

Parish Action Plan:

Finance & Governance V6 at 21.11.24



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
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. Councillors who have completed the training are: Cllrs Street, Forster, Dyke, Sampson, Majsai, Ranger, Shorrocks, Llewellyn and Jackson. Cllr Evans refused. Reminders sent to others. A new H&S course is to be found.	15.11.24	Cllr Training Budget is £500 for 2024/2025 (5170-101)	Cllrs to undertake the training	Four cllrs still to complete their courses with 1 refusal. Invited to complete them in the office. No response.

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.	March 2025	Register agreed by Council on 23 May 2024. Asset register reviewed Sept 24 during Internal Controls exercise. Building Insurance Values Reviewed by Surveyor on 4.4.24. Council adopted Internal Controls 24.10.24. Action Ongoing.	15.11.24	Not applicable.	Officer and Cllr time. Parish On-line Database	Register reviewed on 4 September 2024 and every six months during Internal Controls exercise and for AGAR.
Produce a Parish Strategy	Develop and consult on a 5 year Parish Strategy. To assist where possible with budget setting for year 2025/2026.	Dec 2024	The Parish Strategy Working Group has reviewed work to date and will consult Council on a revised approach. New time frames to be agreed.	15.11.24	(5180-101) Professional Support budget.	Cllr time. Staff time.	Update given to Council in September and October 2024.

COMPLETED ACTIONS:

Objective	Planned Action	By When	Status	Last Updated	Budget & Code	Resources	Notes
Monitor value of 500,000 Euro in Pound Sterling	The FSCS applies when the expenditure budget of the Parish Council is less than 500,000 Euros on 1 April each year.	Ongoing	To protect the Parish Council investments under the Financial Services Compensation Scheme the value of the Euro will be monitored.	15.11.24	Not applicable.	Cllr time. Staff time.	Confirmation from Auditor that the fluctuating EURO/£ is not relevant.