**HOLCOMBE ROGUS PARISH COUNCIL**

**RISK MANAGEMENT COMMITTEE MEETING**

**HELD AT AYSHFORD HOUSE at 1500hrs ON TUESDAY 16th NOVEMBER 2021**

Present

Councillor Adam Pilgrim

Councillor John Butler

Leslie Findlay (Parish Clerk/RFO)

1. The amendments from the previous Meeting had all been actioned.

2. The Risk Assessment Review was completed with the following comments: -

a. The risk assessment template to be amended to delete:

Financial

i. item 7 – “cheque payments for all expenditure” to be deleted

ii. Item 8 - amend to read “Alternative quotes for everything over £500, unless approved at a full council meeting and all quotes to be minuted”

iii. Item 10 – “under normal circumstances one month cooling off period before committing on expenditure in excess of £500” to be deleted

iv. item 15 – delete internal auditor to attend the Risk Management Committee

*Clerk to action*

3. Councillors had concerns with the current action taken for approving payments as it did not require two signatures before a bank transfer could be made. *Clerk to investigate further*.

4. Clerk to seek guidance on an initial application form for a resident wishing to consider becoming a councillor.

5. Council to consider increasing their accessibility to the public by having a Facebook page.

There being no further business the meeting closed at 1620hrs.

A Pilgrim JH Butler