

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on Monday **20th March 2017** in in the Old Fire Station Community Room, 37 High Street, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

Dated: 15th March 2017



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND
AGENDA

491/16 APOLOGIES FOR ABSENCE

492/16 DECLARATIONS OF INTEREST

Members are asked to declare any disclosable pecuniary interests in item on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011 and the Brackley Town Council Code of Conduct.

493/16 PUBLIC PARTICIPATION

This section of the meeting gives members of the public who are present an opportunity to speak. You may speak on any item which appears on the agenda for this evening's meeting.

Please state your name and address before asking your question

494/16 APPROVAL OF MINUTES

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 20th February 2017.

495/16 MEMBERS REPORTS

496/16 FINANCE REPORTS

To receive for approval:

- 1) List of Accounts 12 in the sum of £125,890.32
- 2) Bank Reconciliation for the end of February 2017
- 3) Current list of Direct Debit recipients

497/16 PROPOSED CHARGES FOR 2017/18

The Town Clerk's report on proposed charges is attached with the **RECOMMENDATION** that:

Having previously agreed that the charges for the Community Room will remain unchanged for the coming financial year, that the Council increases overall costs by 5%, in line with the increase in the Precept, and that the Town Centre charges remain unchanged.

498/16 FINANCIAL RISK ASSESSMENT

Members are asked to consider the attached Financial Risk Assessment and, if acceptable, to RECOMMEND it to Council for approval.

499/16 RECOMMENDATION FROM GRANT PANEL

The Grants Panel considered all of the applications that had been submitted and RECOMMENDS that the following grants be made.

Organisation	Amount
Brackley Folk Club	£ 750.00
Brackley Carnival	£ 1,000.00
Brackley Jubilee Choir	£ 500.00
SNVB	£ 500.00
Brackley Soapbox Derby	£ 350.00
Brackley Players	£ 1,000.00 conditional
Brackley & District History Society	£ Nil
Brackley European Association	£ 600.00
Brackley Library Supporters Group	£ 400.00 conditional
Brackley Youth Theatre	£ 750.00 conditional
	£ 6,100.00

Further applications may be considered later in the financial year.

500/16 CONTRACT ARRANGEMENTS WITH INGHAM PINNOCK ASSOCIATES

Councillors will know that Ingham Pinnock Associates have been involved with the Town Hall Restoration Project for the past five years and were instrumental in the Council obtaining the heritage Lottery Funding. They have submitted a quotation for their continued support, which Councillors are asked to consider,

501/16 THE HUB YOUTH CAFÉ

As Councillors are aware, the Northampton & Milton Keynes YMCA has withdrawn its support from The Hub, and the Council had considered a request for financial support to the end of July. However, YMCA has arranged to clear the building by the end of March, so continuation is not now possible. The Council will not therefore be asked to provide any further funding.

502/16 MATTERS FOR DISCUSSION OR INFORMATION

FINANCE AND POLICY COMMITTEE

Minutes of the **Finance and Policy Committee** held on Monday 20th February 2017 in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chairman Cllr Cartmell
Cllrs Bagot-Webb, Baker (Ex-Officio), Morrell, Thompson (Ex-Officio), Tiller and P Wiltshire

Also Present: Cllrs Barrie, Sharps, E Wiltshire

Officers: Town Clerk (L Carter), Communications Support Officer (S Campbell)

444/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Broomfield, Butler, Ross & Waldron

445/16 DECLARATIONS OF INTEREST

Cllr Morrell - Payment reference 2016/477

Cllr Baker – Payment reference 2016/484

446/16 PUBLIC PARTICIPATION

None

447/16 APPROVAL OF MINUTES

On the proposition of Cllr P Wiltshire it was **RESOLVED** to:

Receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 23rd January 2017.

448/16 MEMBERS REPORTS

None

449/16 FINANCE REPORTS

On the proposition of Cllr Morrell it was **RESOLVED** to:

Approve the list of Accounts 11 in the sum of £133,364.51

450/16 DRAFT APPRAISAL POLICY AND PROCEDURE

A draft Appraisal policy and guidelines were circulated for Members consideration prior to this meeting for consideration.

On the proposition of Cllr P Wiltshire, it was **RESOLVED** that:

The draft Appraisal Policy be **RECOMMENDED** to Council, for formal consultation with all staff members.

451/16 COUNCILLOR OFFICER PROTOCOL

Members were asked to consider adopting a protocol on Councillor Officer contact/relationships which reinforces the Code of Conduct for members. A proposed draft was circulated to Members for consideration.

On the proposition of Cllr Morrell, it was **RESOLVED** that:

The protocol on Councillor Officer contact/relationships be **RECOMMENDED** to Council for approval and adoption.

452/16 RECOMMENDATION FROM COMMUNICATIONS WORKING PARTY

Members were asked to receive a report, and consider a RECOMMENDATION from the Communications Working Party in relation to the future editions of the Town Guide.

On the proposition of Cllr Morrell, it was **RESOLVED** to:

Accept the **RECOMMENDATION**:

1. To refrain from entering into a new contract with Local Authority Publishing for the production of the Official Town Guide.
2. That Brackley Town Council designs, prints and distributes an up to date town map as a leaflet to include local information, not to include advertising.
3. That residual budget from associated headings within the current Financial Year (2016/2017) is carried over to the next Financial Year 2017/2018 and ring-fenced for the proposed project.

453/15 MATTERS FOR DISCUSSION OR INFORMATION

None.

Meeting ended at 20.53

Chairman

Date

**Authorise Payment - February 2017
Month 11**

Invoice Date	Our Ref Number	Supplier Name	Net Value Salary/Tax & NI/Pension	VAT	Invoice Total	Analysis Description
02/02/2017	Feb Sal 01	Salaries	£	£	£	
02/02/2017	Feb Sal 02	Tax & NI	£	£	£	
02/01/2017	Feb Sal 03	Pension	£	£	£	
26/01/2017	BTC 001	AAMS	£600.00	£	£600.00	Ambulance services for Nov 5th
10/02/2017	2016/448	Neopost	£59.43	£	£71.32	Franking Machine rental - overdue
Online payments						
16/01/2017	117964569	Anglian Water	£	£	£157.30	Water supply - Town Hall
15/01/2017	2016/450	Robert Bowerman	£	£	£41.66	Rental - parking spaces
20/01/2017	BK16506	Buckingham Flooring	£	£	£97.40	Floor screed at OFS
16/01/2016	440335879	PEAC	£	£	£59.80	Photocopier rental
25/01/2017	4003328	SNC	£	£	£60.94	Rent OP2
26/12/2016	4003045	SNC	£	£	£20.00	Lottery Licence
27/01/2017	116132	HSD Online	£	£	£239.48	Baby changing units for OFS
26/01/2017	63769	Woodberry	£	£	£641.70	Cemetery bench for recharge
26/01/2017	025AA46612	Medigold	£	£	£109.50	Staff Health assessment
14/02/2016	0	CDC Chairmans Charity	£	£	£90.00	Civic Dinner
17/01/2017	126132	Hazchem Safety	£	£	£48.69	Fire Signage
2016/459	339510	George Browns	£	£	£49.50	Tools & materials
17/02/2829	126131	Hazchem Safety	£	£	£17.70	Signage
23/01/2017	25094633	WPS	£	£	£20.71	Combined Insurance Premium
31/01/2017	6705	Haverstock	£	£	£10,576.00	Town Hall Design Fees - HLF
09/02/2017	127896	Hazchem Safety	£	£	£47.32	Safety Footwear
31/01/2017	6630136793	Lyreco	£	£	£17.40	Stationery
31/01/2017	127285	Hazchem Safety	£	£	£90.75	Cleaning materials etc
01/02/2017	7289	Healthmatic	£	£	£494.17	Cleaning OFS Public Toilets
14/02/2017	0	Bicester TM ACC	£	£	£50.00	Civic Dinner
02/02/2017	921	2 Commune	£	£	£675.00	Web site hosting and support
31/01/2017	7285	M-Trac	£	£	£144.00	Mechinery inspections & Report
31/01/2017	7284	M-Trac	£	£	£102.00	Sharpen 3 Sets of Blades
01/01/2017	2386485	Fuel Genie	£	£	£170.35	Fuel - January
31/01/2017	INV0259	Ingham Pinnock	£	£	£2,500.00	Town Hall Consultancy Fees January 2017
09/02/2017	121850	SLCC	£	£	£249.00	Practitioners Conference - A Mosses
06/02/2016	20557	Borras Construction Ltd	£	£	£62,248.86	Town Hall - 1st Invoice
08/02/2017	4154	Roosigns	£	£	£360.00	OFS Signage
07/02/2017	128157	M Morrill	£	£	£23.40	Expenses
08/02/2017	H14095ED37	Hazchem Safety	£	£	£44.46	Refuse Sacks
09/02/2017	2559	E-on	£	£	£10.23	Electricity 2 The Sidings
13/02/2017	OP/1108110	Rainbow Print Media	£	£	£275.00	Art work for Town Talk
14/02/2017	28	Sutcliffe Play	£	£	£1,536.28	Parts for play equipment
09/02/2017	14853	MP Printers	£	£	£856.00	Training - chain saw assessment
06/02/2017	6630135971	F Baker	£	£	£79.23	Town Talk - Printing
08/02/2017	Q007PG	Lyreco	£	£	£15.90	Town Mayors Expenses
13/02/2017	13/02/2017	BT	£	£	£86.72	Stationery
07/02/2017	294445	B Sharpe expenses	£	£	£101.51	line rental 9 Market Place
10/02/2017	294445	L Carter Expenses	£	£	£46.11	Sand, insulation & pin board
11/02/2017	9560	D Thompson Expenses	£	£	£113.00	postage and bin hoops
		Microshade	£	£	£252.80	Deputy Mayor's Expenses
			£	£	£50.56	IT services
			£	£	£303.36	
Direct Debits						
12/01/2017	291196	SGW Payroll	£	£	£56.00	January Charges
23/02/2017	223 08423	Public Works Loan Board	£	£	£9,822.03	OFS Loan Repayment
02/02/2017	Q009QG	BT	£	£	£217.28	Line Rental OFS + Broadband at 2 locations
09/02/2017	Q009JQ	BT	£	£	£64.90	Line rental TH
06/02/2017	294445	SGW Payroll	£	£	£78.00	February charges
			£	£	£15.60	
			£	£	£93.60	
			£	£	£16,314.27	
			£	£	£133,364.51	

**Authorise Payment - March 2017
Month 12**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Salary/Tax & NI/Pension	Net Value	VAT	Invoice Total	Analysis Description
				£	£	£	£	
				Salaries	Tax & NI	Pension	Salary	Tax & NI
				Tax & NI	Pension		Pension	
Payments made before the meeting								
27/02/2017	0		Brackley European	£ 8.00	£ -	£ -	£ 8.00	
01/03/2017	30046	16/491a	T King Associates	£ 134.50	£ 26.90	£ -	£ 161.40	
07/03/2017	30102	16/491c	T King Associates	£ 496.30	£ 99.26	£ -	£ 595.56	
27/02/2017	13614260	16/491	Town Talk Delivery Group	£ 450.00	£ -	£ -	£ 450.00	
22/02/2017	143618282/17	FEB/DD/06	Total Gas & Power	£ 71.15	£ 3.56	£ -	£ 74.71	
22/02/2017	143618271/17	FEB/DD/07	Total Gas & Power	£ 193.86	£ 9.69	£ -	£ 203.55	
22/02/2017	143618293/17	FEB/DD/08	Total Gas & Power	£ 407.53	£ 81.51	£ -	£ 489.04	
Online payments								
15/02/2017	6208741	16/492	Chubb	£ 448.19	£ 89.63	£ -	£ 537.82	
13/02/2017	OP/1108110	16/493	Sutcliffe Play	£ 1,536.28	£ 307.27	£ -	£ 1,843.55	
20/02/2017	34440	16/494	Blachere	£ 4,255.00	£ 851.00	£ -	£ 5,106.00	
21/02/2017	976	16/495	2 Commune	£ 25.00	£ 5.00	£ -	£ 30.00	
12/12/2017	2016091378	16/496	Neopost	£ 59.43	£ 11.89	£ -	£ 71.32	
16/02/2017	340578	16/497	George Browns	£ 5.76	£ 1.15	£ -	£ 6.91	
21/02/2017	34442	16/498	Blachere	£ 517.50	£ 103.50	£ -	£ 621.00	
21/02/2017	123988	16/499	RVS Group	£ 177.85	£ 35.57	£ -	£ 213.42	
27/02/2017	5108637	16/500	PRS for Music	£ 229.34	£ 45.87	£ -	£ 275.21	
02/02/2017	340126	16/501	George Browns	£ 41.83	£ 8.38	£ -	£ 50.21	
01/03/2017	H1422863364	16/502	E-on	£ 490.27	£ 24.51	£ -	£ 514.78	
01/03/2017	2422809	16/503	FuelGentle	£ 136.27	£ 27.25	£ -	£ 163.52	
11/03/2017	9626	16/504	Microshade	£ 252.80	£ 50.56	£ -	£ 303.36	
01/03/2017	236	16/505	Iain Soden Heritage Services	£ 1,150.00	£ 230.00	£ -	£ 1,380.00	
27/02/2017	20170227	16/506	Hindson Property Services	£ 120.00	£ -	£ -	£ 120.00	
01/03/2017	7249	16/507	Healthmatic	£ 494.17	£ 98.83	£ -	£ 593.00	
28/02/2017	6630137779	16/508	Lyreco	£ 88.65	£ 17.73	£ -	£ 106.38	
01/03/2017	6714	16/509	Haverstock	£ 6,000.00	£ 1,200.00	£ -	£ 7,200.00	
02/03/2017	SM17534	16/510	Rialta Business Solutions	£ 483.00	£ 96.60	£ -	£ 579.60	
08/03/2017		16/511	SLCC Membership	£ 375.00	£ -	£ -	£ 375.00	
02/03/2017		16/512	Clerks & Councils Direct	£ 12.00	£ -	£ -	£ 12.00	
09/03/2017	1923	16/513	Complete Weed Control	£ 560.00	£ 112.00	£ -	£ 672.00	
09/03/2017	20616	16/514	Borras Construction	£ 83,032.98	£ 16,606.60	£ -	£ 99,639.58	
09/03/2017		16/515	Upstone/Utilities	£ 506.03	£ -	£ -	£ 506.03	
10/03/2017	186415	16/516	Linnell Bros	£ 28.60	£ 5.72	£ -	£ 34.32	
08/03/2017		16/517	Shaw & Sons	£ 32.85	£ 6.57	£ -	£ 39.42	
05/03/2017	H14283C91D	16/518	E-on	£ 9.80	£ 0.49	£ -	£ 10.29	
13/03/2017	116629	16/519	Brown & Co	£ 1,545.00	£ 309.00	£ -	£ 1,854.00	
13/03/2017	2017019788	16/520	Neopost	£ 59.43	£ 11.89	£ -	£ 71.32	
31/03/2017	340126	16/521	George Browns	£ 41.83	£ 8.38	£ -	£ 50.21	
13/03/2017	0	16/522	Sally Munday-Webb	£ 45.41	£ -	£ -	£ 45.41	
13/03/2017	150520	16/523	TBS Hygiene	£ 594.00	£ 118.80	£ -	£ 712.80	
13/03/2017	0	16/524	Neopost	£ 100.00	£ -	£ -	£ 100.00	
				Direct Debits				
13/03/2017	297225	MAR/DD/01	SGW Payroll	£ 58.00	£ 11.60	£ -	£ 69.60	
				£ 105,273.61 £ 20,616.71 £ 125,890.32				

Bank Reconciliation Statement as at: 01/04/2017 for Cash Book 1 Current Bank Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 00059916	28/02/2017	35	10,696.22
Deposit Account - 00228866	28/02/2017	90	439,487.67
			<hr/> 450,183.89
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			450,183.89
<u>Receipts not Banked/Cleared (Plus)</u>			
08/03/2017		20.00	
			<hr/> 20.00
			450,203.89
		Balance per Cash Book Is :-	450,203.89
		Difference Is :-	0.00

Direct Debt Review 2017

Company	Frequency	Purpose
BT	Monthly	Internet/telephones
Public Works Loans	6 monthly	OFS Loan
Total Gas & Power	Monthly	Electricity & Gas
O2	Monthly	Mobile phones
SGW Payroll Ltd	Monthly	Payroll services
South Northants Council	Monthly	Rates
ICO	Yearly	Data Protection

BRACKLEY TOWN COUNCIL

**Finance & Policy Committee
Monday 20th March 2017**

PURPOSE OF REPORT:

To review charges made by Brackley Town Council for various activities for the financial year 2017/18

RECOMMENDATION:

Having previously agreed that the charges for the Community Room will remain unchanged for the coming financial year, that the Council increases overall costs by 5%, in line with the increase in the Precept, and that the Town Centre charges remain unchanged.

MAIN ISSUES AND CONSIDERATIONS:

All charges were last reviewed in January 2016. Consideration has recently been given, and agreed, to freezing the charges for the Old Fire Station Community Room. It is also suggested that, due to the impact of the works to the Town Hall, that the market rents and fair rights charge are also frozen.

1. Cemetery –

I. INTERMENTS

	2016-17	2017-18
In single graves of 9ft x 4ft whether or not an Exclusive Right of Burial has been granted, the charge shall be	£300.00	£315.00
In double graves - as above	£330.00	£345.00
Reopening of a double grave where the exclusive right has been purchased	£300.00	£315.00
In graves of 18in x 18in where the remains have been cremated, and whether or not an Exclusive Right of Burial has been granted.	£195.00	£205.00

2. EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

For the Exclusive Right of Burial for a period of seventy-five years in an earthen grave 9ft x 4ft <u>EITHER A SINGLE OR DOUBLE BURIAL</u>	£300.00	£285.00
In the 'Garden of Rest' the charge for Exclusive Right of Burial for a period of seventy-five years in an earthen grave of 18in x 18in	£195.00	£180.00

3. HEADSTONES AND MONUMENTAL INSCRIPTIONS

For the right to erect or place a headstone not exceeding 3ft in height and 2ft 6ins in breadth, with a base not exceeding 4ft x 1ft 6ins	£140.00	£147.00
For the right to lay a tablet not exceeding 18ins x 18ins	£98.00	£103.00
Each inscription after the first on any headstone	£49.00	£52.00

4. MISCELLANEOUS CHARGES

Certified extracts from the Register of Burials (per entry)	£10.00	£15.00
Registration of transfer of Exclusive Right of Burial	£10.00	£15.00
Certified copies of Grants of Exclusive Right of Burial - per copy	£10.00	£15.00

Agenda Item: 497/16

There is no charge for children's burial under the age of 16 years old where the parent of that child is a resident of Brackley.

The fees, payments and sums above will be doubled where the person to be interred, or the person who receives a grant of any of the rights referred to, is not a resident of Brackley.

Rose Garden and Tree Seat

To purchase the right to have a plaque added to the Rose Garden or Tree Seat the charge will be £50.00, with the plaque and/ or rose bush supplied by the purchaser in accordance with BTC Guidance.

2. Town Centre

Town Centre		2016-17		2017-18
Market Rents		£16.00		£16.00
Casual		£21.00		£ 21.00
Charity Stall		£10.00		£10.00

Fair Rights	Fee	£2,900		£2,900
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3. Brackley Angling Club

Annual licence paid by the Angling Club for St James Lake

October 16/17 - £1,700

October 17/18 £1,800

4. Allotments

Annual rent paid by Brackley Allotment Association

April to March - £115.00

AUTHOR

Linda Carter

TOWN CLERK



LCRS 5. Risks report

Financial Management

Brackley Town Council

Assessment for year 2016 To 2017

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To minimize the risk of loss associated with failure to

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded.	Annually	Low	Medium	2	
0	Administration/ Legal	Incurring expenditure without proper legal authority	Carry our periodical inventory checks.					
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Record in minutes powers under which expenditure is being approved. Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis.	Annually	Low	Medium	2	
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Reconcile claims to cashbook. Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; prepared by the Clerk; checked by the Assistant Clerk	Quarterly	Low	High	3	
304	Financial	Failure to ensure proper use of funds under specific powers / S137	Arrange prompt payment of all sums due. Ensure that all expenditure under section 137 is separately recorded in the cashbook. Ensure that total expenditure does not exceed the statutory limitation for the council. Ensure that all grant applications are complete and fully supported prior to submission to committee/council Ensure that all approvals are properly recorded in council minutes. Ensure that no alternative statutory authority is available.	Quarterly	Low	Low	1	



LCRS 5. Risks report

Financial Management

Brackley Town Council

Assessment for year 2016 To 2017

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure effective management of financial affairs of council

Aim = None

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (>3)
347	Financial	Poor Financial Management	Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit. Ensure that appropriate insurance cover/policy is in force.	Annually	Low	Medium	2	
305	Financial	Risk to third party as a consequence of providing a service		Annually	Low	High	3	
0	Financial	Failure to maintain an effective payments system.	Determine responsibility for control of expenditure. All payments to be supported by an invoice/voucher. All detail to be checked and payment entered into a cashbook. All payments to be approved by council and recorded in minutes. All cheques to be signed by at least two authorized members. Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers. All expenditure to be the subject of sound budgetary control.	Monthly	Low	High	3	



LCRS 5. Risks report

Financial Management

Brackley Town Council

Assessment for year 2016 To 2017

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that effective financial controls are in place

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review timing Likelihood of occurrence Impact on Council Risk Value Your action required (> 3)

3/06 Financial Loss of money through theft/misappropriation. Monthly Low High 3

Control

Determine responsibility for cash at all sources.
Ensure that receipts are issued for all income.
Ensure that secure arrangements are in place for all monies held pending banking.
Ensure that proper arrangements are in place for prompt recording and banking of all cash received.
Ensure regular bank reconciliation
Arrange regular report to council.
Ensure that council holds adequate fidelity guarantee insurance.

3/06 Financial Failure to set a precept within sound budgeting arrangements

Determine responsibility of clerk/committee/council.
Ensure that presentation to committee/council follows an agreed timetable.
Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure.
Review all charges made by the council.
Review adequacy of all balances and reserves.
Ensure that effective budget monitoring is in place throughout the year.

Monthly Low High 3

4/1 Financial Failure to keep proper financial records

Define responsibility through appointment of Proper Financial Officer
Ensure appropriate standing orders and financial regulations in place that are subject to periodic review.
Implement effective independent internal audit.
Introduce periodical checks by Chairman/other appointed members.
Arrange for regular financial reports to committee/council

Monthly Low Medium 2

Completed by: *[Signature]*

Date: 7-3-17 Position: RFO

No of risks scored 11

Average score: 2.5