

GUILSBOROUGH PARISH COUNCIL

RISK ASSESSMENT POLICY

To be reviewed annually

FINANCIAL ASSESSMENT

GUILSBOROUGH PARISH COUNCIL will follow the model financial regulations as set out by NALC.

The main areas of Financial Internal Control are as follows:

- No blank cheques should ever be signed by councillors.
- All Payments, other than petty cash transactions, will be approved at PC meetings and recorded in the minutes.
- Cheques are signed by two councillors and the Clerk/RFO does not sign cheques.
- All cheque stubs are initialled by at least one councillor.
- The Clerk/RFO will present a draft budget to the council at the November meeting prior to requesting the precept. The budget will be reviewed regularly.
- The Clerk is the Responsible Financial officer and will ensure that the accounts are administered in a proper manner ensuring correct records and internal and external audits are completed.
- The Chairman or Vice-Chairman in the Chairman's absence, will review the bank reconciliation at every meeting.
- A nominated Councillor, who is NOT a signatory will periodically check the accounts, a minimum of twice yearly.
- Independent internal auditor is appointed by NCALC and the Clerk and the PC will offer assistance in ensuring that the accounts are administered correctly and presented for inspection when required. The PC will action any recommendations made and ensure the correct standards of accounting are maintained.
- The PC will examine the report from the external auditors and ensure any remedial action is taken.
- The accounts will be published for general inspection when required.
- The PC will follow the adopted financial regulations regarding ensuring 'Best Practice'
- The PC is registered as an employer with HMRC and ensure that an accurate PAYE system is used.

INSURANCE

The Parish Council will review its insurance policy annually and ensure that there is adequate cover for property damage, public liability, employers liability, money, fidelity guarantee and best value.

PARISH COUNCILLORS

Will endeavour to work as a team, and be aware of their responsibilities as to the law and PC procedures. They will attend meetings regularly and training sessions when required. They will endeavour to comply with the Code of Conduct adopted in 2018 and the Freedom of Information Act.

STANDING ORDERS

The Parish Council will abide by the standing orders adopted by the council and reviewed when required. All councillors will receive a copy of the standing orders so that they are familiar with the rules of meetings and of conducting business.

LAW

The Clerk is the 'Proper Officer' for the council and will endeavour to see that the Parish Council operates within the law and maintains the correct records as required by law.

ASSETS REGISTER

The Parish Council will maintain an assets register (as shown on the insurance document) and will review it at insurance renewal times.

FREEDOM OF INFORMATION ACT

The Parish Council will abide by the Freedom of Information Act adopted by the Parish Council.

DECLARATION AND REGISTER OF INTERESTS

Councillors will be expected to complete a register of interest form at the start of their term, they are required by law to update the register when any changes occur. Councillors must also declare interests for items on the agenda at the start of the meeting.

PROPERTY

For public safety the Parish Council will annually review the property register and maintain its 'property' in a good state of repair.

ANNUAL REVIEW OF RISK ASSESSMENT POLICY

The Parish Council will review the effectiveness of the internal audit controls annually before 31 March and minute as such.

Signed

Chairman

Clerk /RFO

Dated
