

## Tichborne Parish Council Annual Council Meeting 11<sup>th</sup> May 2022. Agenda item 8.

### Internal Audit - Financial and non-financial risk assessment. To complete the annual review of existing systems and controls.

#### 1. Standing Orders

The Council should confirm that it continues to run its affairs according to the National Association of Local Councils Model Standing Orders (adopted in July 2014 and amended in March 2015). It is proposed that the Model Standing Orders should be reviewed in 2022-23.

#### 2. Financial Regulations

The Standing Orders above contain Financial Regulations but the adoption of the list below would clarify important items for the Council:

#### Financial Regulations

- **Cheques** – 2 signatures from any of the Parish Councillor designated signatories.
- **A statement** shall be prepared for the late autumn meeting and presented to the Parish Council to allow for consideration of the financial situation before setting the 2023-24 precept in January 2023.
- **Chairman's Fund** – The Chairman may use a fund, not exceeding 5% of the precept or an agreed amount to pay for expenses and entertainment in connection with his duties and special expenditure of the Parish Council not covered under another heading. Currently, the value of the Chairman's fund is £250.
- **Members' Travelling Expenses** – Members shall have the right to claim petrol/mileage allowance when undertaking Tichborne Parish Council business at a rate of 45 pence per mile.
- **Expenditure under Section 137 powers** is limited to £8.82 per registered elector (2022-23). As of 31<sup>st</sup> March 2022, there were 187 electors in Tichborne making the total fund available for the year as £1,649.34
- **Insurance** – The policy was last reviewed in 2016-17 [minute reference 17/69(d) 28<sup>th</sup> March 2017] to ensure that adequate cover is provided. A minute should be recorded that the 2022-23 insurance schedule has been revalued by Zurich Municipal following the updated fixed asset register being passed to them.
- **Review** – these regulations are to be reviewed annually, usually at the Annual Council Meeting.

#### 3. Clerk's contract & salary

**NJC Pay Scales 2016-18 LC1 SCP 20 £10.10 per hour applicable. Ten hours per month.**

It is proposed that the Clerk's contract and salary be reviewed in 2022-23.

#### 4. Treasurers Account

No interest is currently paid on our bank account and to date no enquiries have been made about interest paying accounts so that a proportion of the funds held could gain interest.

#### 5. Insurance

To note that a policy schedule was included from 2008 to include cover for Libel & Slander, Fidelity indemnity and for personal accident for Councillors from ages 75-85.

A further change to the schedule now includes cover for personal accidents for all Councillors and Employees aged 16 to 90.

Brendan Gibbs.

Clerk to the Parish Council 29<sup>th</sup> April 2022.