



# Walsham le Willows Parish Council

## Financial Risk Assessment

### 1. FINANCE - Loss of cash through theft or dishonesty

- 1.1 SET PROCEDURE OF FINANCIAL CONTROL is in place as per the Council's Financial Standing Orders. Reviewed annually and re-adopted.
- 1.2 CHEQUE BOOKS retained by the Clerk at all times, cheques must be signed off against an invoice by two signatories.
- 1.3 INTERNET BANKING PAYMENTS can only be submitted by two signatories and each payment will have been signed off against invoices and a schedule of online payments, as set up and prepared by the Clerk.
- 1.4 AUTHORISED SIGNATORIES - Four will be maintained at all times
- 1.5 No cash holdings or transactions.
- 1.6 ORDERS FOR GOODS & SERVICES over £200 must be authorised by the Council prior to processing.
- 1.7 RECONCILIATION OF ACCOUNTS TO BANK STATEMENTS is presented to the Council at each meeting.
- 1.8 QUARTERLY INTERNAL CONTROL CHECK as agreed with the Clerk to ensure accounting processes are being followed and are effective.
- 1.9 INTERNAL AUDIT carried out on an annual basis by Council appointed Auditor.
- 1.10 EXTERNAL AUDIT carried out on an annual basis by Audit Commission appointed Auditor.
- 1.11 FIDELITY GUARANTEE included in the insurance policy to £100,000.

### 2. LIABILITY - Risk to third party, property or individuals.

- 2.2 INSURANCE COVER is in place with Ansvar Insurance via Community Action Suffolk.
- 2.3 PARISH PROPERTY & ASSETS: All assets are listed on the asset register and inspected on an ad hoc basis for damage/wear and tear. Any item found to be in a state of disrepair is taken out of service.
- 2.4 THIRD PARTY: Action to minimise risk to third parties as above. The Council has no public liabilities other than those mentioned above. Insurance cover is in place to £10,000,000.
- 2.5 LIBEL & SLANDER: Insured to £250,000. All members are required to sign a declaration that they have read, and will abide by, the Code of Conduct as adopted by the Council and reviewed in line with legislation.
- 2.6 PERSONAL ACCIDENT: The Council is insured for Councillors and Clerk on Parish Council business.
- 2.7 LEGAL EXPENSES: Insured to £250,000.
- 2.8 PARISH COUNCIL MEETINGS: Clerk records presence of Members at meetings. Members are aware of fire exits/procedures in the event of an emergency.

### 3. EMPLOYER LIABILITY (TO COMPLY WITH EMPLOYMENT LAW)

- 3.1 INSURANCE COVER in place to £10,000,000 (covers the Clerk and Pavement Sweeping Operative) and volunteers working on Play Area tasks as long as risk assessments are in place.

- 3.2 CONTRACTS OF EMPLOYMENT in place for all employees.
- 3.3 GRIEVANCE & DISCIPLINARY procedures are in place.
- 3.4 PAYE is operated on behalf of the Clerk, by SALC.

### **3. HEALTH & SAFETY**

- 3.5 THE CLERK works from their home. The Council provides updated IT and office equipment as required.
- 3.6 SPECIFIC RISK ASSESSMENTS are reviewed and re-adopted annually for the following:
  - I. Pavement Sweeper
  - II. Play Area Volunteers
  - III. Stream Verge Maintenance Volunteers
- 3.8 PARISH COUNCIL HEALTH & SAFETY STATEMENT is reviewed and re-adopted annually.
- 3.9 GUIDANCE FOR VOLUNTEER LITTER PICKERS is reviewed and re-adopted annually.

### **4. LEGAL LIABILITY**

- 4.1 STANDING ORDERS are reviewed and re-adopted annually.
- 4.2 CLERK CLARIFIES LEGAL POSITION of all new activities with advice from the Suffolk Association of Local Councils wherever necessary.
- 4.3 COUNCIL MEETS on a monthly basis.
- 4.4 NOTICES OF MEETINGS are published no less than three clear days before the meeting is held (not including the day of the meeting or Sundays and Bank Holidays. This can include Saturdays). Notices are displayed on the notice board in The Street and posted on the Parish Council web site.
- 4.5 DOCUMENTS AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT Model Code was adopted on 9th December, 2002, Minute Reference 166.
- 4.6 PAPER RECORDS & DOCUMENTS ARE REVIEWED annually & ARCHIVED as necessary to the County Records Office or destroyed by incineration or shredding according to guidance in NALC LTN 40.