**HOLCOMBE ROGUS PARISH COUNCIL**

**RISK MANAGEMENT COMMITTEE MEETING**

**HELD AT AYSHFORD HOUSE at 1000hrs ON MONDAY 19th NOVEMBER 2018**

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. It was agreed that the risk exposure in item 5 (Financial) could be considered high. Therefore to reduce this risk there should be quarterly checks on the account to ensure that all payments have been authorised by two signatories prior to payment by BACS.

b. Cllr Butler to review the Clerk’s contract.

c. Any payments made out of a formal Parish Council Meeting over the sum of £50, must have written approval (copy of email) attached with the BACS form showing it had received approval by the Chairman and one other Councillor.

3. Clerk to provide bullet points for the Councillors outlining their responsibilities under the GDPR.

The meeting closed at 1130hrs.

A Pilgrim JH Butler