

Parish Action Plan:

Finance & Governance V2 at 18.07.24



Terms of reference:

- Lead for Parish Action Plan
- Approval of payments outside the delegated authority of other committees
- Monitoring of income, expenditure and the accounts
- Budget preparation
- Monitoring of compliance with Financial Regulations
- Reviewing corporate and financial risks and insurance arrangements
- Property management, leases and contracts outside the delegated authority of other committees
- Set internal audit process
- Develop and deliver agreed outputs from Parish Action Plan
- Manage in year committee budget within programme and delegation
- Identify and justify committee budget for future year

Actions:

Objective	Planned Action	By When	Status	Last Updated	Budget & Code	Resources	Notes
To ensure the record of assets and buildings is up to date.	To update the asset register at six monthly intervals during Internal Controls exercise and in accordance with the Asset Register Policy.	Sept 2024	Register agreed by Council on 23 May 2024. Asset register reviewed Sept 24 & Feb 25 during Internal Controls exercise. Building Insurance Values Reviewed by Surveyor on 4.4.24. Action Ongoing. Next review Sept 24.	12.7.24	Not applicable.	Officer and Cllr time. Parish On-line Database	Register to be reviewed every six months during Internal Controls exercise
Cllr Training Programme.	To monitor the training courses to be undertaken by all councillors until completed.	Summer 2024	Council agreed the minimum training courses to be recommended to all councillors/staff on 23 February 2023 Minute: C22/23.140. A new H&S course is to be found. Reminders sent.	12.7.24	Cllr Training Budget is £500 for 2024/2025 (5170-101)	Cllrs to undertake the training	5 cllr still to complete their courses with 1 refusal.

