**HOLCOMBE ROGUS PARISH COUNCIL**

**RISK MANAGEMENT COMMITTEE MEETING**

**HELD AT AYSHFORD HOUSE at 1400hrs ON MONDAY 21st OCTOBER 2019**

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. With the increase in funding due to the Play Area refurbishment it was suggested that a new account should be created with Nat West which will be called the “Play Area Reserve Fund”. The Clerk will not have online access to this account which will require 2 Councillor signatories and all payments to be made by cheque. This is to be put to a full Council Meeting for approval on 24th October.

*Clerk to action once approval is given.*

b. Whilst conducting the Asset Review Councillors sought confirmation that it was the correct procedure for the assets value not to be decreased annually on the Annual Return. *Clerk confirmed that this was the correct procedure as stated in the Accounting guidance for Local Councils part 3 paragraph 3.89 states that “once recorded on the asset and investments register, the recorded value of assets and investments must not change from year to year until disposal.”*

c. Asset register to be updated with the new fencing, gates and benches/picnic tables once the invoices have been received. Also, to inform the Insurance Company. *Clerk to action.*

d. Clerk to contact Vision ICT regarding the Website Accessibility Statement. *Vision ICT will be in touch with the Clerk in the New Year to get the appropriate changes made to the Website.*

e. Under Financial paragraph 16 to delete” As owners of the Village Hall the Council should review the public liability cover for the Hall. The Village Hall Committee will produce the schedule annually before payment.”

3. The Standing Orders and various Polices were also reviewed with no comments or amendments.

4. Councillors did a spot check on the Banks Statements reconciling with the Payment Vouchers.

There being no further business the meeting closed at 1520hrs.

A Pilgrim Approved and signed 24.10.19 JH Butler