

Wonersh Parish Council

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Minutes of the meeting of the Council's Risk & Audit Committee held on Thursday, 22 November 2018 at 9.30am at the Wonersh Sports Pavilion

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

In attendance: Mr Kevin Garvey (*Acting Responsible Financial Officer*)

R18/19 012	To receive and accept apologies for absence. All the Committee's members were present.
R18/19 013	Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code. No Cllrs declared any disclosable interests.
R18/19 014	Open meeting for <i>members of the public</i> to raise matters about the Council's risk management and audit issues. No issues were raised.
R18/19 015	To note that the official record of the meeting of the Committee held on 11 September 2018 was presented to and approved by the Council at the latter's meeting on 11 October 2018. Cllrs duly noted this.
R18/19 016	To receive progress reports about matters previously considered and approved by the Committee or the Council. The Committee noted that all relevant matters would be considered as substantive items of this agenda.
R18/19 017	To consider the following Governance issues and approve recommendations, if any, to the Council: (a) Code of Conduct & Register of Members' Interests; (b) Standing Orders; (c) Financial Regulations; (d) Training of Members and Council staff. No issues were raised.
R18/19 018	To consider further the report of the Council's Internal Auditors dated 30 April 2018 and to approve recommendations, if any, to the Council. The Committee noted the following: R1 – the present accounting system developed by Richard Holmes for the Council was not criticised by the auditor. However, it agreed that the new Clerk should seek the advice of Mr Holmes about the possibility of acquiring commercial accounting software such as the RBS Rialtas Alpha programme. Action: Clerk & RH R2 – the Committee recommended that the new Clerk pursue this. Action: Clerk R3 – action completed R4 – action completed R5 – the Committee asked the new Clerk to pursue this: Action: Clerk R6 – the Committee asked the new Clerk to pursue this: Action: Clerk

	<p>R7 – the Committee asked the new Clerk to pursue this: Action: Clerk</p> <p>R8 – the Committee asked the new Clerk to pursue this: Action: Clerk</p> <p>R9 – the Committee accepted the acting RFO’s recommendation that the present allocated reserves, that had remained unchanged over the last three years, should all be rescinded by the Council and that new allocated reserves relating to identified liabilities such as the closed church yard wall and the Wonersh Common drainage system should be properly recognised. Action: Clerk & Council</p> <p>R10 – Action completed</p> <p>R11 – No longer applicable to the individual who had resigned as the Clerk. However, the Committee noted the importance of the new Clerk receiving a timely job appraisal and probation review. Action: Clerk and Chair of the Council</p> <p>R12 – the Committee asked the new Clerk to pursue this. Action: Clerk</p>
R18/19 019	<p>To receive the Council’s Assets Register as at 14 November 2018 and to consider and approve recommendations, if any, about this Register to the Council.</p> <p>The Committee received the updated Register and recommended that this be presented to a future meeting of the Council for approval. Action: Clerk</p>
R18/19 020	<p>To consider the Council’s Risk Management Register to-date and to consider and approve recommendations, if any, about this Register to the Council.</p> <p>The Committee noted that this had not been adequately updated over the last three years and recommended that the new Clerk undertake this as a priority. Action: Clerk</p>
R18/19 021	<p>Members’ business and other correspondence for noting and including on a future agenda.</p> <p>No issues were raised.</p>
R18/19 022	<p>To consider and approve the date of the next meeting of the Committee.</p> <p>The Committee recommended that it should meet again ahead of the Council meeting scheduled for 11 April 2019 in order to prepare for the Annual Statement and audit relating to the financial year ended 31 March 2019. Action: Clerk</p>
R18/19 023	<p>To consider and approve that the official record of this meeting be presented to the Council for approval at the latter’s meeting on 17 January 2019</p> <p>The Committee agreed to this. Action: Clerk</p>

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

Signed:

Dated: 4 April 2019