

HACKFORTH AND AINDERBY MIERS WITH HOLTBY PARISH COUNCIL

Annual Governance Statement 2016/2017

Risk assessment

1. To avoid any likelihood that cheques could be misappropriated by having only one signatory it was agreed that the cheques, as is the practice already of the Parish Council, should be signed by any two of the Parish Councillors.
2. All counterfoils to be signed by the signatories to the cheque.
3. All invoices for payment to be agreed by the Parish Councillors at a Parish Council Meeting – no cheque to be issued without first having the agreement of the full Parish Council.
4. No contracts to be entered into without prior discussion, approval and agreement of the full Parish Council Meeting

3 May 2017