

Wonersh Parish Council

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Minutes of the meeting of the Council's Risk & Audit Committee held on Tuesday, 11 September 2018 at 9.30am at the Wonersh Sports Pavilion

Present: Councillors M Band (in the chair), C Crouch and G Payne; and Cllr R Marley.

In attendance: Mr Kevin Garvey (Clerk to the Council *locum tenens*)

R18/19 001	<p>To elect the Chairman of the Committee.</p> <p>The Committee <i>RESOLVED</i> to approve the appointment of Cllr Band as its chairman for the 2018/19 council year (proposed by Cllr Payne).</p>
R18/19 002	<p>To receive and accept apologies for absence.</p> <p>All the Committee's members were present. However, the Committee accepted Cllr Band's recommendation that the Council be asked to appoint a fourth member to share in the Committee's important responsibilities and in order to reduce the risk of not being quorate in future.</p> <p style="text-align: right;">Action: Clerk & Council</p>
R18/19 003	<p>Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.</p> <p>No Cllrs declared any disclosable interests.</p>
R18/19 004	<p>Open meeting for <i>members of the public</i> to raise matters about the Council's risk management and audit issues.</p> <p>Cllr Band welcomed Cllr Marley to the meeting as an observer and as a potential future member of the Committee.</p>
R18/19 005	<p>To receive progress reports about matters previously considered and approved by the Committee or the Council.</p> <p>The Committee noted that all relevant matters would be considered as substantive items of this agenda.</p>
R18/19 006	<p>To consider the following Governance issues and approve recommendations, if any, to the Council:</p> <p>(a) Code of Conduct & Register of Members' Interests The Clerk reiterated the personal, legal responsibility of all Cllrs keeping their entries in the Register of Interests up-to-date;</p> <p>(b) Standing Orders The Committee noted that the Council's SOs were up-to-date and that it had no recommendations for any changes to make to the Council;</p> <p>(c) Financial Regulations The Committee carefully considered the provisions of Section 4 of the FRs and agreed that, consistently applied, they demonstrated the necessary controls were in place to authorise expenditure by the Council. The Committee requested that Cllr Band and the Clerk brief the Council about the FRs at the Council's next meeting.</p> <p style="text-align: right;">Action: Cllr Band & Clerk</p> <p>(d) the 2018/19 Financial Report of income & expenditure to-date The Committee carefully examined a number of payments and noted that some of</p>

	<p>them had been attributed to the wrong budget headings so far this year. The Committee requested that the Clerk and the accounts bookkeeper make the necessary adjustments for re-presentation of the monthly reports to-date by the October 2018 meeting of the Council for consideration and approval. Cllr Band agreed that he would brief the Council about the changes that needed to be made to the next meeting of the Council on 13 September 2018.</p> <p style="text-align: right;">Action: Clerk & accounts bookkeeper</p>
R18/19 007	<p>To consider the report of the Council's Internal Auditors dated 30 April 2018 and to approve recommendations, if any, to the Council.</p> <p>The Clerk informed the Committee that the Internal Auditor's recommendations 3 - 12 were in hand and that he would confirm that all appropriate action was completed by the October meeting of the Council. The Committee agreed that the Clerk and the accounts bookkeeper should also examine R1 to see what financial implications (start-up costs and subsequent man-hours) there would be to implement a new bookkeeping system, for presentation at a future meeting of the Council. The Committee agreed that R12 should wait until a new, substantive Clerk was appointed. Cllr Band agreed that he would brief the Council about this discussion at its next meeting.</p> <p style="text-align: right;">Action: Cllr Band, Clerk & accounts bookkeeper</p>
R18/19 008	<p>To receive the Council's Assets Register as at 10 September 2018 and to consider and approve recommendations, if any, about the Register to the Council.</p> <p>Cllr Band informed the Committee that he and the Clerk had carried out a full office inventory check upon the latter's appointment. The Committee agreed that the Clerk should submit an updated AR for consideration and approval by the Council at the latter's meeting in October 2018.</p> <p style="text-align: right;">Action: Clerk</p>
R18/19 009	<p>Members' business and other correspondence for noting and including on a future agenda.</p> <p>1. The Committee noted that the Council's external auditors were seeking additional information and clarification about the 2017/18 Annual Return. The Committee requested that the Clerk report to the Council about these issues at the latter's forthcoming meetings.</p> <p style="text-align: right;">Action: Clerk</p> <p>2. The committee agreed that it would examine the Council's Risk Management Register at its next meeting.</p> <p style="text-align: right;">Action: Committee & Clerk</p>
R18/19 010	<p>To consider and approve the date of the next meeting of the Committee.</p> <p>The Committee agreed to consider this in due course. Action: Cllr Band & Clerk</p>
R18/19 011	<p>To consider and approve that: (a) the Chairman present a report about the outcome of this meeting at the Council's meeting on 13 September 2018; and (b) the official record of this meeting be presented to the Council for approval at the latter's meeting on 11 October 2018.</p> <p>The Committee <i>RESOLVED</i> to approve this (proposed by Cllr Crouch).</p>

There being no further business to consider, Cllr Band closed the meeting at 10.45am.

Signed: *Mike Band*

Dated: 11 October 2018