

# CRANSLEY PARISH COUNCIL RISK ASSESSMENT POLICY

## STANDING ORDERS

The Council will abide by the model 'Standing Orders' as set out by the Society of Local Council Clerks

## FINANCIAL ASSESSMENT

The Council will follow the regulations as set out in NALC Practitioners Guide 2003.

Main areas of control:-

1. Cllrs. will not sign blank cheques, two Cllrs. and clerk to sign each cheque.
2. All payments to be agreed by CPC and recorded in the minutes.
3. Petty cash to be provided by cheque for the clerk and record of expenses and receipts kept.
4. The Clerk is the Responsible Financial Officer and will keep the accounts in a manner ensuring correct records are in accordance with the requirements of the Internal & External Auditors.
5. A member of the Council will act as an Internal Auditor for the Council and will inspect a half yearly audit as provided by the Clerk.
6. An Independent Internal Auditor will be appointed by NALC and the Council will take note of any recommendations to ensure correct standards of accounting are maintained.
7. Any comments or suggestions by the external Auditor will be adhered to.
8. The accounts will be available for public inspection.
9. The Council will obtain where possible at least two quotations for items where cost is expected to be more than £250.
10. Northants. CALC. CPC continues to comply with the Internal Audit Service terms of reference
11. The web site will be updated as required for audit purposes and general items

## INSURANCE

The Council will review the policy before it is renewed to ensure adequate cover is maintained. New items will be insured at the time of purchase.

## ASSET REGISTER

The Clerk will maintain an assets register.

## PARISH COUNCILLORS

Cllrs will endeavour to work as a team and be aware of their responsibilities as to the law and proper procedures. They will attend meetings regularly.

They will endeavour to comply with:-

1. The Model Code of conduct.
2. Matters relating to the Register of Interests
3. Freedom of Information Act
4. Race Discrimination Act
5. Disability Discrimination Act

## REGISTER OF INTERESTS

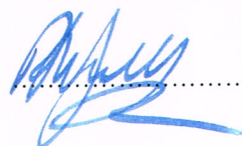
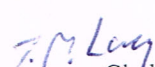
Cllrs agree to declare any interest on any subject which may give them a personal or financial advantage and consequently leave the table before any discussion or voting takes place.

## PROPERTY

Cllrs from time to time will inspect any property owned by the Council to monitor the state of repair and ensure any property is kept in a safe condition.

## DOCUMENTS ETC

The clerk will keep hard copies of appropriate documents for the recommended time, and computer items will be backed up at approx weekly intervals.

 ..... Chairman       ..... Clerk      9.04.15 ..... Date      14.178.7 ..... Minute Ref