**Welford Parish Council**

**Risk Assessment Policy**

**Reviewed at the Parish Council meeting held on the 8th December 2022**

**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 a signatory on the bank accounts
* Bill Payments will be agreed at Parish Council meetings and recorded in the minutes
* There is to be no petty cash with the clerk purchasing sundry items as needed and

claiming such sums via his/her expenses against receipts.

* The budget will be set prior to applying of the precept and this will be periodically reviewed at PC Meetings
* The Precept will be correctly requested and minuted as such
* 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 nominated Councillor will be appointed annually to act as the internal auditor for the PC and will periodically check the accounts and bank reconciliations with the clerk
* An independent Internal Auditor will be appointed
* Any comments from the External Auditors will be adhered to
* The Accounts will be available for public inspection
* When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates

**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**

Will endeavour to work as a team and be aware of their responsibilities as to the law and proper Parish Council 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:

Model Code of Conduct

Freedom of Information Act

Race Discrimination Act

Disability Discrimination Act

Sect.17 of Crime & Disorder Act[[1]](#footnote-1)

The Clerk will endeavour to see that 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 asset register.

**Welford Parish Council**

E-Mail: [clerk@welfordvillage.org.uk](mailto:clerk@welfordvillage.org.uk)

Web: [www.welfordvillage.org.uk](http://www.welfordvillage.org.uk)

**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 will leave the meeting at the appropriate time, and take no part in the debate or decision making process.

**Property**

For public safety a member of the Parish Council 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 areas will be inspected fortnightly in addition to the annual external professional review. Parish Keys will be labelled and kept by the Clerk.

**Approved at the Parish Council Meeting 8th December 2022**

**Chairman: Dr. Martin Gorrod**

1. Section 17 of the Crime and Disorder Act 1998 states that all relevant authorities – which includes town and parish councils – have a duty to consider the impact of all their functions and decisions on crime and disorder in their local area [↑](#footnote-ref-1)