**HOLCOMBE ROGUS PARISH COUNCIL**

**RISK MANAGEMENT COMMITTEE MEETING**

**45 Twitchen at 1000hrs Tuesday 7th January 2025**

Present

Councillor Adam Pilgrim

Councillor Frances Freeman

Jackie Lyons (Parish Clerk/RFO)

1. Action from previous Minutes
   1. Councillors to review the sum required for alternative quotes.
   2. Clerk to obtain 3 quotations for the supply of goods, materials or for the execution of work or specialist services.
2. The Standing Orders and Polices have been reviewed and no amendments required.
3. Councillors conducted the risk assessment, the following items were discussed:-
   1. All invoices to be approved and signed by two signatories. This can be done by email for approval if urgent and signed for at the next Full Council Meeting.
   2. Asset’s need to be reviewed and depreciation applied. Clerk to seek advise from Auditor and discuss further at the next Full Council Meeting. *Action Required.*
   3. To review all suppliers, to gain quotations from existing and others in order to compare quotations. *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 1200hrs.

Signed: A Pilgrim Signed: F Freeman