.	Quarterly	1	Low	Clerk to claim at least annually, or when £500 is due to be reclaimed. Reconcile claims to Cashbook	Clerk
Administration	Risk to third party as a consequence of providing a service	Ensure that appropriate insurance cover / policy is in force	Annually	1	Low		Clerk
Administration	Failure to keep proper financial records	Define responsibility through appointment of Proper Financial Officer. Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Introduce periodic checks by Chairman / other appointed members. Arrange for regular financial reports to committee / council.	Annually	3	Medium	Clerk / Chairman to review	Clerk
Administration	Failure to collect advertising income	Ensure that proper financial controls are in place to provide for prompt billing and collection of all income due. Follow defined procedure for outstanding debt.	Quarterly	3	Medium	Clerk to invoice and collect money	Clerk
Physical	Legal Liability as a result of asset ownership	Ensure that adequate public liability insurance is in place.	Annually	3	Medium		Clerk

Administration	Poor Financial Management	Determine responsibility for the management of the financial affairs of the Council. Maintain and review Standing orders / Financial Regulations. Maintain an effective budgetary control / financial reporting system. Maintain effective internal audit by the Chairman.	Annually	2	Low	Clerk to report finances quarterly at April, July, November & January meetings.	Clerk
Administration	Failure to set a precept within sound budgeting arrangements.	Ensure that presentation to Council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the Council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place quarterly.	Annually	3	High	Clerk to start budgeting process with Chairman in October, 1st draft of budget to be presented to Council at the November meeting and formally approved at the January meeting.	Clerk / Chairman
Administration	Precept not requested	Ensure once budget has been approved, the precept is formally requested from the District Council within the time constraints laid down by the District Council	Annually	3	High	Clerk to complete form once budget has been formally approved.	Clerk
Administration	Loss of money through theft / misappropriation	Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliations. Arrange regular report to Council. Ensure that the Council holds adequate fidelity guarantee insurance.	Monthly	3	High	Clerk to produce records, Chairman to check and authorise.	Clerk / Chairman
Administration	Failure to ensure proper use of funds under specific powers, such as S.137	Ensure that all expenditure under Section 137 is separately recorded in the Cashbook. Ensure that total expenditure does not exceed the statutory limitation for the Council. Ensure that all grant applications are complete and fully supported prior to submission to Council. Ensure that all approvals are properly recorded in Council Minutes.	Annually	2	Medium	Clerk to Minute	Clerk

		Determine responsibility for control of expenditure. All payments to be supported by an invoice / voucher. All detail to be checked and payment entered into a Cashbook. All payments to be approved by Council and recorded in the Minutes. All cheques to be signed by at least two authorised members. Signatories to endorse cheque counterfoils and check payments against invoices / payment vouchers. Chairman to initial all invoices. All expenditure to be the subject of sound budgetary control.					
Administration	Failure to maintain an effective payments system		Bi-monthly	2	Medium	Clerk to report to Council	Clerk
Administration	Inadequate budget provision	Ensure that all anticipated income / costs are provided for in budgetary process.	Annually	1	Low		Clerk
Administration	Failure to review costs for adverts	Ensure all costs are reviewed as an integral part of the budgetary process	Annually	1	Low		Clerk / Chairman
Administration	Inadequate insurance cover	To include all relevant risks on the councils insurance policy	Annually	2	Low / medium	Clerk / Chairman to review	Clerk / Chairman
Physical	Personal Injury	Define responsibility for regular inspection of play areas, define responsibility for and ensure regular inspection of play equipment & play surfaces. Arrange periodic inspection and report by suitable qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of all inspections / maintenance. Ensure that a maintenance contract is in place.	Annually	5	High	FHDC undertake monthly inspections and report to Clerk. Clerk circulates the report to full Council. FHDC undertake an annual audit.	Clerk

FRECKENHAM PARISH COUNCIL
Risk Assessment 5.7.2017

Activity / Plant / Materials	Hazard	Control Measures	Review timing	Risk Value 1 to 6	Impact on Council	Action to be taken	By Whom
Administration	Failure to effectively process documents	Allocate responsibility for recording document's receipt, circulation, response, handling and filing.	Daily	2	Medium	Clerk to keep records	Clerk
Administration	Loss of assets	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register. Ensure that adequate and appropriate business insurance cover is held.	Quarterly	3	Medium	Clerk to keep records	Clerk
Administration	Breach of confidentiality	Arrange registration under the Data Protection Act. Formalise procedure for dealing with confidential data.	Daily	1	Low	N/A	Clerk
Administration / Legal	Failure to comply with employment law	Issue contracts of employment to all employees. Arrange annual review of Staff Contracts of Employment. Awareness of new legislation. Arrange necessary training to fulfil requirements. Review recruitment policy.	Annually	2	Medium		Chairman
Administration	Inability to recruit staff	Review recruitment policy	Annually	1	Low	N/A	Chairman
Administration	Inability to retain staff	Regular staff appraisals, complete exit questionnaire.	Annually	1	Medium		Chairman
Administration	Loss of key staff	Ensure procedures for key functions are documented	As & when	5	High		Clerk
Administration	Lack of training	Determine a policy for training, arrange an annual review, regular staff appraisals to highlight any training needs, take advantage of any training via SALC or SLCC etc. Encourage staff to network with other Clerks in the area. Maintain appropriate training records.	Annually	3	Medium		Clerk
Administration / Legal	Inadequate maintenance of records	To ensure that proper records of all complaints / injuries are recorded - accidents in the accident book, complaints recorded.	As & when	1	Low	Clerk has accident record book	Clerk
Administration	Non production of a newsletter	Determine responsibility for and ensure that all publication deadlines are met. Ensure that all contracts with service provider signed and sealed. Monitor performance to ensure that contract conditions / obligations are met. Enforce contract conditions. Review conditions periodically.	Quarterly	1	Low		Clerk

Administration	Risk arising from paid advertising	Determine Council policy for accepting paid advertising. Ensure that all adverts comply with the Advertising Standards	Annually	1	Low		Chairman
Administration / Legal	Non compliance with Freedom of Information Act	Ensure that legal requirements are met in full. Ensure that all information as declared in the Council Model publication is available via the Clerk to the Council and alternatively via the Web-site.	As & when	2	Medium		Clerk
Bus Shelters	Provision of adequate insurance cover	Ensure that all risks are reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.	Annually	3	Medium	Review at insurance renewal	Clerk
Bus Shelters	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Monthly	1	Low	None	N/A
Bus Shelters	Cleaning / Maintenance	Ensure that all bus shelters are entered onto a schedule for periodic cleaning / maintenance. Carry out physical checks and take action where appropriate.	Quarterly	1	Low	None	N/A
Bus Shelters	Check lights for operation	Dedicated person to check lights are working	Monthly	1	Low	Delegate responsible person	Councillor designated to check De-fibrillator monthly
Code of Conduct	Failure to maintain / update register of interests / gifts	Ensure all Council members are aware of their statutory responsibilities.	Annually	3	Medium	Maintain appropriate registers	Clerk
Laptop	Loss arising from theft / misappropriation	Maintain high security of site of laptop. Take appropriate action with regards to internal and external security devices / hard drives.	Annually	1	low	N/A	Clerk
Laptop	Lack of back up of IT system	Ensure regular back up onto external hard drive / USB flashdrives	Monthly	2	Low	Clerk to back-up regularly	Clerk
Laptop	Crash of IT System	Ensure regular back up of data onto appropriate medium. Ensure equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti-virus, anti-malware software	Monthly	6	High	Clerk to back-up regularly	Clerk
Meetings Administration	Failure to meet statutory duties	Ensure that access is available to all. Have regard to provisions for disablement & disability. Set aside specific area for press and public	Each meeting	1	Low	N/A	Clerk
Meetings Administration	Personal injury	Ensure appropriate regulations / controls are in place to minimize the risk of injury to officers, members & public. Ensure defined standards are being maintained. Ensure that where necessary appropriate notices are in place. Ensure that the Council has appropriate insurance cover.	Annually	1	Low	Review at insurance renewal	Clerk

Open Spaces	Unauthorised access / trespass	Determine Council policy for access. Ensure that appropriate signage is in place, maintain liaison with enforcement agencies, instigate appropriate action against offenders.	Annually	1	Low	N/A	
Open Spaces	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security / control of equipment. Ensure effective security arrangements in place. Maintain equipment on asset register.	Annually	1	Low	Regular inspections	Council
Open Spaces	Maintenance of fences, hedges, gates & footpaths	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Annually	2	Low		Clerk
Open Spaces	Pollution	Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate.	Quarterly	1	Low		Clerk
Planning	Maintenance of register / records	Determine responsibility for maintenance of register	Annually	1	Low	Clerk to maintain planning register	Clerk
Planning	Failure to meet consultation deadlines	Ensure adequate notice is given for any meetings within the deadlines given by the District Council. Where necessary liaise with the Planning authority for an extension to the deadline.	As & when	1	Low	Clerk to monitor	Clerk
Recreation Field	Fly Tipping	Define policy / responsibility for site control / security. Carry out periodic site inspections. Provide proper facilities for control and removal of waste, liaise with police and other authorities where necessary.	Quarterly	3	High		
Recreation Field	Vandalism	Review security and monitor all areas on a regular basis. Maintain liaison with law enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Monthly	1	Low	Regular inspections	Councillors

Recreation Field	Maintenance of land / grass cutting	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Monthly	2	Medium	Regular inspections	Clerk / Councils
Recreation Field	Property / equipment maintenance	Define policy for maintenance of assets. Allocate responsibility and ensure that any training requirement is complete. Staff employed or contract with service provider in place. Ensure all property / equipment is properly maintained through regular inspection / servicing. Ensure that proper maintenance records are complete and up to date.	Annually	2	Medium	N/A	Clerk
Recreation Field	Personal injury	Ensure that appropriate regulations / controls are in place to minimize the risk of injury to all facility users. Arrange regular site inspections to ensure that defined standards are being met. Ensure that where necessary appropriate signage is in place. Maintain detailed records. Ensure appropriate insurance is in place.	Annually	4	High		Clerk
Speedgun	Loss arising from theft / misappropriation	Allocate responsibility for security of speedgun. Maintain high security of site and equipment.	Annually	1	Low	N/A	Cllr. Cornell
Speedgun	Loss / damage arising from unauthorised use	Restrict access to trained persons. Maintain physical security of speedgun	Annually	1	Low	N/A	Cllr. Cornell
Statutory requirements	Meetings / Administration	Ensure that all members are notified of meeting by way of summons and agenda. Ensure all public notices are posted as prescribed. Ensure meeting quorate and maintain attendance records. Complete Minutes of proceedings. Arrange signing by Chairman and maintain file.	Annually	3	High	N/A	Clerk
Statutory requirements	Failure to meet statutory duty on meetings	All notices are posted in the prescribed places 3 clear days prior to any meeting. All Councillors are notified of Meetings by way of a summons and agenda.	Quarterly	3	Medium		Clerk
Statutory requirements	Disability & discrimination Act	Ensure that all conditions of the Act as they affect service provision are met	Annually	1	Low	N/A	Clerk / Chairman

Statutory requirements	Failure to comply with elector's wish to exercise its rights	Ensure members and staff are aware of Elector's rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public.	Annually	1	Low	N/A	Clerk / Chairman
Statutory requirements	Failure to comply with new Regulations / Legislation	Ensure proper and ongoing training is in place. Continue with membership of appropriate local / national associations	Annually	3	Medium	N/A	Clerk / Chairman
Statutory requirements	Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of council business in the Minutes. Ensure that all Minutes are signed and paginated. Maintain security of master copy.	Annually	3	Medium		Clerk / Chairman
War Memorial	Inadequate maintenance	Define responsibility for maintenance, carry out regular inspections for damage, vandalism etc. maintain all records.	Annually	1	Low		Clerk
War Memorial	Inadequate insurance	To ensure that adequate insurance cover is held in respect of the War Memorial	Annually	1	Low		Clerk
War Memorial	Vandalism	Regular inspections. Define responsibility of appointed person to regularly check and report to Council on condition of War Memorial	Monthly	1	Low		Clerk
Website	Placing of Information on site that may put people at risk	Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals. Formulate and implement a policy that follows best practice guidelines to protect those involved.	Annually	2	Medium		Clerk
Website	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices of the content of external websites.	As & when	1	Low		Clerk
Website	Compromise of copyright by inclusion of website links or frames	If website contains links to other sites ensure permission of destination website pre-requisite.	As & when	1	Low		Clerk
Website	Ownership & control of Universal Resource Locator (URL)	Ensure that the Clerk is listed as registrant of website when web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by the Council. Ensure that Council has full details of web address, account name, user name and password to manage the web address	Annually	1	Low		Clerk

Website	Non conformance with the Data Protection Act	Where posting information to website, or storing personal information, ensure that permission in place and the eight principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes; adequate; relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection. Ensure that appropriate insurance cover is held by the Council.	Annually	1	Low		Clerk
Website	Loss of data / inability to access backup of web content	Ensure that a secure back up of web content is held	As & when	3	Medium		Clerk
Website	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability (training) to undertake all website activity and are up to date with the current site status. Provide training where necessary to minimise risk.	As & when	1	Low		Clerk
Website	Risk arising from use of unlicensed software	The Council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site.	Annually	1	Low		Clerk
Website	Availability of software tools to build and manage the site	Ensure that the Council controls the ownership of the necessary software including website editor, FTP (File Transfer Tool), anti-virus software, image management software and a word processor	Annually	1	Low		Clerk
Website	Lack of motivation for continued management of website	Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content and development. Consider setting up a small committee of interested members to support ongoing development of website.	As & when	1	Low		
Website	Lack of visibility of website to search engines	Ensure that the site is registered with leading search engines (rapid registration is available at a cost). Update and change the front page of the site and other pages regularly to ensure that the search engine Spider regularly visits the site and updates their listing.	As & when	1	Low		

Website	Failure to meet needs / expectations of visitors to site	Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments and complaints received. Carry out a regular review of the web-site, with third parties where appropriate and initiate agreed changes / improvements where necessary. Maintain dialogue with site visitors where appropriate.	As & when	1	Low		
Website	Risk arising from poor design / appearance of website	Ensure that design is undertaken by suitably qualified and experienced operators	As & when	1	Low		
Website	Inadequate control of website	Ensure in all circumstances where third party is involved in design and control of web-site that a written formal agreement is in place that details financial and other responsibilities between the Council and the third party(s). Issue a set of written guidelines controlling the content.	As & when	1	Low		