

Wonersh Parish Council

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Minutes of the meeting of the Council's Risk & Audit Committee held on Thursday, 4 April 2019 at 10.30am at the Wonersh Sports Pavilion

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

In attendance: Lisa Davison

R 18/19 24	To receive and accept apologies for absence. All the Committee's members were present.
R18/19 25	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 26	To consider and approve the Minutes of the Committee meeting held on 22 November 2018. The Committee approved the official record of this meeting.
R18/19 27	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 28	To receive progress reports about matters previously considered and approved by the Committee or the Council. Drainage of Wonersh Common towards the Platt Cllr Payne provided an update to the drainage from Wonersh Common towards the Platt. He stated they had received a range of quotes from different providers, ranging from £10,000 to replace the pipe to £13,000 to reline it. He noted that fixing and sealing the crack in the pipe, for £175, provided a cost effective test as to whether the problems could be solved without the more costly investments. However, he suspected that the more expensive work would be required. The Committee resolved that should this be the case, then the Risk & Audit Committee would need to review the plans in order to provide access to funds from the allocated reserves. The Committee also noted the expertise of Martin Maybrey in understanding the local drainage conditions and would like to take the opportunity to thank him. Wonersh Burial Ground: Grade II Listed Walls Cllr Band reported that the adjoining neighbours had each received the recent reports on the condition of the wall. They resolved to send a further letter requesting comments on the report to inform the Council's next steps. Action: Clerk

R18/19 29	<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; (b) Standing Orders; (c) Financial Regulations; (d) Training of Members and Council staff.</p> <p>Councillor Band noted that Waverley Borough Council has updated their Code of Conduct. Details of this should be circulated in for discussion at the April 2019 Council Meeting.</p> <p>Action: Clerk</p>
R18/19 30	<p>To consider further the report of the Council's Internal Auditors dated 30 April 2018 and to approve recommendations, if any, to the Council.</p> <p>The Committee noted the following, regarding outstanding recommendations:</p> <p>R1 – Richard Holmes stated that the Council had previously used Sage but this was deemed unnecessarily complicated. He deferred the final decision to the Council but advised that such software was not required given the relatively low turnover of the Council. The Council resolved to take his recommendation and review annually.</p> <p>Action: Clerk & RH</p> <p>R2 – the Clerk is researching a range of available options for internet banking which align with the Standing Orders and Financial Regulations for Womersh Parish Council. A report will be presented to members of the Risk & Audit Committee, to agree a recommendation to the May Council Meeting</p> <p>Action: Clerk, Cllrs Band and Crouch</p> <p>R5 – the Committee stated that there is a Playground Management Policy in place and weekly inspections are recorded on sheets agreed by the Council. This requires formalising in a written policy:</p> <p>Action: Clerk</p> <p>R6 – awaiting training for new Councillors.</p> <p>R7 – Councillors to ensure that weekly inspection forms are received by the Clerk and held by the Council for 21 years.</p> <p>Action: Councillors and Clerk</p> <p>R8 – the Clerk to include this as an item for discussion on the April 2019 Council Meeting.</p> <p>Action: Clerk</p> <p>R9 – on the advice of the Risk and Audit Committee, the Council have allocated the reserves. This is recorded in the Minutes of the January 2019 Council Meeting, as:</p> <ol style="list-style-type: none"> 1. <i>Future repair of the Grade II listed boundary wall of the closed burial ground at St John the Baptist Church, Womersh - £15,000;</i> 2. <i>Future repair of water drainage system under that part of Womersh Common Owned by the Council - £10,000;</i> 3. <i>Potential administrative costs relating to any future contested Council Election - £3,300</i> <p>This means that £22,000 is unallocated.</p> <p>R11 – The new Clerk will receive an appraisal with the Chair of the Council and Chair of the Personnel Committee during April 2019. Appraisals will then take place on a six month basis initially, extending to a 12 month basis once the Clerk is more established in the role.</p> <p>Action: Clerk, Chair of the Council and Chair of the Personnel Committee</p>

	R12 – the Clerk to discuss this with the new Council once they are in place. Action: Clerk
R18/19 31	To consider the 2018/19 draft Annual Return of the Council's 2018/19 Accounts. These are underway and will be considered at the next Council Meeting. Action: Clerk
R18/19 32	To receive the Council's Assets Register as at end-December 2018 and to consider and approve recommendations, if any, about the Register to the Council. There were no additions to the assets discussed at the previous Risk and Audit Committee meeting and there were no further recommendations.
R 18/19 33	To consider the contents of the Council's present annual insurance policy and to approve recommendations for changes, if any, to the Council for the period up to 31 May 2020. The Council will remain with the current provider as part of three year agreement. There were no recommendations for changes to what is covered.
R18/19 34	Members' business and other correspondence for noting and including on a future agenda. No matters were raised.
R18/19 35	To consider and approve the date of the next meeting of the Committee. The Committee recommended that it should meet on 25 th April to discuss the Council's Risk Assessment in more detail.
R18/19 36	To consider and approve that the official record of this meeting be presented at the next meeting of the Council on 11th April 2019 for approval. The Committee suggested that the meeting on 25 th April would allow the Council sufficient time to review the minutes. Action: Clerk

Signed:

Dated: 25 April 2019