



BARBY & ONLEY PARISH COUNCIL NORTHAMPTONSHIRE

E-Mail: clerk@barbyandonleyparishcouncil.co.uk

Web: www.barbyandonleyparishcouncil.co.uk

RISK ASSESSMENT POLICY

FINANCIAL ASSESSMENT – The Council will follow the model financial regulations as set out by the National Association of Local Councils and adopted by the Parish Council.

The main areas of internal control are:-

Councillors will never sign blank cheques with all cheques to be signed by two councillors
the clerk is not a signatory on the bank accounts

Bill Payments will be agreed at PC meeting and recorded in the minutes

There is to be no petty cash with the clerk purchasing sundry items as needed and claiming such sums via his/her expenses against receipts.

The budget will be set prior to applying of the precept and this will be periodically reviewed at PC Meetings

The Precept will be correctly requested and minuted as such

The Clerk will be the Responsible Financial Officer and will administer the accounts in a proper manner ensuring correct records and internal and external audits are completed

A nominated Councillor will be appointed annually to act as the internal auditor for the PC and will periodically check the accounts and bank reconciliations with the clerk

An independent Internal Auditor will be appointed

Any comments from the External Auditors will be adhered to

The Accounts will be available for public inspection

The PC will obtain at least two quotations for major items of expenditure over £5000

INSURANCE – The PC will review its insurance policy annually at renewal to ensure adequate cover is in place. All new capital items are to be insured at time of purchase.

PARISH COUNCILLORS – will endeavour to work as a team and be aware of their responsibilities as to the law and proper PC procedures. They will attend meetings regularly. They will be provide with a copy of “The Good Councillors Guide” and be familiar and endeavour to comply with:

Model Code of Conduct

Freedom of Information Act

Race Discrimination Act

Disability Discrimination Act

Sect.17 of Crime & Disorder Act

The clerk will endeavour to see that the PC operates in accordance with the law and maintains the correct records as required by the law.

STANDING ORDERS – The PC will abide by the model “Standing Orders” which has been adopted by the Council.

ASSET REGISTER – The PC will maintain an assets register.

DECLARATIONS OF INTEREST – Councillors will be asked, at the start of each meeting if they have any interests to declare and, if they do, they will leave the meeting at the appropriate time, and take no part in the debate or decision making process.

PROPERTY – For public safety a member of the PC will “walk” the village, at least annually, to ensure all its property, and areas of responsibility, are in a good state of repair and order. The recreation/play areas will be inspected fortnightly in addition to the annual external professional review. Parish Keys will be labelled and kept in a metal key box, accessible to designated Councillors.