

HOLCOMBE ROGUS PARISH COUNCIL

RISK MANAGEMENT COMMITTEE MEETING

HELD AT AYSHFORD HOUSE at 1500hrs MONDAY 20th NOVEMBER 2023

Present

Councillor Adam Pilgrim

Councillor Frances Freeman

Leslie Findlay (Parish Clerk/RFO)

1. Action from previous Minutes
 - 1.1 Asset Register has been updated and to be approved at Full Council Meeting.
 - 1.2 The General Reserves has been raised from £3000 to £5000.
 - 1.3 Clerk has been given a new updated Contract.
 - 1.4 The approving of all payments with two signatories online was discussed by Councillors and declined.
2. The Standing Orders and Polices have been reviewed and no amendments required.
3. Councillors conducted the risk assessment and proposed the following item should be reviewed by Councillors at a Full Council Meeting:
 - 3.1 Financial section item 7 – *Councillors to review the sum required for alternative quotes.*

Currently states “Alternative quotes for everything over £500, unless approved at a Full Council Meeting and all quotes to be minuted” *Action required*
 - 3.2 Financial Regulations currently state : When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates.
Otherwise, Regulation 10.3 above shall apply. *Action required.*
4. Councillors carried out a spot check on the bank statements, reconciling with the payment vouchers. *No issues raised.*
5. There being no further business the Meeting closed at 1625hrs.

Signed: A Pilgrim

F Freeman