

## Tichborne Parish Council Annual Council Meeting 1<sup>st</sup> May 2025. Agenda item 10.

**Internal Audit - Financial and non-financial risk assessment. To complete the annual review of existing systems and controls.**

### 1. Standing Orders

The Council should confirm that it continues to run its affairs according to the National Association of Local Councils Model Standing Orders (adopted in July 2014 and amended in March 2015). It is proposed that the Model Standing Orders should be re-adopted at this meeting.

### 2. Financial Regulations

The Standing Orders above contain Financial Regulations but the adoption of the list below would clarify important items for the Council. It is proposed that the Financial Regulations should be re-adopted at this meeting.

#### Financial Regulations

- **Cheques and Bank Transfers** – 2 signatures from any of the Parish Councillor designated signatories.
- **A statement** shall be prepared for the late autumn meeting and presented to the Parish Council to allow for consideration of the financial situation before setting the 2025-26 precept in January 2025.
- **Chairman's Fund** – The Chairman may use a fund, not exceeding 5% of the precept or an agreed amount to pay for expenses and entertainment in connection with his duties and special expenditure of the Parish Council not covered under another heading. Currently, the value of the Chairman's fund is £250.
- **Members' Travelling Expenses** – Members shall have the right to claim petrol/mileage allowance when undertaking Tichborne Parish Council business at a rate of 45 pence per mile.
- **Expenditure under Section 137 powers** is limited to £11.10 per registered elector (2025-26). As of 31<sup>st</sup> March 2025, there were 187 electors in Tichborne making the total fund available for the year as £2,075.70
- **Insurance** – The policy was last reviewed in 2016-17 [minute reference 17/69(d) 28<sup>th</sup> March 2017] to ensure that adequate cover is provided. The insurance schedule was revalued by Zurich Municipal in May 2023 following the updated fixed asset register being passed to them and is recorded as minute reference 24/07 (b) 16<sup>th</sup> May 2023.
- **Review** – these regulations are to be reviewed annually, usually at the Annual Council Meeting.

### 3. Clerk's contract & salary

**NJC Pay Scales 2023-24 LC1 SCP 14 £14.31 per hour applicable. Ten hours per month. To be reviewed in June 2025.**

### 4 Lloyds Bank Instant Savings Account

From December 2024 we have been receiving interest from Lloyds Bank in one of its Commercial Instant Access Accounts at a rate of 0.80%. The original sum invested was £17,000 with another £2,000 added in April 2025

### 5 Insurance

To note that a policy schedule was included from 2008 to include cover for Libel & Slander, Fidelity indemnity and for personal accident for Councillors from ages 75-85. A further change to the schedule now includes cover for personal accidents for all Councillors and Employees aged 16 to 90.

Brendan Gibbs.  
Clerk to the Parish Council 28<sup>th</sup> April 2025