

WALBERSWICK PARISH COUNCIL

Clerk: Mrs Jane Gomm, Seaspray, Millfield Road, Walberswick, Southwold. Suffolk IP18 6UD
Tel: 01502 723294 Email: wpcclerk@btinternet.com

Risk assessment and management for 1 April 2012 to 31 March 2013, first review 1 October 2012

Risk assessment dated and adopted 3 April 2012 was amended on 1 October 2012 by adding the following:

Topic	Risk identified	Risk level H/M/L	Management of risk	Staff action
Quorum of Councillors at meetings	No quorum which prevents decisions being made or actions being taken timely or at all due to a) lack of Councillors b) Councillors declaring pecuniary interests	a) H b) H	a) provide Clerk with sufficient delegated powers to reduce risk b) delegate to Clerk power to grant dispensations relating to pecuniary interests	a) & b) Diarise and review delegations, Standing Orders & Financial Regulations quarterly with quarterly review of budget

Reviewed and adopted on 1 October 2012, signed D Webb, Chairman of meeting

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Additional delegations to Clerk and suggested changes to the Financial Regulations and Standing Orders as a result of amendment to the Risk Assessment, 1 October 2012

ITEMS 1,2,3,4,6 & 7 AGREED 01.10.12, NO AGREEMENT ON ITEM 5

Note: Existing delegations to Clerk are contained in the Standing Orders; Financial Regulations; minutes of the meeting held on 5 September 2011, minute reference 582/6 item 10; minutes of the meeting held on 5 December 2011, minute reference 586/3 & 586/4 item 9; minutes of the meeting held on 2 April 2012, minute reference 590/2 & 590/3 item 11; minutes of the meeting held on 14 May 2012, minute reference 592/1, item 6.

Number	Topic	Proposed delegation to Clerk	Proposed amendment to Financial Regulations and/or Standing Orders
1 AGREED	Pecuniary interests	The Clerk may, after consultation with at least one Councillor who does not have a pecuniary interest in the matter, grant a dispensation to a Councillor in respect of a pecuniary interest in accordance with section 33 Localism Act 2012 after receipt of a Councillor's written request for a dispensation.	N/A

2 AGREED	Commitment to expenditure	The Clerk may authorise expenditure up to a limit of £1,000 which is of such a nature that it cannot wait to be dealt with at the next scheduled meeting of the Council.	Amend Financial Regulation 3.4 to delete the words, “which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once” and amend the limit contained from £200 to £1,000. NOTE: Council agreed to the change in limit from £200 to £1,000 on 05.12.11.
Number	Topic	Proposed delegation to Clerk	Proposed amendment to Financial Regulations and/or Standing Orders
3 AGREED	Review of Charges		Amend Financial Regulation 9.3 to add, “save that the Clerk may review allotment charges annually without referring to the Council.”
4 AGREED	Transfers between budget heads	The Clerk may, in accordance with Financial Regulation 3.2, make transfers between budget heads.	Amend Financial Regulation 3.2 to delete the words, “with the approval of Council” and add, “provided a list of such transfers is submitted to the Council at least quarterly.”
5 NOT AGREED	Overtime worked by the Clerk	The Clerk may work overtime, to be paid at the usual hourly rate, where he/she considers it necessary to work more than the contracted hours, subject to a maximum number of overtime hours worked in any one month of 80 hours, provided that the Council has sufficient sums to pay for such work.	No change required to Financial Regulations 7.1 & 7.2.
6 AGREED	Cheques		To clarify Financial Regulation 6.1 add in, “which is not required to be signed at a Council meeting, provided that a list of payments not made at a Council meeting is submitted to the next scheduled Council meeting and Financial Regulation 6.3 shall be read accordingly.”

7 AGREED	Standing Orders		Amend Standing Order 3 to include delegations to the Clerk made on or after 05.09.11 as part of the duties of the Clerk acting as Proper Officer.
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