



Minutes of a meeting of **Wonersh Parish Council Risk and Audit Committee** held on Tuesday 24 March 2015 at 9.30 am at Wonersh Sports Pavilion.

PRESENT

Cllr M Band, R Bawden, L Healy (in the chair) and Cllr C Smith.

In attendance: Mr K Garvey, Clerk to the Council.

<p>R14/15 014</p>	<p>Apologies for absence. No apologies for absence were received.</p>
<p>R14/15 015</p>	<p>Wonersh Parish Code of Conduct – Disclosure of Interests. Members declared no disclosable interests in any of the after-mentioned business.</p>
<p>R14/15 016</p>	<p>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.</p>
<p>R14/15 017</p>	<p>To consider and approve the minutes of the Committee meeting held on 11 April 2013. The Committee approved the official record of this meeting. Cllr Healy signed the minutes.</p>
<p>R14/15 018</p>	<p>To receive progress reports about matters previously considered and approved by the Committee or the Council. There were no matters arising not addressed in the after-mentioned items of business.</p>
<p>R14/15 019</p> <p>Action: Clerk</p> <p>Action: Members</p> <p>Action: Clerk</p>	<p>Governance issues:</p> <p>(a) Code of Conduct & Register of Members Interests</p> <p>1. The Clerk confirmed that there were no changes to consider or implement in respect of the Council’s <i>Code of Conduct</i> since the last meeting of the Committee. The Committee requested that the Clerk continue to follow developments and agreed to consider this issue further at its next meeting.</p> <p>2. The Clerk confirmed all Members had maintained up-to-date declarations in the <i>Register of Interests</i>. The Committee noted the ongoing obligation of Members to consider before each Council meeting if their individual register entries needed updating.</p> <p>(b) Standing Orders</p> <p>The Committee noted that these had been reviewed and updated by the Council at the latter’s meeting on 12 February 2015, in line with changes to legislation about recording meetings of the Council by members of the public and media representatives. The Clerk confirmed that there were no additional changes to propose. The Committee requested that the Clerk continue to follow developments and agreed to consider this issue further at its next meeting.</p>

<p>Action: Clerk</p> <p>Action: Clerk</p> <p>Action: Members & Clerk</p>	<p>(c) Financial Regulations</p> <p>1. The Clerk presented updated, model <i>Financial Regulations</i>, which had been published by the National Association of Local Councils (NALC). The Committee agreed to recommend that these be presented to the Council for consideration and approval at the latter's next meeting on 9 April 2015.</p> <p>2. The Committee requested that the Clerk continue to follow developments and agreed to consider this issue further at its next meeting.</p> <p>(c) Training of Members and Council staff.</p> <p>The Committee noted the importance of all Members, especially newcomers to be elected on 7 May 2015, participating in all relevant training and briefing opportunities for which full financial provision had been made in the Council budget.</p>
<p>R14/15 20</p> <p>Action: Clerk</p>	<p>To receive the Council's Assets Register as at end-March 2015 and to consider and approve recommendations, if any, about the Register to the Council.</p> <p>The Committee noted the additions/deletions made to the <i>Assets Register</i> over the previous year and recommended that the updated <i>Register</i> be submitted to the Council for consideration and approval at the latter's next meeting on 9 April 2015.</p>
<p>R14/15 021</p> <p>Action: Clerk</p>	<p>To receive the Council's Risk Management Register as at end-March 2015 and to consider and approve recommendations, if any, about the Register to the Council.</p> <p>The Committee noted the updated entries in the <i>Risk Management Register</i> and recommended this be submitted to Council for consideration and approval at the latter's next meeting on 9 April 2015.</p>
<p>R14/15 022</p> <p>Action: Clerk</p>	<p>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 1 June 2015 to 31 May 2016.</p> <p>The Committee noted that there was no change in the proposed coverage of items since the earlier in-year change (Minute R14/15 10 refers). The Clerk confirmed that he would be seeking competitive quotations from different insurance providers to ensure the lowest premium.</p>
<p>R14/15 023</p>	<p>Councillors' business and other correspondence for noting or including on a future agenda.</p> <p>No issues were raised.</p>
<p>R14/15 024</p>	<p>To consider and approve the date of the next meeting of the Committee.</p> <p>The Committee noted that it would be for the new Council to be elected on 7 May 2015 to confirm arrangements but recommended that the Committee should next meet in September 2015.</p>
<p>R14/15 025</p>	<p>To consider and approve that the official record of this meeting be presented at the next meeting of the Council on 9 April 2015 for approval.</p> <p>The Committee agreed that it would be expedient to present the draft minutes and its recommendations to the next meeting of the Council for the latter to consider and approve.</p>

There being no further business, Cllr Healy closed the meeting at 10.10 am.

Signed: *Louise Healy*

9 April 2015