



**Clerk – Mrs Pauline Bowdery**  
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**Beechen Hall**  
**Wildfell Close**  
**Walderslade**  
**Chatham**  
**Kent ME5 9RU**

**To all members of the Council, public and press**

6 July 2015

There will be a meeting of the **Finance and General Purposes Committee** on **Tuesday 14 July 2015** at the Parish Office, Beechen Hall, Wildfell Close, Walderslade commencing at **7.00 p.m.**

**1. Apologies and non-attendance**

To receive apologies from members unable to attend.

**2. Declaration of Interests, Dispensations, Predetermination or Lobbying.**

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

**3. Minutes of the meeting of 19 May 2015**

To consider the minutes of the meeting and if in order to sign as a true record (previously circulated).

**4. Matters Arising From the Minutes**

4.1 Any matters arising from the minutes, not on the agenda.

**Adjournment to enable members of the public to address the meeting.**

**5. Financial report.**

5.1 Reconciliation of accounts report as at 30 June 2015 (page 3).

5.2 Income/Expenditure report as at 30 June 2015 (page 4-10).

5.3 Investment Bonds verbal report to be submitted at meeting.

**6. Policies and procedures reviews**

6.1 Risk Management Assessment (pages 11-19).

6.2 Review audit controls for production of 2016 Governance Statement see report (pages 19-22).

6.3 Training. To identify training needs for Councillors or staff and to receive reports of training received see report (page 22).

6.4 Public internet access policy. The Clerk has reviewed this policy and considers it still fit for purpose.

**7. Review of banking arrangements**

A verbal update will be provided at the meeting.

**8. Personnel matters**

TOIL, training, leave and leave/sickness cover.

**9 Grant Requests**

None received.

**10 Matters for Information**

None.

**11 Date of Next Meeting**

Tuesday 15 September 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 6 September.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Issues to be returned to agenda as they develop: none.

**Note to all councillors:** you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**Supporting agenda papers for the Meeting of the Finance & General Purposes Committee on Tuesday 14 July 2015.**

**The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

**Item 5. Financial report.**

**Item 5.1. Reconciliation of accounts report as at 30 June 2015**

Date: 06/07/2015 Boxley Parish Council Page No: 1

Time: 11:45 User : MJF

**Bank Reconciliation Statement as at: 30/06/2015 for Cash Book 1 HSBC General Account**

| Bank Statement Account Name (s)           | Statement Date | Page No                         | Balances            |
|-------------------------------------------|----------------|---------------------------------|---------------------|
| HSBC General A/C                          | 30/05/2015     | 390                             | <u>52,129.30</u>    |
|                                           |                |                                 | 52,129.30           |
| <b>Unpresented Cheques (Minus) Amount</b> |                |                                 | <u>826.54</u>       |
|                                           |                |                                 | 51,302.76           |
| <b>Receipts not Banked/Cleared (Plus)</b> |                |                                 | <u>5,198.56</u>     |
|                                           |                |                                 | 56,501.32           |
|                                           |                | <b>Balance per Cash Book is</b> | <b>:- 56,501.32</b> |
|                                           |                | <b>Difference is</b>            | <b>:- 0.00</b>      |

**Bank Reconciliation Statement as at: 30/06/2015 for Cash Book 3 Co-Op General Account**

| Bank Statement Account Name (s)           | Statement Date | Page No                            | Balances         |
|-------------------------------------------|----------------|------------------------------------|------------------|
| Cooperative Bank                          | 22/06/2015     | 114                                | <u>50,841.74</u> |
|                                           |                |                                    | 50,841.74        |
| <b>Unpresented Cheques (Minus) Amount</b> |                |                                    | <u>7,107.46</u>  |
|                                           |                |                                    | 43,734.28        |
| <b>Receipts not Banked/Cleared (Plus)</b> |                |                                    | <u>175.55</u>    |
|                                           |                |                                    | 43,909.83        |
|                                           |                | <b>Balance per Cash Book is :-</b> | <b>43,909.83</b> |
|                                           |                | <b>Difference is :-</b>            | <b>0.00</b>      |

**Bank Reconciliation Statement as at: 31/05/2015 for Cash Book 7 Lloyds 3 mth**

| Bank Statement Account Name (s)           | Statement Date | Page No                            | Balances         |
|-------------------------------------------|----------------|------------------------------------|------------------|
| Lloyds 3 mths                             | 05/05/2015     | 515                                | <u>50,000.00</u> |
|                                           |                |                                    | 50,000.00        |
| <b>Unpresented Cheques (Minus) Amount</b> |                |                                    | <u>0.00</u>      |
|                                           |                |                                    | 50,000.00        |
| <b>Receipts not Banked/Cleared (Plus)</b> |                |                                    | <u>0.00</u>      |
|                                           |                |                                    | 50,000.00        |
|                                           |                | <b>Balance per Cash Book is :-</b> | <b>50,000.00</b> |
|                                           |                | <b>Difference is :-</b>            | <b>0.00</b>      |

Barclays Bank Account Bank statement **64,638.25**

Santander 12 mth. account **125,040.31**

## Item 5.2 Income/Expenditure report

| Month No : 3                 |                        | 12:11 Boxley Parish Council<br>Detailed Income & Expenditure by Budget Heading 30/06/2015 |         |            |        |           |        |  |
|------------------------------|------------------------|-------------------------------------------------------------------------------------------|---------|------------|--------|-----------|--------|--|
| Committee Report             |                        | Actual                                                                                    |         | Variance   | Funds  | % of      |        |  |
|                              |                        | Year                                                                                      | Current |            |        |           |        |  |
| Parish Council               |                        | Actual                                                                                    | To Date | Annual Bud | Total  | Available | Budget |  |
|                              |                        | Current Mth                                                                               |         |            |        |           |        |  |
| 100                          | Parish Office          |                                                                                           |         |            |        |           |        |  |
| 4000                         | Salaries               | 3,401                                                                                     | 10,311  | 41,479     | 31,168 | 31,168    | 24.90% |  |
| 4005                         | PAYE                   | 1,102                                                                                     | 3,363   | 13,770     | 10,407 | 10,407    | 24.40% |  |
| 4010                         | Pensions               | 123                                                                                       | 232     | 11,222     | 10,990 | 10,990    | 2.10%  |  |
| 4020                         | Administration         | 0                                                                                         | 408     | 2,376      | 1,968  | 1,968     | 17.20% |  |
| 4025                         | Audit                  | 0                                                                                         | 60      | 431        | 371    | 371       | 13.90% |  |
| 4030                         | Books and Publications | 0                                                                                         | 0       | 60         | 60     | 60        | 0.00%  |  |
| 4035                         | Rates                  | 0                                                                                         | 486     | 1,624      | 1,138  | 1,138     | 29.90% |  |
| 4040                         | Licences/Leases        | 0                                                                                         | 869     | 2,066      | 1,197  | 1,197     | 42.10% |  |
| 4045                         | Subscriptions          | 0                                                                                         | 1,211   | 1,564      | 353    | 353       | 77.40% |  |
| 4050                         | Training/Conferences   | 0                                                                                         | 25      | 1,000      | 975    | 975       | 2.50%  |  |
| 4055                         | Travel-Staff           | 68                                                                                        | 147     | 587        | 440    | 440       | 25.10% |  |
| 4210                         | Contingency Fund       | 0                                                                                         | 649     | 0          | -649   | -649      | 0.00%  |  |
| Parish Office :- Expenditure |                        | 4,693                                                                                     | 17,762  | 76,179     | 58,417 | 58,417    | 23.30% |  |
| Net Expenditure over Income  |                        | 4,693                                                                                     | 17,762  | 76,179     | 58,417 |           |        |  |
| 110                          | General Parish Council |                                                                                           |         |            |        |           |        |  |
| 4100                         | Hire of Halls          | 0                                                                                         | 0       | 356        | 356    | 356       | 0.00%  |  |
| 4105                         | Insurance              | 0                                                                                         | 0       | 2,107      | 2,107  | 2,107     | 0.00%  |  |
| 4110                         | Parish Tour            | 0                                                                                         | 0       | 375        | 375    | 375       | 0.00%  |  |

|                                               |                                                        |     |        |         |         |         |         |
|-----------------------------------------------|--------------------------------------------------------|-----|--------|---------|---------|---------|---------|
| 4115                                          | Publicity                                              | 100 | 775    | 7,670   | 6,895   | 6,895   | 10.10%  |
| 4120                                          | Website Admin                                          | 0   | 0      | 312     | 312     | 312     | 0.00%   |
| 4125                                          | Referendum                                             | 0   | 0      | 15,000  | 15,000  | 15,000  | 0.00%   |
| General Parish Council :- Expenditure         |                                                        | 100 | 775    | 25,820  | 25,045  | 25,045  | 3.00%   |
| Net Expenditure over Income                   |                                                        | 100 | 775    | 25,820  | 25,045  |         |         |
| 120                                           | Councillor & Subsistance Allow<br>Chairman's Allowance |     |        |         |         |         |         |
| 4150                                          | Personal<br>Chairman's Allowance                       | 26  | 154    | 616     | 462     | 462     | 25.00%  |
| 4155                                          | Civic<br>Councillor's                                  | 0   | 3      | 100     | 98      | 98      | 2.50%   |
| 4160                                          | Allowance/PAYE                                         | 207 | 1,074  | 5,050   | 3,976   | 3,976   | 21.30%  |
| 4165                                          | Subsistence                                            | 0   | 0      | 100     | 100     | 100     | 0.00%   |
| Councillor & Subsistance Allow :- Expenditure |                                                        | 233 | 1,230  | 5,866   | 4,636   | 4,636   | 21.00%  |
| Net Expenditure over Income                   |                                                        | 233 | 1,230  | 5,866   | 4,636   |         |         |
| 130                                           | Finance                                                |     |        |         |         |         |         |
| 4210                                          | Contingency Fund                                       | 0   | 0      | 40,000  | 40,000  | 40,000  | 0.00%   |
| 4220                                          | Land Aquisition                                        | 0   | 22     | 63,654  | 63,632  | 63,632  | 0.00%   |
| Finance :- Expenditure                        |                                                        | 0   |        | 103,654 | 103,632 | 103,632 | 0.00%   |
| 1076                                          | Precept                                                | 0   | 98,481 | 98,481  | 0       |         | 100.00% |
| 1077                                          | Government Grant                                       | 0   | 2,450  | 2,450   | 0       |         | 100.00% |
| 1090                                          | Interest Received                                      | 18  | 120    | 2,350   | -2,230  |         | 5.10%   |

|                               |      |                          |       |         |         |         |         |         |
|-------------------------------|------|--------------------------|-------|---------|---------|---------|---------|---------|
|                               | 1100 | Parish Service Scheme    | 0     | 7,007   | 14,014  | -7,007  |         | 50.00%  |
|                               |      |                          |       | 108,058 |         |         |         |         |
| Finance :- Income             |      |                          | 18    |         | 117,295 | -9,237  |         | 92.10%  |
|                               |      |                          |       | -       |         |         |         |         |
| Net Expenditure over Income   |      |                          | -18   | 108,036 | -13,641 | 94,395  |         |         |
|                               | 150  | Grants                   |       |         |         |         |         |         |
|                               | 4270 | Other Grants             | 0     | 0       | 6,000   | 6,000   | 6,000   | 0.00%   |
|                               | 4275 | Walderslade Woods Group  | 82    | 215     | 4,975   | 4,760   | 4,760   | 4.30%   |
|                               | 4280 | Village Hall Grants      | 0     | 0       | 1,400   | 1,400   | 1,400   | 0.00%   |
|                               | 4285 | Vinters Valley Park LNR  | 0     | 0       | 4,975   | 4,975   | 4,975   | 0.00%   |
|                               | 4290 | Friends of Boxley Warren | 0     | 0       | 545     | 545     | 545     | 0.00%   |
|                               |      |                          | 82    |         | 17,895  | 17,680  | 17,680  | 1.20%   |
| Grants :- Expenditure         |      |                          |       | 215     |         |         |         |         |
| Net Expenditure over Income   |      |                          | 82    | 215     | 17,895  | 17,680  |         |         |
| Parish Council :- Expenditure |      |                          | 5,109 | 20,004  | 229,414 | 209,410 | 209,410 | 8.70%   |
| Income                        |      |                          | 18    | 108,058 | 117,295 | -9,237  |         | 92.10%  |
| Net Expenditure over Income   |      |                          | 5,091 | -88,054 | 112,119 | 200,173 |         |         |
| Estates                       |      |                          |       |         |         |         |         |         |
|                               | 220  | Burial Ground            |       |         |         |         |         |         |
|                               | 4045 | Subscriptions            | 0     | 90      | 92      | 2       | 2       | 97.80%  |
|                               | 4420 | Admin Fee                | 0     | 0       | 250     | 250     | 250     | 0.00%   |
|                               |      |                          | 0     | 90      | 342     | 252     | 252     | 26.30%  |
| Burial Ground :- Expenditure  |      |                          |       |         |         |         |         |         |
|                               | 1200 | Burials                  | 116   | 600     | 550     | 50      |         | 109.10% |

|                                    |       |       |        |        |         |        |  |
|------------------------------------|-------|-------|--------|--------|---------|--------|--|
| Burial Ground :- Income            | 116   | 600   | 550    | 50     | 109.10% |        |  |
| Net Expenditure over Income        | -116  | -510  | -208   | 302    |         |        |  |
| 230 Green Spaces                   |       |       |        |        |         |        |  |
| 4400 Maintenance                   | 28    | 171   | 2,500  | 2,329  | 2,329   | 6.80%  |  |
| 4450 Boxley Village Green          | 425   | 425   | 6,000  | 5,575  | 5,575   | 7.10%  |  |
| 4460 WDJ Orchard                   | 0     | 0     | 650    | 650    | 650     | 0.00%  |  |
| Green Spaces :- Expenditure        | 453   | 596   | 9,150  | 8,554  | 8,554   | 6.50%  |  |
| Net Expenditure over Income        | 453   | 596   | 9,150  | 8,554  |         |        |  |
| 240 Grounds Maintenance            |       |       |        |        |         |        |  |
| 4500 Grounds Maintenance Contract  | 0     | 0     | 7,500  | 7,500  | 7,500   | 0.00%  |  |
| 4505 Roundabout Maintenance        | 0     | 0     | 308    | 308    | 308     | 0.00%  |  |
|                                    |       |       |        |        | 7,808   |        |  |
| Grounds Maintenance :- Expenditure | 0     | 0     | 7,808  | 7,808  |         | 0.00%  |  |
| Net Expenditure over Income        | 0     | 0     | 7,808  | 7,808  |         |        |  |
| 250 Street Furniture               |       |       |        |        |         |        |  |
| 4550 Noticeboards                  | 0     | 0     | 1,420  | 1,420  | 1,420   | 0.00%  |  |
| 4555 Seats                         | 0     | 0     | 250    | 250    | 250     | 0.00%  |  |
| Street Furniture :- Expenditure    | 0     | 0     | 1,670  | 1,670  | 1,670   | 0.00%  |  |
| Net Expenditure over Income        | 0     | 0     | 1,670  | 1,670  |         |        |  |
| 260 Beechen Hall                   |       |       |        |        |         |        |  |
| 4001 Wages                         | 1,453 | 4,352 | 17,312 | 12,960 | 12,960  | 25.10% |  |
| 4005 PAYE                          | 204   | 649   | 2,670  | 2,021  | 2,021   | 24.30% |  |

|                             |                         |        |        |        |         |        |        |
|-----------------------------|-------------------------|--------|--------|--------|---------|--------|--------|
| 4010                        | Pensions                | -25    | 64     | 242    | 178     | 178    | 26.60% |
| 4020                        | Administration          | 39     | 101    | 357    | 256     | 256    | 28.30% |
| 4025                        | Audit                   | 0      | 60     | 431    | 371     | 371    | 13.90% |
| 4035                        | Rates                   | 0      | 1,134  | 3,819  | 2,685   | 2,685  | 29.70% |
| 4040                        | Licences/Leases         | 0      | 215    | 787    | 572     | 572    | 27.30% |
| 4105                        | Insurance               | 0      | 0      | 1,650  | 1,650   | 1,650  | 0.00%  |
| 4210                        | Contingency Fund        | 0      | 649    | 6,000  | 5,351   | 5,351  | 10.80% |
| 4605                        | CCTV/Alarms Maintenance | 0      | 0      | 942    | 942     | 942    | 0.00%  |
| 4610                        | Consumables             | 13     | 74     | 999    | 925     | 925    | 7.40%  |
| 4615                        | Electricity             | 0      | 0      | 2,392  | 2,392   | 2,392  | 0.00%  |
| 4620                        | Gas                     | 0      | 0      | 2,430  | 2,430   | 2,430  | 0.00%  |
| 4625                        | Water                   | 0      | 0      | 950    | 950     | 950    | 0.00%  |
| 4630                        | Electrical Safety       | 0      | 0      | 205    | 205     | 205    | 0.00%  |
| 4635                        | Fire Safety             | 0      | 0      | 250    | 250     | 250    | 0.00%  |
| 4640                        | Gas Maintenance         | 0      | 0      | 251    | 251     | 251    | 0.00%  |
| 4650                        | Hall Maintenance        | 39     | 220    | 3,150  | 2,930   | 2,930  | 7.00%  |
| 4655                        | Hall Marketing          | 0      | 0      | 125    | 125     | 125    | 0.00%  |
| 4656                        | Hire fee refund         | 0      | 18     | 0      | -18     | -18    | 0.00%  |
| 4660                        | Refuse Collections      | 67     | 464    | 1,347  | 883     | 883    | 34.40% |
| Beechen Hall :- Expenditure |                         | 1,790  | 8,000  | 46,309 | 38,309  | 38,309 | 17.30% |
| 1230                        | Hire Fees Casual        | 2,295  | 5,597  | 13,095 | -7,498  |        | 42.70% |
| 1231                        | PL Insurance Income     | 30     | 64     | 0      | 64      |        | 0.00%  |
| 1235                        | Hire Fees Regular       | 3,822  | 8,322  | 30,500 | -22,178 |        | 27.30% |
| 1250                        | Wages - AEC             | 60     | 90     | 150    | -60     |        | 60.00% |
| Beechen Hall :- Income      |                         | 6,207  | 14,073 | 43,745 | -29,672 |        | 32.20% |
| Net Expenditure over Income |                         | -4,416 | -6,072 | 2,564  | 8,636   |        |        |



|                                      |                       |        |        |        |         |        |        |  |
|--------------------------------------|-----------------------|--------|--------|--------|---------|--------|--------|--|
| 270                                  | Beechen Hall projects |        |        |        |         |        |        |  |
| 4550                                 | Noticeboards          | 0      | 0      | 1,250  | 1,250   | 1,250  | 0.00%  |  |
| 4710                                 | External Decoration   | 0      | 0      | 1,000  | 1,000   | 1,000  | 0.00%  |  |
| Beechen Hall projects :- Expenditure |                       | 0      |        | 2,250  | 2,250   | 2,250  | 0.00%  |  |
| Net Expenditure over Income          |                       | 0      |        | 2,250  | 2,250   |        |        |  |
| 280                                  | Allotments            |        |        |        |         |        |        |  |
| 4020                                 | Administration        | 0      | 0      | 250    | 250     | 250    | 0.00%  |  |
| 4105                                 | Insurance             | 0      | 0      | 229    | 229     | 229    | 0.00%  |  |
| 4400                                 | Maintenance           | 0      | 15     | 910    | 895     | 895    | 1.70%  |  |
| Allotments :- Expenditure            |                       | 0      | 15     | 1,389  | 1,374   | 1,374  | 1.10%  |  |
| 1280                                 | Allotment Income      | 11     | 26     | 960    | -934    |        | 2.70%  |  |
| Allotments :- Income                 |                       | 11     | 26     | 960    | -934    |        | 2.70%  |  |
| Net Expenditure over Income          |                       | -11    | -11    | 429    | 440     |        |        |  |
| Estates :- Expenditure               |                       | 2,243  | 8,701  | 68,918 | 60,217  | 60,217 | 12.60% |  |
| Income                               |                       | 6,333  | 14,699 | 45,255 | -30,556 |        | 32.50% |  |
| Net Expenditure over Income          |                       | -4,090 | -5,997 | 23,663 | 29,660  |        |        |  |
| Environment                          |                       |        |        |        |         |        |        |  |
| 300                                  | Environment           |        |        |        |         |        |        |  |
| 4800                                 | Street Maintenance    | 0      | 0      | 3,500  | 3,500   | 3,500  | 0.00%  |  |
| Environment :- Expenditure           |                       | 0      | 0      | 3,500  | 3,500   | 3,500  | 0.00%  |  |

|                             |   |   |       |       |       |       |
|-----------------------------|---|---|-------|-------|-------|-------|
| Net Expenditure over Income | 0 | 0 | 3,500 | 3,500 |       |       |
| Environment :- Expenditure  | 0 | 0 | 3,500 | 3,500 | 3,500 | 0.00% |
| Income                      | 0 | 0 | 0     | 0     |       | 0.00% |
| Net Expenditure over Income | 0 | 0 | 3,500 | 3,500 |       |       |

## Item 6 Policies and procedures reviews

### Items 6.1 and 6.2: Clerk's briefing

On completion of the Financial Year the parish council has to sign, in the form of the Chairman, an End of Year Return which includes the following statements:

- We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

The following two items specifically relate to these responsibilities. Item 6.1 is a review of the risks and what can be done to reduce them and, because corporate governance within the council must be demonstrably sound, item 6.2 is a review (ending in a statement) of what controls are in place.

Councillors wishing to check any of the information presented in the reports can do so via the Governance and Accountability for Local Councils: A practitioners Guide (England) March 2014 which is available from the parish office in paper or electronic form.

### Item 6.1 Risk Management Assessment

#### 2015/16 Boxley Parish Council Risk Management Assessment - F&GP Committee 14 July 2015

| Recommendation: All identified controls and safeguards are to be maintained. |                                                                                                                                                                                             |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. FINANCE</b>                                                            |                                                                                                                                                                                             |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Ref                                                                          | Risk                                                                                                                                                                                        | Risk level                 | Control, safeguards and recommendations.                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1.1                                                                          | Loss of funds through theft or fraud. Payments to fictitious staff, councillors or fictitious companies etc. Comment: Fraud most commonly comes from the regular transfer of small amounts. | Low if safeguards followed | <p>If cash is received it is marked as such in the Income list and also in the bank paying in book. Cash of over £200 shall be banked immediately or within 2 working days.</p> <p>Clear admin and audit trails required and monitored independently.</p> <p>Internal audits sample check receipts against payments, paying in books etc.</p> <p>4 x random checks per annum (2 x parish councillor audits and 2 x independent internal auditor).</p> |

|     |                                                              |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|--------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                              |                            | <p>Hall booking are allocated a unique booking number and there are checks identified to make fraud more difficult.</p> <p>Regular hirers receive monthly invoices, casual hirers receive invoices as necessary. Paperwork shows cheques should be made payable to Beechen Hall. Spot checks are made, via CCTV, on whether the hall is fraudantly let out.</p> <p>Electronic payments are accepted into the parish council's accounts thus reducing the amount of cheque and cash traffic through the office.</p> <p>All office personnel are required to audit their colleagues and are notified that there are clear instructions and expectations concerning the reporting of any concerns about any financial transactions or issues.</p> <p>Councillors have a responsibility to manage the financial system and must investigate/highlight any concerns that they have. Parish councillors to be clearly briefed on the system being used, the risk management assessment and their responsibilities for checking letters of authorisation etc.</p> <p>Payment authorisations are approved and countersigned by 2 signatories. Invoices accompany payment authorisations so that they can be scrutinised by the signatories. Lists of payments are reported to parish council meetings and appended to the minutes of the meeting.</p> <p>Recommendation: Provide councillors authorising banking transactions with sufficient time to review all relevant information. If required, the Clerk or Asst Clerk sits with the signatories and helps with identifying the information or locating the invoice.</p> <p>Money's received are reported to parish council meetings and appended to the minutes of the meeting.</p> <p>Bank mandates to amend or add any signatories only to be agreed at full council meetings.</p> |
| 1.2 | Consequential loss of income due to other fraudulent action. | Low if safeguards followed | <p>Due to the parish council's large reserves the insurance cover includes adequate fidelity insurance as required by Council policy.</p> <p>There is an annual check prior to insurance renewal on the level of reserves and expected income to ensure adequate cover is obtained.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|-----|---------------------------------------------------------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                     |                             | Council has an Investment Strategy that is regularly reviewed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                     |                             | Only parish councillors are signatory to accounts and are regularly reminded not to sign blank cheques or letter of instructions. Two signatures are required on cheques etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1.3 | Contracts awarded due to influence on councillors or parish office. | Low                         | Councillors and meetings are required to work to the standards and procedure detailed in Standing Orders and Financial Regs. Job specifications agreed at committee/Council meetings. Sealed tenders opened by office in presence of a councillor not on the approving committee. Decisions to award contracts taken in committee/full council with meetings and the item (where possible) open to the public.                                                                                                                                                                                                                                                                               |
| 1.4 | Poor management of finances.                                        | Low if safeguards followed  | Councillors and staff are required to work to the standards already in place on reviewing and setting budget. Precept derived directly from this. Regular report to the Finance Committee to monitor expenditure against income.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|     |                                                                     |                             | Before appointment of office personnel, references must be obtained and checked.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 1.5 | Non compliance with current legislation                             | Low if safeguards followed. | The parish council operates a robust BACS and internet banking payments system which ensures that two signatures are received on the authorisation form prior to payment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1.6 | <b>Additional safeguard/Control</b>                                 |                             | Internal Audits - present regime. Different councillors appointed by full council undertake two internal checks per year with clear records to show what is checked and by whom. Checklist includes more checks on areas at higher risk of fraud. Checklist clearly states that councillors can increase the number of checks on any item and may question any part of the financial and accounting system. The signed audit report has to be submitted to the F&GP Committee after each internal audit and kept for an audit trail. Copy of the last internal audit is given in advance to the participating councillor prior to undertaking the next internal audit for briefing purposes. |
|     |                                                                     |                             | A qualified independent Internal Auditor has been appointed as required by regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|     |                                                                     |                             | Cheque account statements are reconciled by the office on a monthly basis and as received for Investment Bonds. The F&GP Committee signs off an-all banks reconciliation at its bi-monthly meetings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|     |                                                                     |                             | Adequate training for staff and councillors is regularly reviewed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|---------------------------------------------------------|--------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                         |                                      |                            | <p>The Council reviews annually (scheduled for April) its Financial Regulations by which the Council and RFO abide. In the event of any emergency situation or other perceived need to deviate from the regulations there is dialogue between the RFO and Chairman/councillors as necessary and the decision is ratified at the next meeting.</p>             |
|                                                         |                                      |                            | <p>Protection of records. Regular backup of computers is provided with the hard drive locked into a fire proof unit over night. A back up copy of especially sensitive information (parish minutes, financial back up etc.) is undertaken and kept off site. A restoration of information will be organised to ensure that the back up system is working.</p> |
|                                                         |                                      |                            | <p>Minimum Standards check. A checklist of minimum standards (based on an insurance company checklist) is undertaken quarterly by the Chairman or a Councillor.</p>                                                                                                                                                                                           |
|                                                         |                                      |                            | <p>Risk assessments are produced and include details of any warranties and guarantees and the date that they expire. The parish office is required to keep track of when any contracts are due to expire to allow a timely review.</p>                                                                                                                        |
|                                                         |                                      |                            | <p>Stock. Less than £1,000 of stock is kept at hall. 5/6 main stock orders per annum. Clerk submits from list supplied by hall staff.</p>                                                                                                                                                                                                                     |
| <b>2. Internet Banking (additional risk management)</b> |                                      |                            |                                                                                                                                                                                                                                                                                                                                                               |
| 2.1                                                     | Loss of cash through theft or fraud. | Low if safeguards followed | <p>A robust auditing systems (clear admin and audit trails required with independent monitoring) that is followed and amended as necessary. Internal audits sample check receipts against payments, paying in books etc. Present procedure for payments via BACS to be extended to cover internet banking.</p>                                                |
|                                                         |                                      |                            | <p>Recommendation: Where possible consider incorporating limits on the amount of a single transaction</p>                                                                                                                                                                                                                                                     |
|                                                         |                                      |                            | <p>Security codes and card keys to be kept in a secure place away from the parish office by individual councillors and not disclosed to any other person including office staff. The number of personnel with knowledge of or access to the security codes to be restricted.</p>                                                                              |
|                                                         |                                      |                            | <p>The Clerk and Assistant Clerk to alternate on submitting payments by internet banking.</p>                                                                                                                                                                                                                                                                 |

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|---------------------|-----------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |                                                                             |                                                | Authorisations by Councillors will be undertaken in the office using council equipment. This requirement will only be changed by the F&GP Committee which will undertake an initial 6 month and after that an annual review of the agreed procedures.                                       |
| 2.2                 | Losing track of transactions through wrong coding etc.                      | Low if safeguards followed                     | When putting bank account details into the system for the first time another member of staff will check the account number etc. of the payee.                                                                                                                                               |
|                     |                                                                             |                                                | Clear audit and admin trails. Work is undertaken in a quiet area or if not possible the person undertaking the work is not disturbed.                                                                                                                                                       |
| <b>3. INSURANCE</b> |                                                                             |                                                |                                                                                                                                                                                                                                                                                             |
| Ref                 | Risk                                                                        | Risk level.                                    | Control, safeguards and recommendations                                                                                                                                                                                                                                                     |
| 3.1                 | Inadequate insurance cover. Risk to third parties, property or individuals. | Low risk if identified procedures are followed | Annual review of insurance and cover undertaken by the RFO and reported to the F&GP Committee. Asset lists and inventories are maintained and kept up-to-date. Policy is maintained and updated as necessary throughout the year and at the review prior to the payment of the new premium. |
|                     |                                                                             |                                                | Parish property covered by insurance and the risk of damage to third party property or individuals is covered by public liability.                                                                                                                                                          |
|                     |                                                                             |                                                | Beechen Hall - Cover for loss of income to hall to be amended to keep pace with any changes. Estates Committee also monitor needs for hall.                                                                                                                                                 |
|                     |                                                                             |                                                | Fidelity and Loss of Income Insurance cover is reviewed annually and increased/decreased as per council policy.                                                                                                                                                                             |
|                     |                                                                             |                                                | Written records of safety checks, relevant maintenance, accidents etc. must be kept.                                                                                                                                                                                                        |
| <b>4. ASSETS</b>    |                                                                             |                                                |                                                                                                                                                                                                                                                                                             |
| Ref                 | Risk                                                                        | Risk level.                                    | Control, safeguards and recommendations                                                                                                                                                                                                                                                     |
| 4.1                 | Protection of physical assets.                                              | Low risk if followed                           | Buildings insured and adequately maintained. Regular safety and maintenance checks undertaken with a written record of the reviews kept. Risk assessment records to be produced on all property with (at a minimum) an annual review undertaken.                                            |
|                     |                                                                             |                                                | Production and maintenance of an asset and inventory list with a copy retained off site.                                                                                                                                                                                                    |

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| 4.2                                                        | Protection of Beechen Hall.                                                                                    | Low risk if followed | Beechen Hall has a safety/maintenance schedule for regular checks etc. Buildings insured and adequately maintained. Regular safety and maintenance checks and written records of such checks are kept.                                                                                                                                                                                                                                                                                                                                             |
|                                                            | Risk assessments undertaken by Estates Committee                                                               |                      | Risk management assessments are undertaken by the parish office, signed off by the Clerk, on any day to day issues arising from hiring Beechen Hall e.g. an assessment was produced for a Reptile Party. Additional Risk Management assessments are undertaken by the Estates Committee as required e.g. Drink & Personal Licence, Fire Risk etc.                                                                                                                                                                                                  |
|                                                            |                                                                                                                |                      | CCTV/Alarm installed at the hall.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>5. LEGAL POWERS</b>                                     |                                                                                                                |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Ref                                                        | Risk                                                                                                           | Risk level.          | Control, safeguards and recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.1                                                        | General Power of Competency                                                                                    | Low risk if followed | The parish council has obtained General Power of Competence; as this power can be 'lost' 5.2 will continue to be maintained. GPC does not remove the need for the parish council to consider risks and restrictions of any new service or project.                                                                                                                                                                                                                                                                                                 |
| 5.2                                                        | Unprofessional actions and accusations of acting ultra vires.                                                  | Low risk if followed | To ensure activities are within legal powers the annual budget includes what powers are being used to allow the expenditure. Agenda includes powers if a new scheme is being considered.                                                                                                                                                                                                                                                                                                                                                           |
| <b>6. RISK ASSESSMENT AND DOCUMENT MANAGEMENT/SECURITY</b> |                                                                                                                |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Ref                                                        | Risk                                                                                                           | Risk level.          | Control, safeguards and recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 6.1                                                        | Lack of risk assessment introduces possibility of poor management, dishonestly and claims against the council. | Low risk if followed | Annual risk assessment review is undertaken. Any risk or safety problem is reported to members to review. Councillors have a responsibility to ensure that adequate risk assessment procedures exist and that the planned reviews (as notified in Jan/Feb each year) take place.<br>An annual review of the system of internal audit and statement of internal control as required by the Audit and Accounts Regulations takes place. Policies and procedures for expenditure etc. are regularly reviewed by the council and updated as necessary. |



|     |                                                                                                           |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----|-----------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.2 | Poor document management results in an inefficient, ineffective council and possibility of mismanagement. | Low risk if followed            | <p>Check of systems is part of the internal and external audit.<br/> Leases and official documents are kept at Whitehead and Monckton (Solicitors).<br/> Other important documents are kept in the fire proof cabinet in the office.<br/> Copy of insurance is kept off site.<br/> The Council has a document management retention policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6.3 | Documents being removed/copied (physically and electronically).                                           | Low/acceptable risk if followed | <p>Staff briefed on the need to keep secure any memory sticks being used to transport or back up information. Only the office personnel have password access to computers and authorised to download information onto a memory stick. Care is taken to ensure that any information coming into the office is either e-mailed (for checking by the internet security) or when this is not possible that it is from a clean and trusted 'site'. Remote access to the computer system is only allowed for one approved councillor (who is advising on the IT) and the financial support staff for the Omegas accounting software (the parish office has to log the company in), any changes to this situation will need to be approved by the Council and will only be allowed from a reputable firm. The Council's computers are kept secure by licensed software Norton Security which has the relevant firewalls, automatic updates and virus protection. At night and for any long periods during the day when no personnel are in the office the computers are turned off. Sensitive paper documents (including cheque books and statements) are kept in locked cabinets.<br/> Recommendation: Parish office and Beechen Hall security to be maintained to stop easy access to the document storage areas.</p> <p>Office personnel are responsible for the security of any documents taken off site.</p> |
| 6.4 | Computer security                                                                                         | Low/acceptable risk if followed | <p>A continuing review of computer security by Cllr Dengate and the office is undertaken and recommendations will be followed.</p> <p>Computer passwords are changed quarterly and on the resignation or dismissal of office staff.</p> <p>The insurance requirements for staff on resignation or recruitment are followed.</p> <p>Use of computer to send/receive personal e-mails etc. subject to a separate risk management document.</p> <p>Public access to office computers is subject to a separate risk management document.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| <b>7. USE OF OTHER SITES, SITE VISITS ETC.</b>        |                                                                                 |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------|---------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ref                                                   | Risk                                                                            | Risk level.   | Control, safeguards and recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 7.1                                                   | Accidents to participants                                                       | Low to medium | <p>Present regime. Clerk/Asst Clerk undertakes a visual health and safety check of all venues booked for meetings to ensure that fire exits are clear and any equipment to be used is safe.</p> <p>When arranging site visits the parish office will advise councillors/attendees of any potential risks and also advise on relevant footwear and clothing that would be required. High visibility tunics will also, if required, be made available. Parish office to advise any councillor with mobility problems of any concerns about including them on site visits and if necessary will request that they do not attend. Venues, outside the control of the parish council, that have poor external lighting will be highlighted to members and they will be advised to take extra care.</p>                                                                                                                                                                                     |
| 7.2                                                   | Work undertaken by volunteers (delivery of Downs Mail, Walderslade Woods Group) | Low to medium | <p>Additional risk assessments will be undertaken/produced as required. Walderslade Woods Group has its own insurance for task days however as the parish council owns the tools and storage unit used by WWG and they are located on its property it still has H&amp;S responsibility when the group access them. WWG are required to undertake maintenance of the powered and hand tools and are required to notify the Clerk of these checks. WWG has its own Public Liability Insurance. The parish council supports The Friends of Boxley Warren, who also have a storage unit on the council's premises and use tools provided by the council, are covered by the parish council's insurance including Public Liability. Health and Safety and risk assessments are undertaken by authorised personnel prior to any work. Dove Hill Allotments working group come under the remit of the Estates Committee and is required to work to the council's policies and standards.</p> |
| <b>8. COUNCILLOR PROPRIETY AND COUNCIL REPUTATION</b> |                                                                                 |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Ref                                                   | Risk                                                                            | Risk level.   | Control, safeguards and recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| 8.1                                          | Unprofessional actions and Parish Council bought into disrepute. | Low risk if followed | Registers of interest completed and members are reminded to keep them up to date with annual confirmation that they have done so. Meeting agenda have an item for the notification of declarations of interest, lobbying, predetermination and dispensations. Adequate training and understanding of Code of Conduct given. Councillors holding allotment tenancies have been given dispensation for relevant items on the Estates Committee agenda. |
|                                              |                                                                  |                      | Correct agenda and reports produced, informed decisions taken by Councillors, adequate policies and procedures produced and kept updated, open and accountable governance with regular reviews and training of councillors and office staff.                                                                                                                                                                                                         |
| <b>9. WEAVERING DIAMOND JUBILEE ORCHARD.</b> |                                                                  |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 9.1                                          | General site - H&S                                               | Low risk if followed | The Estates Committee has responsibility of the site and has produced, and works to, cleaning and maintenance schedules.                                                                                                                                                                                                                                                                                                                             |
| 9.2                                          | Play area                                                        | Low risk if followed | The Estates Committee has responsibility of the site and has produced, and works to safety, cleaning and maintenance schedules. An annual ROSPA inspection will occur.                                                                                                                                                                                                                                                                               |
| <b>10. Dove Hill Allotments</b>              |                                                                  |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 10.1                                         | General site - H&S                                               | Low risk if followed | Risk assessments undertaken by Estates Committee. An Allotment Working Group has been set up for day to day monitoring of the site.                                                                                                                                                                                                                                                                                                                  |
| <b>11. Boxley Burial Ground</b>              |                                                                  |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 11.1                                         | General site - H&S                                               | Low risk if followed | Risk assessment undertaken by Estates Committee.                                                                                                                                                                                                                                                                                                                                                                                                     |

**Item 6.2 Review audit controls for production of 2016 Governance Statement.**

(Draft) **Governance Statement for the Year ending 31 March 2016.**

The system of internal control and audit has been in place at the Council for the year ending 31 March 2016 and up to the date of approval of the annual report and accounts accords with proper practice.

**1. SCOPE OF INTERNAL AUDIT.**

Boxley Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and that it is used economically, efficiently and effectively<sup>1</sup>.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to:

- identify and prioritise the risks to the achievement of the Council's policies, aims and objectives;
- anticipate future changes to legislation, working practices etc. that will impact on the parish council and to identify any changes which require additional risk management and auditing;
- evaluate the likelihood of those risks being realised and the impact should they be realised; and
- manage these risks efficiently, effectively and economically.

#### **Risk Assessments / Risk Management:**

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

#### **Internal Audit:**

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system is reviewed annually.

#### **External Audit:**

The Council's External Auditor (with effect from 01.04.2013 LittleJohn LPP) submits an annual Certificate of Audit, which is presented to the Council.

#### **The Council:**

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

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<sup>1</sup> The Accounts and Audit (England) Regulations 2011.

The Council reviews its obligations and objectives and approves budgets for the following year at its January meeting. At this same meeting the Council approves the level of precept for the following financial year.

The Council has appointed a Finance and General Purposes (F&GP) Committee which meets 6 times each year and monitors progress against objectives, financial systems and procedures, budgetary control and carries out regular reviews of financial matters. The Council has delegated some financial and audit powers to the Estates Committee which also meets 6 times per year. The minutes of the meetings of the F&GP Committee and the Estates Committee are received by the Council where an opportunity to comment on them is available.

The full Council meets a minimum of 10 times and Committees 6 or 12 times each year.

The full Council and Committees monitor progress against the aims and objectives, identified by their individual Terms of Reference, at each meeting. Such reviews are supported by briefing papers and reports produced by the parish office, Councillors or Working Groups. The Clerk is responsible for ensuring that decisions or issues which impact on more than one committee are reported as necessary to ensure that all relevant parties are adequately briefed.

Individual committees are also responsible for monitoring their specific projects and budgets.

The Council carries out regular reviews of its internal controls (including 2 x Parish Councillor audits annually), systems and procedures supported by the audits undertaken by the Independent Internal Auditor.

The Council has Foundation Status under the Local Council Award Scheme and the Council will review (November 2015) whether it wishes to continue within this scheme. *(Clerks note: this will need updating in light of 11/2015 decision).*

The Council acquired a General Power of Competence on 1 October 2012.

#### **Clerk to the Council / Responsible Financial Officer:**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for day to day compliance with relevant laws and regulations and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

#### **Payments:**

All payments are reported to the Council for approval. Each cheque, Direct Debit, Standing Order or BACS payment must be authorised by two members of the council who have checked the relevant invoice.

#### **2. INDEPENDENCE.**

Membership of the F&GP Committee consists of the Chairs and Vice-Chairs of the full Council and each of its committees plus two other councillors. With up to eight members and with all committee agendas being supplied to the 15 members of the Council it is felt that there is sufficient independence in and scrutiny of the work of the F&GP Committee.

The F&GP Committee receives the 2 x Independent Internal Audit reports, the 2 x Parish Councillor audit reports and the External Auditor's response to the End of Year Accounts. Reports and recommendations are submitted to the full Parish Council.

Parish Councillor audits are undertaken by different councillors, nominated at a full Council meeting and includes non-members of the F&GP Committee.

The Independent Auditor is independent of the Council, its financial decision making, management and control.

Parish councillors are encouraged to question the financial systems, controls, payments etc.

All Council and committee agendas have an item for members to declare interest, lobbying, dispensations and predetermination; the item also carries a reminder that they must keep their Register of Interests up to date. Members are reminded three times per year that they must not sign blank cheques or authorisation letters, that they need to check cheques or other payment authorisations against invoices before signing and that cheque stubs need to be initialled by both signatories.

The Council has a Dispensation system. Currently Councillors serving on the Estates Committee who also rent Council allotments have been awarded dispensations to discuss and vote on matters relating to Dove Hill Allotments.

### **3. COMPETENCE.**

The Clerk/RFO is qualified to Certificate of Higher Education in Local Policy and in September 2012 passed CiLCA's Section 7, General Power of Competence which enabled the Parish Council to pass the relevant resolution to obtain the power.

The Internal Auditor is a Fellow Member of the Association of Accounting Technicians.

The Council has a training strategy and a training budget and encourages all members to take advantage of training opportunities.

The F&GP Committee is required (via delegated powers) to undertake monitoring of the Council's income/expenditure and policy and procedures relating to financial issues.

### **4. RELATIONSHIPS.**

The Council works to Standing Orders and Financial Regulations in all financial matters. It has systems and procedures to deal with tenders and issuing of work authorisations/contracts.

The Kent Code of Conduct legislation has been adopted by the Council.

Audit checks by the Independent Auditor and Parish Councillors ensure that these standards are maintained and adhered to.

The Council aims to work in an open and accountable way and publishes its income, expenditure, budget and audit on its website for public scrutiny.

### **Item 6.3 Training.**

To identify training needs for Councillors or staff and to receive reports of training received.

The Clerk and Assistant Clerk have recently undertaken training on the new accounting system and will now be planning refresher first aid and fire warden training.

On-line Excel training will be considered.