

## Annual Governance Statement 2018/2019

### 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 at a Parish Council Meeting – no cheque to be issued without first having the agreement of the Parish Council subject to three members being present (a quorum).
4. All invoices for payment that are for £100 or over to be agreed at a Parish Council Meeting subject to three members being present (a quorum)
5. No contracts to be entered into without prior discussion, approval and agreement of the full Parish Council Meeting