

Earnley Parish Council
Payment Schedule

Agenda Item 55.16(b)

Payment agreed 26th May 2016	Net	VAT	Total	
Direct Debit				
Anvil Mobile Ltd	10.61	2.12	12.73	dd parish council phone - April 2016
Standing Order				
Louise Chater	419.06		419.06	so salary - April 2016
West Sussex County Council	127.72		127.72	so pension - April 2016
Mrs Louise Chater	442.06		442.06	Salary - May 2016
West Sussex County Council	136.06		136.06	pension - May 2016
Direct Payment				authorisation code
Mulberry & Co	99.00	19.80	118.80	Audit Fees for year ended 31 March 2016
East Wittering & Bracklesham Parish Council	52.00		52.00	April and May room hire
Chichester District Council	350.00		350.00	Community Warden Contribution
Came & Company	276.49		276.49	Insurance Renewal
Mrs Louise Chater	27.75		27.75	expenses
Cheque Payment				cheque No
Alto Card				
Pro Copy	64.00		64.00	100 copies of Spring Newsletter
Cash	130.00		130.00	postage 1.20, stationary 0.79, printing 127.83
card fees	1.00		1.00	cash withdrawal fee
Cartridge People	21.12		21.12	printer cartridges
	2156.87	21.92	2178.79	

1. Introduction

Annual production of a financial risk assessment is required to be reported to the external auditor each year.

2. Risk Assessment Register

Annexe 1 to this report contains the risk assessment register. Council is asked to consider the contents of the register and to determine whether any changes should be made. In particular, the Council is asked to confirm if it is content with the controls that are currently in place for each area of risk identified.

3. Audit Plan

Members of the Council are asked to consider the Audit plan and determine if any changes should be made.

4. Insurance Policy

The current policy is held with Aviva (via Came & Co) has a renewal date of 1 June 2016. The Parish Council has entered into a long term agreement and is now in year two of three.

The premium for 1 June 2016 - 31 May 2017 is at the sum of **£276.49**

5. Key Features of the Aviva Policy

- a) The public liability limit of £10 million
- b) The employers' liability limit of £10 million.
- c) The Fidelity Guarantee relates to the loss incurred through the misappropriation of monies by employees. The limit is set at £150,000.
- d) Motor policy no claims bonus and loss of policy excess provides cover should the parish clerk or councillor use their private car and be involved

in an accident whilst undertaking parish business. The limit for loss or reduction of no claims discount is up to £250 and a limit for loss of excess is £250

- e) The Parish Council's assets are insured
- f) The excess on each claim is £250.00

6. RECOMMENDATIONS

The Council is asked to confirm that:

- a) Acceptance of the Risk Assessment Register (Annexe 1) with any recommendations of change required.
- b) Acceptance of the Audit Plan with any recommendations for change if required.

Report Prepared by *L. Chater* Mrs Louise Chater

Dated 18th May 2016

EARNLEY PARISH COUNCIL RISK ASSESSMENT REGISTER

Financial Risk Assessment Register as at 18 May 2016
Financial Year 2016/17

Description	Location	Type of Risk	Risk Potential	Severity of Risk	Existing Controls	Insurance limit	Action Required	Report to council	Completion or Review
3 x bus shelters	various	Damage/fire	medium	low	Insurance				
3 x notice boards	various	damage	medium	low	Insurance				
2 x Finger Post Signs	various	damage	medium	high	Insurance				
laptop	office	theft/damage	medium	high	Insurance				
printer	office	loss/corruption of data	medium	high	back up procedure/anti virus protection	5,000			
		theft/damage	medium	low					
all electrical equipment	office	employee harm	low	high	safety checks (PAT testing)			upon completion	annually
council papers	office	theft/fire	medium	high	Records Regularly sent to Records Office				
		theft	low	high	Fidelity Insurance	150,000			
		theft	low	high	financial Regulations				
Council monies	office	theft	low	high	Internal Audit Controls	250,000			
		bank failure	low	high	Regularly review provider			upon completion	six monthly
meetings & events		harm to public	low	high	Insurance				
all council activities		harm to public	low	high	public liability insurance	10,000,00			
							provide contractor with health and safety policy and notice to contractors	at point of engagement	
maintenance work	various	employee harm	low	high	contractors to have public liability and employers liability insurance			upon completion	six months
Loss of Clerk			low	high	Instruction manual		write manual		
			low	high	Locum Clerk			Carol Smith Clerk to Hunston & West Itchenor available if required	

Signed:

Dated:

Earnley Parish Council Audit Plan - year ended 31 March 2017

TASK	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	BIANNUAL
Review Risk Assessment								✓					
Review Financial Risk Assessment		✓											
Carry out all general Risk Assessments			✓										
Review Insurance at renewal		✓											
Asset Register Updated		✓											
Financial Scrutiniser Review Accounts			✓			✓			✓				
RFO Prepare end of year accounts	✓												
Internal Audit	✓												
Annual Governance Report		✓											
Annual Return		✓											
Review Internal Audit Terms of Reference		✓											
Review of Effectiveness of Internal Audit		✓											
Appointment of Internal Auditor		✓											
Appointment of Responsible Financial Officer		✓											
Appointment of Financial Scrutiniser		✓											
Review of Standing Orders													
Review of Financial Regulations													to be completed
Review of Staff Pay Scales (NJC Scales)						✓						✓	
Clerk's Appraisal						✓							
Employment Committee Meeting						✓							
Preparation of Annual Budget						✓							
Monitor Budgets		✓		✓		✓		✓		✓			
Transparency Act - upload data			✓			✓		✓	✓				

Prepared by Louise Chater, Clerk & Responsible Financial Officer.

Signed: _____

Chairman Earnley Parish Council

Dated: _____