

Council Activities Part 2

<b>Drayton (ABINGDON) Parish Council Risk Assessment 2016-2017</b>			
<b>2) Council Activities</b>			
<b>Check to be carried out</b>	<b>Findings</b>	<b>Action Required</b>	<b>Action Taken</b>
<b>i) Check of Council Finances</b>			
a) Financial Prudence			
Ensure precept within sound budgetary arrangements.	Budget is drawn up with a good deal of detail at the November Finance and Personnel Committee meeting and was approved at the December Council meeting, where the Precept was approved and signed off	None.	
Quarterly budgetary monitoring	This has been carried out this year - in May, September, November 2016 and scheduled January 2017 - at Finance and Personnel Committee meetings	Ensure that the quarterly budget meetings continue to be carried out and minuted	
Regular scrutiny of financial records	This process is carried out at quarterly Finance and Personnel Committee meetings, and is minuted.	Ensure this continues to be carried out and minuted.	
Proper arrangements for the approval of expenditure.	This procedure is followed according to the Financial Regulations, and is carried out at full PC meetings.	Continue to observe Financial Regulations and ensure that all payments are agreed at full PC meetings by three councillors	
Recording in the minutes the precise power under which the expenditure is being approved.	Powers are given against proposed payments on the Agenda and are recorded in the Minutes of monthly Council meetings	Continue current practice	
Regular VAT returns	Clerk makes VAT returns and takes copies for the Parish Records. Payments received are noted in the Agenda and Minutes and in the Parish Accounts	Clerk to continue to make at least yearly returns and advise PC when claimed. It should also be minuted when returns are made.	
<b>b) Fraudulent Activity</b>			
Two Councillors to sign all cheques and authorise all online payments	The policy allows the Clerk to prepare cheques/input online payments and for two councillors to authorise by signing cheques/signing off a printed record of online payments at monthly meetings. The two councillors then separately authorise the payments online.		
Invoices checked by nominated Councillor before cheques/online payments are presented for signing/authorisation	This has been carried out this year.	Continue current practice	

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Council to authorise payments at ordinary meetings	Payments are authorised at full PC meetings.	Continue current practice	
Petty Cash checked by Nominated Councillor (Allotment Rents)	All payments are collected by Allotment Supervisor and are receipted and accounted for to the Clerk on a schedule.	Ensure Allotment Wardens continue to follow procedure for taking and receipting all payments	
Deposit and Current Accounts Checked by Nominated Councillor at Finance and Personnel Meetings.	This has been carried out this year at each Finance and Personnel Committee meeting	Continue current practice	
Check proper records in accordance with statutory requirements.	Each meeting is minuted.		
Insurance Fidelity adequacy.	This was reviewed and increased in June 2011 to £100,000. Checked adequate by Internal Auditor March 2016	Needs to be checked on regularly due to the high level of savings.	
<b>c) Money</b>			
Cash and Cheques banked as soon as feasible.	Receipts are normally banked within a week of receipt	Continue current practice	
<b>ii) Check on Parish Councillors and Employees</b>			
	Chair at each meeting asks for declaration of interests. Clerk reminds Councillors about keeping Register of Interests up to date, References are taken up for new staff appointed. Cross checks of financial transactions are carried out at quarterly Finance meeting and by internal auditor spot checks. Given the level and nature of Council activities, there is currently a low likelihood of fraudulent activity.	Continue current practice	
<b>iii) Bye laws</b>			
a) Check of register	No register set up	None Parish Council has no byelaws	
b) Check of maintenance of register	No register set up	None. Parish Council has no byelaws	
<b>iv) Planning and Development Control</b>			
a) Return of Parish Comments by deadline	This is carried out as well as can be expected given the tight deadlines. There may be still be an issue when the Clerk or Chair Planning are not available, but the risk is low and can be anticipated so that alternative ad hoc measures can be put in place. From Nov 2012 the Clerk is covered for this activity by the Deputy Clerk	The PC resolved at its Standing Order review in May 2011 that the Clerk should have delegated powers to sign planning returns having taken advice from the Planning Committee members. Power reviewed annually in May and last reviewed May 2016. From Nov 2016 the Planning Committee is meeting monthly	

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b) Reasonable grounds for decision given	Care should be taken to ensure that decisions are valid planning arguments, and that all reasonable planning issues are considered in the decision process.	Planning committee members should continue to consider all applications in a full and constructive manner.	
v) Council's Viability	The Council has an adequate number of Councillors and a new Council was elected in May 2015		
<b>Inspection Carried out by :</b>	<b>Councillor : Richard Wade</b>		
<b>Date: 5th December 2016</b>			
<b>Inspection Checked by:</b>	<b>Councillor: Pat Athawes</b>		
<b>Date: 5th December 2016</b>			