

MISTLEY PARISH COUNCIL – STATEMENT TO ENSURE THE COUNCIL MANAGES THE COUNCIL AS A CORPORATE BODY

Adopted on 19/10/12. Review due May 2021. Annual Review thereafter

Management

The Parish Council operates under its constitution and its Standing Orders and Financial Regulations which are formerly reviewed regularly and at least annually.

In conjunction with its Standing Orders and Financial Regulations, the Parish Council also has a suite of key governance policies and procedures which form part of its constitution, including HR and Staffing Policies and its Staff Handbook. Details are available on the Council's website.

Health and Safety matters are dealt with within the relevant policy as well as risk assessments. Payroll is outsourced to a contractor. Finance is managed by the Parish Clerk as the Council's RFO (Responsible Finance Officer) and the Council's accounts are administered by the Parish Clerk/RFO.

The Council carries out its own financial risk assessment which results in an annual business risk assessment. Additional risk assessments are made in changed circumstances or where new projects, events or services are proposed. Risks are identified and mitigated.

There are specification and maintenance schedules in place for the effective control and management of the Parish Council's facilities, services, assets, green sites, and open spaces. The Council closely monitors the performance of all of its contracts, its contractors and the standard of work carried out, including the provision of dates and photographic evidence of work undertaken each month under all of its grounds maintenance.

Management of the Corporate Body

The Parish Council has a Community Action/Business Plan which it formerly reviews annually and this Plan sets out how the Council will deliver its Corporate Strategy. This is linked to the Council's annual Budget and to a Financial Strategy setting out the anticipated key changes in both capital and revenue expenditure and how any changes will be funded. It also provides the Council with an indication of the medium-term implications of the decisions it is taking.

Any delegated powers matters are notified to each Council Meeting in accordance with the Openness of Local Government Bodies Regulations 2014.

The Parish Council receives monthly Bank Reconciliations and Quarter Finance Reports. At each Parish Council Meeting a schedule of accounts for payment approval is presented and considered. Two Councillor signatories check and sign every invoice and payment made.