

# St Winnow Parish Council Risk Assessment

## Financial and General Risk Assessment Policy

**FINANCIAL ASSESSMENT;** The Council will follow the model financial regulations as set out by the National Association of Local Councils and adopted by the Parish Council. The main areas of internal control are: Councillors will never sign blank cheques with all cheques to be signed by two Councillors – The Clerk is not to be a signatory on the bank account. The Clerk will have a “view only” access to the bank account.

- Bill payments will be agreed at Parish Council Meetings and recorded in the minutes.
- Invoices will be signed and dated to coincide with cheques.
- There will be no petty cash, with the Clerk purchasing sundry items as needed and claiming such funds via his/her expenses against receipts.
- The budget will be set prior to applying for the precept and this will be periodically reviewed at Parish Council Meetings.
- The Clerk will be the Responsible Financial Officer and will administer in a proper manner ensuring correct records and internal and external audits are completed.
- The Chairman will act as an Internal Auditor for the Parish Council and will periodically check the accounts and bank reconciliation with the clerk.
- An Independent Internal Auditor is appointed by NALC and the Parish Council will take note of any recommendations to ensure correct standards of accounting are maintained.
- Any comments from the External Auditors will be adhered to.
- The accounts will be available for public inspection.
- The Parish Council will obtain at least two quotations for major items of expenditure as defined in the Standing Orders.

**INSURANCE;** The Parish Council will review its insurance policy annually to ensure adequate cover is in place. The insurance of new capital items is to be reviewed at time of purchase.

**PARISH COUNCILLORS;** will endeavour to work as a team and be aware as a Councilor to the proper procedures of Parish Council business. They will attend meetings regularly. They will be provided with a copy of “The Good Councillors Guide” and be familiar and endeavour to comply with the:

- Model Code of Conduct;
- Freedom of Information Act;
- Equalities Act;
- Race Discrimination Act;
- Disability Discrimination Act;
- Health and Safety Act;
- Complaints Procedure;

The Clerk will endeavour to see the Parish Council operates in accordance with the law and maintains the correct records as required by the law.

**STANDING ORDERS:** The Parish Council will abide by the model “Standing Orders” which has been adopted by the Council.

**ASSET REGISTER:** The Parish Council will maintain an assets register (those fixed assets which are insured will be indicated so as to agree with the insurance document).

**DECLARATION OF INTEREST:** Councillors will be asked at the start of each meeting if they have any interests to declare and, if they do, they will leave the meeting when the item is being discussed.

**PROPERTY:** In the interest of public safety the Parish Council will inspect all its property and areas of responsibility annually to ensure they are in a good state of repair and order.