

RATTLESDEN PARISH COUNCIL: RECORD OF ANNUAL GOVERNANCE 2017-2018

MATTERS FOR COUNCIL	Council Minute	Comments
<p>Risk Management</p> <ul style="list-style-type: none"> ◆ Annual Risk Assessment -considered and confirmed. ◆ Risk Register - reviewed, updated and approved. 	<p style="text-align: center;">2017/102.3</p> <p style="text-align: center;">2017/102.3</p>	<p>Risk identification is also a standing governance item on the agenda of each meeting of the Council.</p>
<p>Internal Controls and Accounting Procedures</p> <ul style="list-style-type: none"> ◆ Responsible Financial Officer (RFO) - appointment confirmed. ◆ Finance Councillor - appointment confirmed. ◆ Finance Councillor Programme - to check financial management and accounts preparation - approved. ◆ Internal Control Systems - reviewed, updated and approved. ◆ Financial Regulations - reviewed, updated and approved. ◆ Standing Orders - reviewed, updated and approved. 	<p style="text-align: center;">-</p> <p style="text-align: center;">2017/023.3</p> <p style="text-align: center;">-</p> <p style="text-align: center;">2017/006.3</p> <p style="text-align: center;">2018/007.3</p> <p style="text-align: center;">2018/007.3</p>	<p>Contractually, the Parish Clerk is the RFO.</p> <p>Programme confirmed with advice of the internal auditor 16.02.17.</p> <p>Minor change since adoption in 2017 (Minute 2016/103.3).</p> <p>Minor change since last update (Minute 2015/159.1). Full revision expected June 2018.</p>
<p>Internal Auditor Appointment</p> <ul style="list-style-type: none"> ◆ Independent and Competent Internal Auditor - appointment confirmed. ◆ Audit Plan for Internal Auditor - approved. 	<p style="text-align: center;">2017/101.3</p> <p style="text-align: center;">2017/101.3</p>	
<p>Budget and Precept Setting - Year Ahead</p> <ul style="list-style-type: none"> ◆ Draft Budget (with underlying assumptions and explanations) - reviewed. 	<p style="text-align: center;">2017/088.4</p>	<p>Budget plus reserves confirmed April 2018 (Minute 2018/006.3).</p>

<ul style="list-style-type: none"> ◆ Reserves - need for maintaining reserves considered and appropriate amounts agreed. 	2017/088.4	
<ul style="list-style-type: none"> ◆ Budget/Precept - established, confirmed and approved. 	2017/088.4	
Fixed Assets		
<ul style="list-style-type: none"> ◆ Physical Inspection - carried out, including confirmation of existence, condition and location. 	2017/093	
<ul style="list-style-type: none"> ◆ Fixed Asset Register - reviewed, updated and approved. 	2017/006.4	
<ul style="list-style-type: none"> ◆ Maintenance - requirements considered and agreed. 	-	Inspection outcomes to be considered June 2018.
Insurance		
<ul style="list-style-type: none"> ◆ Insurance - reviewed prior to renewal, having regard to the annual risk assessment and inspection of assets. 	2017/065.3	
<ul style="list-style-type: none"> ◆ Cover - levels agreed and renewal approved. 	2017/065.3	
Council Employees		
<ul style="list-style-type: none"> ◆ Parish Clerk - terms of employment reviewed and hours and rate of pay for the year ahead agreed. 	2017/120	
<ul style="list-style-type: none"> ◆ Litter-Picker - terms of employment reviewed and hours and rate of pay for the year ahead agreed. 	2017/113.3	
Internal and External Audits		
<ul style="list-style-type: none"> ◆ Internal Auditor's Recommendations - considered and actions agreed. 	-	Circumstances precluded a formal report and meeting in 2017.
<ul style="list-style-type: none"> ◆ External Auditor's Report - reviewed and noted. 	2017/054.3	
Risk Management Policies/Procedures		

<p>Control of the following matters reviewed, updated as necessary and approved:</p> <ul style="list-style-type: none"> ◆ Exercise of electors' rights under the Accounts and Audit Regulations. ◆ Transparency Code compliance. ◆ Code of Conduct compliance. ◆ Obligations under the Data Protection Act 1998. ◆ Freedom of Information Publication Scheme. ◆ Dealing with requests under the Freedom of Information Act 2000. ◆ Health and safety at meetings. ◆ Retention and security of Council records. 		<p>All legal obligations met.</p> <p>Required information published on Rattlesden Village Website.</p> <p>Councillor declarations of interest given at each meeting when required.</p> <p>Act due to be replaced by the General Data Protection Regulation - implementation plan agreed (Minute 2017/102.4).</p> <p>No changes required.</p> <p>None received.</p> <p>Legal obligations met.</p> <p>New Data Protection Policy, and new Data and Records Retention Policy approved (Minute 2018/007.4).</p>
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Completed 01.05.18 by: DJ Reed, Parish Clerk



Confirmed 15.05.18 by: Cllr Russell Morley, Finance Councillor

