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***