

Broughton Parish Council Risk assessment Policy

As part of its financial management a Parish Council should periodically examine its risk management strategy to ensure no undue risks are being taken with money, the welfare of staff and all steps necessary to prevent injury etc to the general public are being undertaken.

It is also necessary as part of the Annual Statement to the Audit Commission to certify that such an assessment periodically made. The attached schedule lists the items to be examined.

Risk assessment is not an exact science, the way it is carried out is for each Parish Council to examine all its practices and operations then check to see if risks are being covered. Obviously, the annual Local Council Insurance Policy, which all Parish Councils have, covers most things but there are a number of other checks which each council should make as part of their risk management policies.

In the following list of items need to be considered as part of a risk management policy:-

- 1 Broughton Parish Council are committed to make information available to the residents of the Parish.
- 2 The Council have approved Standing Orders and Financial regulations which set out how financial matters should be dealt with and these are now the practice of the Council.
- 3 Each member of the council was provided with a copy of the model code of guidance to remind all members of their obligations as a Parish Councillor
- 4 At each Parish Council Meeting accounts and a financial statement are produced so members have up to date information about the Council's financial position on that day and this statement is recorded in the Council Minutes. The Bank Statements are examined by the Chairman to verify the balances shown in the financial statement.
- 5 Only members may sign cheques. Two from five is the normal procedure and those members when signing have to check the amount on the cheque against the actual invoice and initial the counterfoil. Only emergency payments can be made outside of meetings, again with two members signing.
- 6 The Council's carry a Local Council Insurance Policy which is checked annually to ensure it provides the correct level of cover. A Fidelity Bond is contained within the Parish Council Insurance. This provides cover at all times for the maximum amount of Parish Council funds held within the Bank Accounts.
- 7 There is no petty cash held by the clerk. Postage is reclaimed via clerks expenses with a valid receipt. Any cash payments made to the Council are given a receipt by the Clerk and the money is banked within three working days. This procedure is verified at the annual Audit
- 8 The Clerk's Job description seeks to ensure that the Contract between the Clerk and the Council is properly set out for the benefit of both parties. The Clerk is aware of his/her responsibilities in respect of financial and other matters relating to risk management.

These are the main points of a risk policy for Broughton Parish Council

**Review: Annually to see most recent review date please visit
<https://broughtonparishcouncil.co.uk/policies-procedures/>**