

**HOLCOMBE ROGUS PARISH COUNCIL**

**RISK MANAGEMENT COMMITTEE MEETING**

**HELD AT AYSHFORD HOUSE ON THURSDAY 12<sup>th</sup> OCTOBER 2017**

Present

Councillor Nikki Orchard

Councillor Katie Smith

Leslie Findlay (Parish Clerk/RFO)

1. The amendments from the previous Meeting had all been actioned.
2. The Risk Assessment Review was completed with no comments.
3. All the invoices were checked against bank statements to ensure that each payment had two signatures on the approval sheet and that they had been paid after the date of the Council meeting.
4. All the Policies and Standing Orders were reviewed to ensure they were updated. The Committee made the following comments for further action:
  - a. Financial Regulations need to be updated and adopted. *Clerk to action*
  - b. Parish Council to renew the BACS authority as laid down in the adopted Financial Regulations 6.9
  - c. Clerk's Salary to be amended on the Contract.
  - d. Amend the Agreement by Councillors to receive all correspondence by email to include the disclosure that if the official email is filtered through personal Accounts all email accounts linked will be open to public scrutiny. *Clerk to action*

The meeting closed at 1025hrs

N Orchard

K Smith

**HOLCOMBE ROGUS PARISH COUNCIL**  
**RISK ASSESMENT REVIEW 12<sup>th</sup> October 2017**

**FINANCIAL**

Degree of risk before task	Task	Risk exposure if task not completed	Degree of risk if task completed	Date and outcome of annual review
high	1. Set and agree Budget with full Council prior to each financial year	Uncontrolled spending	low	12.10.17 ✓
medium	2. Budget performance report to PC formally each quarter year to date:- Jul/Oct/Jan/Apr. Clerk to produce last bank statement	Uncontrolled spending	low	✓
high	3. No cash transactions or petty cash	Fraud	negligible	✓
medium	4. No payments without Invoice, no reimbursements without receipts	Fraud	low	✓
medium	5. Two counter signatures on cheques and counterfoils –but not Clerk. If completed by BACS to include two signatures on BACS form which must be signed and dated prior to the payment by BACS.	Fraud	low	✓
medium	6. Clerk to be RFO and manage all financial activity (but not cheque signatory)	Fraud	low	✓
medium	7. Cheque payments or BACS for all expenditure.	Fraud and uncontrolled spending	low	✓

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medium	8. Alternative quotes for everything over £500 and all quotes Minuted	Not obtaining good value for money	low	✓
medium	9. All decisions for expenditure must be agreed at full Parish Council meetings	Unapproved spending by sub-committee	low	✓
medium	10. All expenditure to be reported at Council meetings showing budget v latest estimate and any unbudgeted expenditure to be presented to full Council for decision on funding	Uncontrolled spending and no control of progress on Council approved subjects	low	✓
medium	11. Clerk to print off monthly statements from internet banking	Accountability	low	✓
medium	12. Disclosure of Interests	Avoid conflicts with other interests	low	✓
high	13. Conduct annual asset review	Asset exposure	low	✓
medium	14. Conduct annual review each October of all Parish Council financial or other activities or responsibilities which may expose council to financial or other risk. Sub Committee to include Clerk and two Councillors (To be included with annual review of Standing orders)	No financial oversight	low	✓
high	16 Conduct full Insurance review annually at April meeting prior to payment of insurance. As owners of the Village Hall the Council should review the public liability cover for the Hall. The village Hall Committee	Uncontrolled liability and asset exposure	low	✓

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medium	8. Alternative quotes for everything over £500 and all quotes Minuted	Not obtaining good value for money	low	✓
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medium	10. All expenditure to be reported at Council meetings showing budget v latest estimate and any unbudgeted expenditure to be presented to full Council for decision on funding	Uncontrolled spending and no control of progress on Council approved subjects	low	✓
medium	11. Clerk to print off monthly statements from internet banking	Accountability	low	✓
medium	12. Disclosure of Interests	Avoid conflicts with other interests	low	✓
high	13. Conduct annual asset review	Asset exposure	low	✓
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high	16 Conduct full Insurance review annually at April meeting prior to payment of insurance. As owners of the Village Hall the Council should review the public liability cover for the Hall. The village Hall Committee	Uncontrolled liability and asset exposure	low	✓

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	will produce the schedule annually before payment.			✓
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## NON FINANCIAL

Degree of risk before task	Task	Risk exposure if task not completed	Degree of risk if task completed	Date and outcome of annual review
<u>PERSONNEL AND APPOINTMENTS</u>				
medium	1. Appoint all key officers and officials at AGM (Chairman, Vice-Chairman, RFO, Planning and other non-statutory positions as required	unstructured and/or ill-prepared council	low	✓
Medium	2. Ensure all key positions filled throughout the year and fill any vacancy at next Council meeting	unstructured and/or ill-prepared council	low	✓
low	3. Match skills and responsibilities of key positions e.g. Planning	Inexperienced Councillors leading to unsound conclusions and/or lack of current knowledge	low	✓
medium	4. Identify training needs or refresher courses as required but at least every 4 years	Lack of current knowledge	low	✓ when available

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