

**South Hinksey Parish Council**

**Corporate Governance Questionnaire: for completion by the Council Chairman, not the Clerk / RFO**

Area	Response (please provide detail below or on supplementary pages)
<p>Please confirm whether or not Standing Orders and Financial Regulations are in place.</p> <p>If so, when were they last updated and formally adopted by the Council?</p> <p>(Please provide an electronic copy of both)</p>	<p>Both Standing Orders and Financial Regulations are in place.</p> <p>They were re-adopted unamended by the Council at its annual meeting in May 2017.</p> <p>Both can be found on the website here: <a href="https://southhinksey.org/parish-council/governance/">https://southhinksey.org/parish-council/governance/</a></p>
<p>Where original minutes are not provided for our examination, please confirm that each page of the master copy is signed or initialled by the Chairman at the subsequent meeting when they are approved.</p>	<p>Original minutes can be provided, if required, but pdf copies of the signed minutes of all meetings can be found on the website here: <a href="https://southhinksey.org/parish-council/minutes/">https://southhinksey.org/parish-council/minutes/</a></p>
<p>Please provide detail of the approved precept for 2017-18 and 2018-19, including reference to the relevant approving minutes.</p>	<p>The Council approved a precept of £14,000 for 2018-19, an increase of £5,500 on the precept for 2017-18, and the relevant approving minute is included on page 3 of the minutes of the December 2017 meeting which can be viewed on the website here: <a href="https://shinksey.files.wordpress.com/2018/02/20171204-shpc-minutes-signed-1.pdf">https://shinksey.files.wordpress.com/2018/02/20171204-shpc-minutes-signed-1.pdf</a></p>
<p>Does the Council meet the criteria for adoption of the General Power of Competence and, if so, has it been adopted? Please confirm minute reference.</p> <p>If reliance is still placed on S.137, etc, when considering the approval of grants and donations to local (and other) bodies, are the relevant powers considered and formally minuted?</p> <p>Where detail is only set out on an</p>	<p>The Council does not meet the criteria for adoption of the General Power of Competence.</p> <p>The relevant powers are formally minuted for every payment by the Council, including Section 137 when used.</p>

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agenda paper, please provide an example.	
Please confirm that all internal and external audit reports are presented to and agreed by members, also with agreement on the actions to be taken to address any issues identified. Again, please provide detail of the relevant meeting and minute reference.	<p>The report of the Internal Auditor was presented to the Council's June 2017 meeting.</p> <p>Discussion of the External Auditor's Report can be found in the minutes of the Council's October, November and December 2017 meetings.</p>
<p>Has the Council reviewed an updated version of the financial risk assessment and formally approved its re-adoption within the financial year (Governance and Accountability Manual – 2014 refers)?</p> <p>Please provide an electronic copy.</p>	<p>The Council last reviewed the financial risk assessment at its December 2017 meeting: see page 3 of the signed minutes.</p> <p>A copy can be seen on the website here:  <a href="https://shinksey.files.wordpress.com/2017/11/risk-assessment-december-2017.pdf">https://shinksey.files.wordpress.com/2017/11/risk-assessment-december-2017.pdf</a></p>
<p>When approving payments for release, do those members signing cheques sign / initial individual invoices?</p> <p>Please provide a brief description of the approval process from receipt of invoice through to release of funds, on a separate sheet.</p>	<p>The two members signing cheques examine individual invoices before signing the cheques and initialling the cheque stubs.</p>
<p>Are <u>all individual</u> payments by direct debit, bankers' standing order or internet, if in use, similarly examined and approved for payment by members?</p> <p>Please provide detail of the controls in place over such payments, where different to those for cheque payments.</p>	<p>2017-18 is the first year in which the Council's Financial Regulations have permitted payments other than by cheque. Two such payments were made and similar controls used: see the October 2017 and January 2018 minutes:</p> <p><a href="https://shinksey.files.wordpress.com/2017/11/20171002-shpc-minutes-signed.pdf">https://shinksey.files.wordpress.com/2017/11/20171002-shpc-minutes-signed.pdf</a></p> <p><a href="https://shinksey.files.wordpress.com/2018/02/20180111-shpc-minutes-signed.pdf">https://shinksey.files.wordpress.com/2018/02/20180111-shpc-minutes-signed.pdf</a></p>

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Does the Council / a nominated member review the detail of bank reconciliations routinely throughout the year and verify detail to underlying cashbooks and bank statements (Governance and Accountability Manual refers)?	Bank reconciliations were presented to and approved at the September 2017 and January 2018 Council meetings, but the detail had not been verified by an individual councillor.
Please provide a brief description of the approach taken to the preparation and approval of the Annual Budget and Precept.	<p>The Clerk put a paper to the Council's November 2017 regarding the preparation of the 2018-19 budget and the Council agreed the recommendations it contained.</p> <p>The Chairman, the Vice-Chairman and the Clerk met on 22<sup>nd</sup> November and their recommendations were presented to the December 2017 meeting.</p> <p>At that meeting, the Council approved the 2018-19 budget and set the precept for 2018-19.</p>
Does the Council formally consider and approve the level of reserves (General and Earmarked Funds) to be carried forward to the next financial year? (Such consideration should be minuted formally).	The Council discussed the level of its reserves at its December 2017 when approving the 2018-19 precept: see page 3 of the signed minutes which can be viewed on the website here: <a href="https://shinksey.files.wordpress.com/2018/02/20171204-shpc-minutes-signed-1.pdf">https://shinksey.files.wordpress.com/2018/02/20171204-shpc-minutes-signed-1.pdf</a> .
Has a physical examination / verification of the Council's stock of assets been undertaken recently? If so, when and by whom?	<p>As agreed with the Chairman in March 2017, the Clerk has been looking for and photographing the items listed in the Council's Asset Register.</p> <p>Not all assets listed have yet been seen and photographed.</p>

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Do members consider formally whether these assets should be included on the Council's insurance schedule or be regarded as "self-insured"?	Members do not formally consider whether individual items should be included on the insurance schedule.
Are asset values based on purchase cost net of VAT (where known)? Where detail of the purchase cost is unknown, asset values should be reported on the Annual Return at the same value as the previous year, except where new assets are acquired or disposed of.	Asset values are based on purchase cost net of VAT where known. Where the purchase cost is unknown, asset values are reported on the Annual Return at the same value as the previous year.

Certified by Chairman: *Michael Cochrane*

Date: *20 April 2018*

Name in full: *Michael Cochrane*