

Stalmine with Staynall Parish Council

10 MARCH 2026

ANNUAL GOVERNANCE REVIEW

In order to ensure that the suite of internal control documents remains up to date and fit for purpose, the Council conducts an annual governance review of its arrangements. Updates are highlighted in blue within the documents. The Clerk has reviewed all documents any amendments are noted below for the Council to review and consider before resolution.

Standing Orders

The Standing Orders have been reviewed against NALC's latest version:

- Section 5 j (ix) the addition of – 'Determining the time and place of the ordinary meetings of the Council up to and including the next annual meeting of the Council, and the annual Parish Council meeting.'
- Section 15 b (xviii) the addition of – 'Be responsible for dealing with all complaints following Stalmine-with-Staynall Parish Council's Complaints Policy, unless the complaint is about the Proper Office (refer to complaints policy)'
- Section 19 c the addition of – 'The Clerk will conduct a review of performance and annual appraisal of the work of the Lengths Man.'
- Section 19 d, e and f written to reflect the Council does not have an employment committee.

Financial Regulations

The Standing Orders have been reviewed against NALC's latest version:

- Section 5.9 – amendments made from £500 to £1000 to cover rising costs and inflation: 'where the value is between £1000 and £3,000 excluding VAT, the Clerk / RFO shall try to obtain 3 estimates which might include evidence within of online prices, or recent prices from regular suppliers.'
- Section 5.15. – amendment made from £500 to £600 to cover rising costs and inflation: 'Individual purchases an agreed budget for that type of expenditure may be authorised by: 'the Clerk, under delegated authority, for any items below £600 excluding VAT.'
- Section 6.5 – addition of 'cheque', in the event the Council must pay by cheque.
- Section 6.9 – amendment of £600 to reflect section 5.15
- Section 7.8 – addition of (insert month) finances to clarify within the minutes
- Section 9.1 - amendment of £600 to reflect section 5.15

Schedule of assets (fixed asset register)

The schedule of assets has been updated to reflect additions and deletions throughout 2025/26 civic year, under its fixed asset register and disposal register. A full survey of the assets has been conducted by the clerk. Councillors are to note this is a live document and will continue to be updated by the clerk throughout the 2026/27 civic year.

Fixed Asset Register Policy

No amendments have been required.

Risk Management Plan

- Updated to show identified risk which can be quantified is covered by the insurance policy carried by the Council:

○ Public liability	£10m
○ Employer liability	£10m
○ Money	£250,000
○ Fidelity guarantees	£250,000
○ Official's indemnity	£250,000
○ Slander & Libel	£25,000
○ Personal Accident	£30,000
○ Legal Expenses	£100,000
○ Buildings	£1,981.00
○ General contents	£33,000.00
○ Gates and fences	£36,000.00
○ Mowers and machinery	£6,000.00

- Playground equipment £90,000.00
- Street furniture £78,325.00

Risk Management Register

- Addition of information within the 'Public/Employer Liability' section of the document.
- Addition of information within the 'Finance' section of the document.
- Addition of Collapse of bank within the 'Finance' section of the document.
- Addition of Governance Risk inherent overall risk
- Additional of Operational Risks

Annual Parish Meeting Standing Orders

No amendments have been required.

Scheme of Delegation and Responsibilities

This has now been updated and referenced to the Council's 2026 Financial Regulations and Standing Orders.

Code of Local Government Conduct 2021 Wyre Borough version

No amendments have been required.