ERCALL MAGNA PARISH COUNCIL

RISK ASSESSEMENT

CURRENT AT AUGUST 2020

NEXT REVIEW MAY 2022

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| **Risk** | **Assessment** |
| Health & Safety | **All Policies in place Procedures appropriate to**  **the task**  **Adequate and appropriate insurance included in the**  **Policy**  **Relevant training provided for the Clerk and all Councillors** |
| Finance | **All expenditure in line with relevant laws and statutes**  **All expenditure minuted**  **The Council acts within Financial Regulations at all times**  **Financial Regulations agreed and updated annually**  **Full Contracting process in place for orders over £500**  **All expenditure reported to Council**  **Cheques signed by two Councillors**  **Payments only made against official invoices**  **Grants only available to groups and organisations in line with the Grants Policy**  **Money received is banked within one week, unless exceptional circumstances**  **Bank statements reconciled at the earliest opportunity**  **Internal Audits carried out by the Finance & Governance Committee on a regular basis**  **Adequate fidelity insurance is included in the**  **Council’s policy**  **Monthly and quarterly financial reports submitted to the Finance & Governance Committee and recommended to Full Council** |
| Code of Conduct | **Declarations of Interest Book up to date and available to the public**  **Registers of Interest available from the Clerk and at every council meeting**  **Members leave the room when declaring a pecuniary or personal interest** |
| Transparency Code | **Ercall Magna Parish Council’s website provides for the requirements of the Transparency Code.**  **The Council’s Publication Scheme is approved by the Council annually.** |

WE CONFIRM THIS RISK ASSESSMENT

# Katrina Baker Finance & Governance Committee

***Clerk to the Council Ercall Magna Parish Council***