



Minutes of a meeting of **Wonersh Parish Council Risk and Audit Committee** held on Thursday 5 May 2016 at 8.50am at Wonersh Sports Pavilion.

PRESENT

Cllr M Band (chair), Cllr C Crouch, Cllr M Hardman and Cllr R Weale.

In attendance: John Aldworth, Clerk to the Council

R15/16 014	<p>To receive and accept apologies for absence No apologies were received</p>
R15/16 015	<p>Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code. Members declared no disclosable interests in any of the after-mentioned business.</p>
R15/16 016	<p>Open meeting for <i>members of the public</i> to raise matters about the Council’s risk management and audit issues. No members of the public attended.</p>
R15/16 017 Action: Clerk	<p>To receive progress reports about matters previously considered and approved by the Committee or the Council. The Clerk reported that the procurement threshold at paragraphs 11.b, f and h of the Financial Regulations should be updated to reflect the changes made to paragraph 28 b of the Standing Orders, as recommended by the Internal Auditor in 2015 (R15/16 006 c of 6 October 2015 minutes refers).</p>
R15/16 018 Action: Clerk Action: Clerk	<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 confirmed that there were no changes to consider or implement about the Council’s Code of Conduct since the last meeting of the Committee.</p> <p>(b) Standing Orders (SOs) The Clerk confirmed that the only change he has made to the SOs since the last meeting was to the procurement threshold (see R15/16 017).</p> <p>Cllr Band reported that there are discrepancies between the Standing Orders and the Financial Regulations and there needs to be a review of these documents to resolve these and ensure consistency.</p> <p>Cllr Band also noted that some text appears in bold and suggested that future changes should be made in the form of ‘track changes’, so that alterations can be clearly identified.</p> <p>Clerk to consult his predecessor as to reason for bold text and clarify what changes have been made.</p> <p>Clerk to consult SSALC, where necessary, to ensure SOs and FRs are consistent with their guidance, and realistic with regard to issues such as dates for setting the budget.</p>

	<p>(c) Financial Regulations (FRs) The Clerk confirmed that the only change since the last meeting was to paragraph 4.1 to insert a third bullet point to allow the Clerk to authorise expenditure up to £250 in defined circumstances. See also R15/16 017 above.</p> <p>(d) Training of Members and Council staff. The Clerk reported that the Chairman is due to attend training on 'Chairmanship' in June.</p> <p>The Clerk reported that Waverley Borough Council has offered Parish Councils training on land-use planning.</p>
<p>R15/16 019</p> <p>Action: Clerk</p>	<p>To consider the 2015/16 draft Annual Return of the Council's 2015/16 accounts.</p> <p><u>Annual Governance Statement</u> Committee Members considered and approved the Annual Governance Statement 2015/16 (Section 1 of the Annual Review of Accounts).</p> <p><u>Accounting Statements</u> Cllr Band queried how the figure of £49,570 at row 7 had been arrived at (balances carried forward). The Clerk advised that this is the bank balance as at 31 March '16 (£47,375) plus VAT owed to the Council (£2,195). Cllr Band asked the Clerk to check this information with the Council's accountant.</p> <p>Members considered and approved the draft Accounting Statements 2015/16 (Section 2 of the Annual Review of Accounts), subject to the Clerk checking the above information. .</p>
<p>R15/16 020</p> <p>Action: Clerk</p> <p>Action: Clerk</p>	<p>To receive the Council's Assets Register as at end-April 2016 and to consider and approve recommendations, if any, about the Register to the Council.</p> <p>The Clerk confirmed that there have been no changes to the Assets Register, other than to update the accountable banking stationery section.</p> <p>The Committee recommended that the Clerk should check whether the Council is indemnified against the costs of repair/replacement of the Blackheath Well.</p> <p>The Committee recommended that the Clerk should contact Waverley Borough Council to ask them to repair/replace the bench located at the northern corner of Shamley Green Common.</p>
<p>R15/16 21</p>	<p>To receive the Council's Risk Management Register as at end-April 2016 and to consider and approve recommendations, if any, about the Register to the Council.</p> <p>The Committee noted that the recently updated Register identifies a number of actions that now need to be taken; including: commons and ditch maintenance; PAT inspections; and review business continuity.</p>

<p>Action: Clerk & Members</p> <p>Action: Clerk</p>	<p>The Committee asked the Clerk to draw Members' attention to the areas of concern highlighted by the Register and recommended that the Council develop action plans to address these concerns.</p> <p>The Clerk was asked to contact his predecessor to establish what was the outcome of previous enquiries about the trees that appear to be damaging the burial ground walls.</p>
<p>R15/16 022</p> <p>Action: Clerk</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 up to 31 May 2017.</p> <p>The Committee recommended that the Council should accept the quote for this year (£658.92), which is an increase of £27.38 compared with last year's premium from the same company. This increase is partially due to the increase in Insurance Premium Tax in November 2015.</p> <p>The Committee recommended that the Clerk should investigate other options next year, including longer-term schemes (e.g. 3-year deals etc) which may provide savings.</p> <p>The Committee also recommended that the Clerk should investigate the possibility of obtaining insurance cover against the cost of repairs to the Wonersh Common drainage system, and the burial ground walls. The Clerk should also investigate what grants may be available to assist with the cost of such repairs.</p>
<p>R15/16 023</p>	<p>To consider the development of a strategy for unallocated reserves.</p> <p>The Committee recommended that the Council should continue to maintain a balanced budget. The Council should also establish what level of reserves should be maintained, having regard to any appropriate guidance (e.g. CIPFA rules).</p> <p>The Committee recommended that this piece of work needs to also consider how the Council will deal with a significant draw on its finances, such as repairs to the Wonersh Common drainage system and/or the burial ground walls.</p> <p>The Committee agreed to hold an interim meeting in late August 2016, prior to the next Risk and Audit Committee meeting, to begin developing a strategy for reserves. This will ultimately inform budget setting in January 2017. The aim will be to make definitive recommendations on a strategy for reserves by the next meeting of the Risk and Audit Committee in late September.</p> <p>The Committee recommended that Mr Garvey be invited to be an ad hoc adviser on this work.</p>
<p>R15/16 024</p>	<p>To consider the Chairman's proposed response to the Corporate Governance Questionnaire – review and approval of financial risk assessment.</p> <p>The Committee recommended that the response to the Corporate Governance Questionnaire should make clear that the Minutes of the last Risk and Audit Committee (6 October 2015) addressed this issue. The Committee reviewed the internal and external audit reports and looked at the level of reserves in 2015.</p>
<p>R15/16 025</p>	<p>Councillors' business and other correspondence for noting and including on a future agenda.</p> <p>No issues were raised.</p>

R15/16 026	To consider and approve the date of the next meeting of the Committee. The Committee agreed that the Clerk should set up an interim meeting in late August 2016 and recommended that the next Risk and Audit Committee meeting should be held late September, possibly early on 22 September, prior to the Planning Committee which is currently due to meet at 9.30am that day.
R15/16 027	To consider and approve that the official record of this meeting be presented at the next meeting of the Council on 12 May for approval. Since Cllr Band will be unable to attend the Council Meeting on 12 May, he will approve the Minutes beforehand and these will be presented to the May Annual Council Meeting.

There being no further business, Cllr Band closed the meeting at 10.00am.

Signed: *Mike Band*

10th May 2016