**HOLCOMBE ROGUS PARISH COUNCIL**

**RISK MANAGEMENT COMMITTEE MEETING**

**HELD AT AYSHFORD HOUSE at 1500hrs ON TUESDAY 3rd NOVEMBER 2022**

Present

Councillor Adam Pilgrim

Councillor Jane Lock

Leslie Findlay (Parish Clerk/RFO)

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| 1 | Previous Minutes from Meeting on 16th Nov 22 | Action required: |
| 1.1 | Item 1a: The amendments to the risk assessment template had been actioned. |  |
| 1.2 | Item 3 had requested the Clerk to investigate further the approving of all payments with two signatories.  *Clerk informed Councillors that due to email issues and not responding to Nat West emails the addition of two Councillors as authorised signatories was still not completed. Cllr Lock has been added and Pete Davies had been removed from the account. It is hoped that the Cllr Barker will be an authorised signatory soon. Clerk was asked to seek guidance from other neighbouring Clerks as to their method of payment and this will be raised at a future meeting once all new signatories are in place.* | LF |
| 1.3 | Item 4: the Councillor privacy and information form had been updated |  |
| 1.4 | Item 5: Clerk was using Facebook more to advertise PC events and information. *Councillors agreed that this had been of benefit.* |  |
| 2 | The Standing Orders were reviewed and no amendments required. |  |
| 3  3.1  3.2  3.3 | Councillors conducted the risk assessment and the template to be amended as follows:  Financial para 10 “Clerk to receive regular bank statements from all accounts and Chair to have access to all accounts for spot checks”  Personnel and Appointments: para 2 “Ensure all key positions filled throughout the year and fill any vacancy where possible.  Other: delete para 11. |  |
| 4  4.1  4.2  4.3  4.4 | Matters arising:  Asset Register: Clerk to carry out a 100% check on all the items listed on the register.  Financial Reserves Policy: Full Council to discuss raising the General Reserves from £3000 to £5000  Financial Regulations para 6.9: Full Council to renew the resolution to approve use of BACS  Clerk contract and job description: To be reviewed | LF  Full Council  Full Council  AP/LF |
| 5 | Councillors did a spot check on the bank statements reconciling with the account book and payment vouchers. *No issues raised*. |  |
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There being no further business the Meeting closed at 1600hrs.

Signed: A Pilgrim J Lock