

**WELFORD PARISH COUNCIL**  
**RISK ASSESSMENT POLICY**

Reviewed at the Parish Council meeting held on the 27<sup>th</sup> February 2020

**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 accounts
- Bill Payments will be agreed at PC meetings and recorded in the minutes
- There is to be no petty cash with the Clerk purchasing sundry items as need be and claiming such sums via his/her expenses against receipts
- The budget will be set prior to applying for the precept and this will be periodically reviewed at PC meetings
- 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
- A non-signing Councillor will act as the internal auditor for the PC and will periodically check the accounts and bank reconciliations with the Clerk
- An independent Internal Auditor is appointed by NCALC and the PC 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 PC will obtain at least two quotations for major items of expenditure

**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

**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 Councillors Guide” and be familiar and endeavour to comply with the following:

- Model Code of Conduct
- Freedom of Information Act
- Race Discrimination Act
- Disability Discrimination Act
- Sect. 17 of Crime & Disorder Act

The Clerk will endeavour to see that the PC operates in accordance with the law and maintains the correct records as required by the law
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**STANDING ORDERS** – The PC will abide by the model “Standing Orders” which has been adopted by the council

**ASSET REGISTER** – The PC will maintain an asset register (as shown in the insurance policy document)

**DECLARATIONS OF INTEREST** – Councillors will be asked, at the start of each meeting if they have any interests to declare and, if they do, they may speak during public participation will leave the meeting when the matter is discussed and voted upon by the Council

**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. The recreation/play area will be inspected by the PC monthly in addition to the annual external professional review

Chairman .....Nigel Brotherton

Clerk .....Ian Kelly