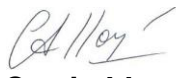




A meeting of the Finance & General Purposes Committee will be held on Tuesday 8th February 2022 at the Town Council Offices, 28 Vicarage Road Verwood at 7.30pm.

Apologies for absence should be given to the Town Clerk prior to the Meeting.


Ms. Carrie Lloyd
Town Clerk
3rd February 2022

AGENDA

1. To receive Declarations of Interest, Request for Dispensations and Apologies for Absence.
2. a) Report from the Town Clerk
b) Receive the monthly budget reports – to follow
3. Review of the Effectiveness of the Internal Controls – Report attached
4. To review the Risk Management Statement – attached
5. To receive reports on Health & Safety matters for land in the Civil Parish.
6. To consider the attached quotes for replacement radiators
7. To receive any other reports and items for future agendas.

With permission and at the discretion of the Chairman/Mayor any member of the public may comment on an issue being debated by the Council in order to provide information or clarification of items relevant to the matter being debated. This facility will normally be limited to a maximum of only three minutes per person on the subject being debated.

If you would like a large print version of this agenda please contact the Town Council Offices (01202) 820880

Members;

Councillor M. Thorpe (Chairman), Councillors Mrs. S. Bhoose, Mrs. T. Coombs, S. Flower, Mrs. L. Dedden, S. Gibson, Mrs S. Grove, P. Mann, M. Parker, Ms. J. Russell, Miss. B. Salmon, Miss K. Stephens

REPORT TO THE FINANCE AND GENERAL PURPOSES COMMITTEE

AGENDA ITEM 3 – INTERNAL AUDIT REVIEW 2022

On 31st January 2022, Cllr Philip Mann and I undertook an internal audit review with the Town Clerk

The interim audit will be carried out on Friday 4th February – after our meeting. We are therefore unable to comment on any findings of the internal audit at this stage. The Council continues to monitor bank payments and statements through the Finance and General Purposes committee. No issues were raised from the last external audit.

There remain multiple checks in place to review the actions of others and the entries made. The Council does not have a high volume of entries and therefore the current system is sufficient and appropriate for the Council's needs.

The back-up financial assistance role which was created previously continues to work well and the Council has people in place who are familiar with the Council and its procedures. They can be called upon at any time and seamlessly continue the work enabling the Council financial continuity. This mitigates the relevant risk.

The Council has been in possession of the lease for the running of the Youth and Community Centre for approximately one year and procedures are in place for adequate financial control. The recent purchase and installation of new electronic till will assist the accurate recording of all transactions in the Centre. Operation of the Youth and Community Centre, including financial transactions are regularly monitored by the Clerk and reported to Council at monthly meetings.

The precept meeting remains a sensible and robust process and no alterations are proposed.

The Council Audit Plan was reviewed and the Review of Effectiveness of the Internal Audit and Council Internal Audit Terms of Reference were considered. These three documents were considered satisfactory and no alterations are proposed.

Cllr Mann and I consider that the current system of checks in place to prepare and undertake the Interim and Final Audits is fit for purpose.

Cllr Thorpe mentioned two issues from previous audits in his and Cllr Parker's review carried out in March 2021:-

1. Accounting Software update: This is ongoing and a possible change is being considered to a more flexible system
2. BACS payments – this is being used for most payments. Some changes to card holders are currently being made but it is hoped that all changes will be complete shortly.

Cllr P Mann and Cllr Mrs L Dedden

31.01.2022



VERWOOD TOWN COUNCIL Risk Management Statement

Likelihood:

1. IMPROBABLE OCCURRENCE
2. UNLIKELY OCCURRENCE
3. EVEN CHANCE/POSSIBLE OCCURANCE
4. LIKELY OCCURRENCE
5. ALMOST CERTAIN OCCURRENCE

Severity probable scale:

1. NEGLIGIBLE
2. SLIGHT
3. MODERATE
4. HIGH
5. VERY HIGH

Quantification Matrix (Likelihood X Severity = Risk Rating)

Risk Index: Under 6 = Low Risk
6 - 12 = Medium Risk
13+ = High Risk



VERWOOD TOWN COUNCIL Risk Management Statement

Hazard	Likelihood	Severity	Risk LXS=	Control Measures in Place
Administration/Staff				
Waste and misappropriation of funds.	2	3	6	Fidelity Guarantee and Legal Expenses with Hiscox. Annual estimates and regular monitoring of expenditure against budget.
Unqualified or inexperienced staff	2	3	6	Appointment of RFO with defined responsibilities. Referencing and checking before appointment of staff. Six-month probationary period before permanency. Disciplinary Rules and Procedures.
Inappropriate activity of behaviour of staff bringing Council into disrepute.	2	3	6	Referencing and checking before appointment of staff. Six-month probationary period before permanency. Disciplinary Rules and Procedures.
Fraud and corruption.	2	4	8	Fidelity Guarantee and Legal Expenses with Hiscox. Independent Internal Audit Procedures. Financial Regulations governing financial activities.
Outsourcing of services	2	2	4	Referencing and checking before appointment of contractors. Independent Internal Audit procedures. Financial Regulations governing financial activities.
Activities being outside of legal powers.	2	4	8	Financial Regulations governing financial activities. Standing Orders regularly reviewed. Access to legal advice via the Dorset Association of Parish and Town Councils and direct access to the National Association of Local Councils.
Electors rights not being followed.	1	2	2	Access to legal advice via the Dorset Association of Parish and Town Councils and direct access to the National Association of Local Councils.
Improper expenditure under the Power of General Competence.	2	3	6	Access to legal advice via the Dorset Association of Parish and Town Councils and direct access to the National Association of Local Councils.
General Data Protection Regulation	2	2	4	GDPR Privacy Policy, Information Audit & Risk assessment in place.
Accessibility for web site	1	1	2	Accessibility statement which can be viewed on the Town Council web page.
Computer files being lost	1	3	3	Files backed up on a regular basis.



VERWOOD TOWN COUNCIL Risk Management Statement

Hazard	Likelihood	Severity	Risk LXS=	Control Measures in Place
Cemetery				
Damage/vandalism to walls, seats and memorials.	2	2	4	Material damage cover through Hiscox. Visual inspection and monthly written report and Health & Safety Checklist by a member of the Amenities Committee identifying any defects and remedial action required. In House repairs or appropriate qualified contractor.
Inaccurate record keeping and grave space identification.	2	3	6	Computerised and manual record systems.
Unstable memorials	2	4	8	Memorial stability being checked on a fiveyearly basis. Remedial work identified and corrective measures monitored. Visual inspection and monthly written report and Health & Safety Checklist identifying any defects and remedial action required. In House repairs or appropriate qualified contractor. Public Liability Insurance.
Loss of revenue through poor management and badly maintained cemetery.	2	4	8	Material damage cover through Hiscox. Computerised and manual record systems. Visual inspection and monthly written report and Health & Safety Checklist identifying any defects and remedial action required. Public Liability Insurance.
Open Spaces				
Damage/vandalism to street furniture, paths, grass and paved areas, rubbish and glass accumulation.	2	3	6	Material damage cover through Hiscox. Visual inspection and monthly written report and Health & Safety Checklist by a member of the Amenities Committee identifying any defects and remedial action required. In House repairs or appropriate qualified contractor.
Personal injury through accident.	2	3	6	Visual inspection and monthly written report and Health & Safety Checklist identifying any defects and remedial action required. Public Liability Insurance.



VERWOOD TOWN COUNCIL Risk Management Statement

Hazard	Likelihood	Severity	Risk LXS=	Control Measures in Place
Play areas				
Damage/vandalism to equipment, street furniture, paths and grass areas, rubbish and glass accumulation.	2	3	6	Fortnightly inspections and a written Report from Independent Inspector. Health & Safety checklist monthly by a member of the Amenities Committee identifying any defects and remedial action required. In house repairs or appropriate qualified contractor.
Personal injury through accidents etc.	2	3	6	Fortnightly inspections and a written Report from Independent Inspector. Health & Safety checklist monthly by a member of the Amenities Committee identifying any defects and remedial action required. In house repairs or appropriate qualified contractor. Public Liability Insurance.
Three Legged Cross Recreation Ground.				
Damage/vandalism to buildings, street furniture, paths, grass areas, sports pitch, equipment, rubbish and glass accumulation.	2	3	6	Material damage cover through Hiscox. Visual inspection and monthly written report and Health & Safety Checklist by a member of the Amenities Committee identifying any defects and remedial action required.
Personal Injury through accidents etc.	2	3	6	Visual inspection and monthly written report and Health & Safety Checklist identifying any defects and remedial action required. Public Liability Insurance.



VERWOOD TOWN COUNCIL Risk Management Statement

Hazard	Likelihood	Severity	Risk LXS=	Control Measures in Place.
Verwood Memorial Recreation Ground				
Damage/vandalism to buildings, street furniture, paths, grass areas, sports pitch, equipment, rubbish and glass accumulation.	2	3	6	Material damage cover through Hiscox. Visual inspection and monthly written report and Health & Safety Checklist by a member of the Amenities Committee identifying any defects and remedial action required.
Personal Injury through accidents etc.	2	3	6	Visual inspection and monthly written report and Health & Safety Checklist identifying any defects and remedial action required. Public Liability Insurance.
Town Council Offices, 28 Vicarage Road, Verwood.				
Damage/vandalism to building	2	4	8	Material damage cover through Hiscox and Business Interruption cover Public Liability Insurance.
Poor management and badly maintained facilities.	2	4	8	Annual inspections and reports on condition of fire fighting equipment, boiler and air-conditioning units. In house repairs or appropriate qualified contractor. Regularly maintained and tested personal alarm. Fire Risk Assessment carried out and reviewed on a regular basis.

Policy Title	Risk Management Statement
Lead Officer	Town Clerk
Responsible Committee	Full Town Council
Version	V2
Date	16 th August 2016
Publication Level	Fully inc Web
Date Revised	8 th February 2022

REPLACEMENT RADIATORS – TOWN COUNCIL OFFICES

Three quotes have been obtained;

RD Heat - £4,935.33 plus VAT

DSG Plumbing & Heating - £4,883

Maintaining Environments – £4,723.65 plus VAT

Strategic Plan	Keeping Council assets well maintained and in good working order
Equalities	N/A
Environmental/Sustainability	Officers have been advised that radiators suitable for the new gas boiler require smaller pipes than when the Council changes to air source heat pump or more environmentally friendly heat source. At present it is not recommended to change the boiler whilst technology is still advancing. Consider as a 5 – 8 year plan.
Crime & Disorder	N/A
Financial	Included in the report
Resources (including workforce)	N/A
Risk Management	New boiler continues to be topped up manually with water as water leaks under floor from old pipework. New pipes and radiators will seal the system correctly.
Legal Implications	None