

GLAPTHORN PARISH COUNCIL

RISK ASSESSMENT POLICY

Re-adopted at the Glapthorn Parish Council meeting held on 23rd May 2019. The policy will be reviewed every two years – next review May 2021.

1. **Financial Assessment**

The Parish Council (PC) will adhere to the following procedures of financial control:

- a. Councillors will never sign blank cheques, with all cheques and bank documents to be signed by the Clerk and one designated parish councilor or any two designated parish councillors.
- b. Bill payments will be agreed at all PC meetings, including planning meetings, and recorded in the minutes.
- c. There is to be no Petty Cash, with the Clerk purchasing items as need be and claiming such items via his/her expenses against receipts.
- d. All payments to the Clerk, including reimbursements, are to be approved by two councillors, one of which must be a bank signatory, prior to the Clerk effecting the transactions.
- e. The Budget will be set prior to applying for the Precept and this will be periodically reviewed at PC meetings.
- f. The Clerk will be the Responsible Financial Officer and will administer the accounts in a proper manner ensuring correct records and Internal and External Audits are completed.
- g. A member of the council, other than a bank signatory, will act as the Internal Auditor for the PC and will periodically check the accounts and Bank Reconciliations with the Clerk.
- h. An Independent Internal Auditor is to be appointed and the PC will take note of any recommendations to ensure correct standards of accounting are maintained.
- i. Any comments by the External Auditor will be adhered to.
- j. The Accounts will be available for public inspection.
- k. The PC will obtain at least two quotations for major items of expenditure.

2. **Insurance**

The PC will review its Insurance Policy annually at renewal to ensure adequate cover is in place. All new Capital Items are to be insured at time of purchase.

3. **Parish Councillors**

Will endeavour to work as a team and be aware of their responsibilities as to the Law and proper PC procedures.

They will attend meetings regularly. They will be provided with a copy of “The Good Councillor’s Guide” and also be familiar with, and endeavour to comply with, the:

- a. Model Code of Conduct
- b. Freedom of Information Act
- c. Race Discrimination Act
- d. Disability Discrimination Act

4. **Standing Orders**

The PC will abide by the “Standing Orders” which has been adopted by the Council.

5. **Assets Register**

The PC will maintain a Register of all Assets showing date of origin, cost and current value.

6. **Property**

For public safety, the PC will “walk” the Village, at least annually, to ensure all its property, and areas of responsibility, are in a good state of repair and order.

7. **Declarations of Interest**

Councillors will be asked, at the start of the meeting, if they have any interests to declare.

8. **Clerk working from home**

Risks relating to the Clerk as an employee of the Council and the use of the Clerks home as the offices of the Council are considered low; however, the impact of an accident would be high.

The Clerk will complete a ‘risk questionnaire’ not less often than every four years. Issues arising from this are to be reviewed and actioned forthwith. The ‘risk questionnaire’ will be reviewed annually to establish changes (e.g. moving house).

The PC will maintain a Home Working Policy in support of this risk.