

ALDWINCLE PARISH COUNCIL RISK ASSESSMENT POLICY

Reviewed at the Parish Council meeting held on...2nd September 2024

FINANCIAL ASSESSMENT

The Council will comply with the following financial regulations:

- The Clerk will be the Responsible Finance Officer and will administer the accounts in a proper manner ensuring correct records and the completion of internal and external audits.
- Councillors will never sign blank cheques.
- All cheques to be signed by two councillors designated on the Bank Mandate.
- All payments to be approved at Parish Council meetings and recorded in the minutes.
- There is no petty cash. The Clerk shall purchase sundry items and claim reimbursement along with his or her expenses.
- The budget will be set prior to applying for the precept and then reviewed quarterly at Parish Council meetings.
- A councillor other than the Chairman or a signatory will act as the internal auditor for the Parish Council and will check the accounts and bank reconciliations annually with the Clerk.
- An independent auditor will be appointed 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 attempt to obtain up to three quotations for items of expenditure of between £500 and £5000. For expenditure on goods or services in excess of £5000, a tender document will be prepared and bids invited from at least three suppliers.

INSURANCE

The Parish Council 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.

PARISH COUNCILLORS

Parish Councillors will work as a team and be aware of their responsibilities as to the law and proper Parish Council procedures. They will attend meetings regularly and be able to demonstrate an understanding of the:

- Model Code of Conduct
- Freedom of Information Act
- Race Discrimination Act
- Disability Discrimination Act
- Section 17 of the Crime and Disorder Act

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

STANDING ORDERS

The Parish Council will abide by the Standing Orders which it has adopted.

ASSET REGISTER

The Parish Council will maintain an Assets Register as shown on the insurance policy document and review the asset value annually on renewal of the insurance.

DECLARATIONS OF INTEREST

Councillors will be asked at the start of each meeting if they have any interests to declare. In the event of a personal interest, Members may participate in the meeting and vote. Where there is a prejudicial interest, Members will withdraw from the meeting by leaving the room and not try to improperly influence the decision.

PROPERTY

For public safety, the Parish Council will inspect, at least annually, all of its property to ensure that it is in a good state of repair and order.

Signed T.S. 142 Chair Richard Reed Clerk 24/109 Minute