GREYSOUTHEN PARISH COUNCL

RISK ASSESSMENT POLICY

1. The Parish Council have adopted Standing Orders and financial Regulations which set out in detail how financial matters should be dealt with and these are now the practice of the Council
2. Each member of the Council and all new members of the Council are provided with a copy of the model Code of Conduct to remind members of their obligations as a Parish Councillor
3. At each Parish Council meeting a schedule of accounts and a financial statement is produced so members have up to date information about the Council's financial position on that day and this statement is recorded in the minutes
4. Only members may sign cheques – two signatures from four named councillors are required on each cheque.
5. The Council's insurance policy is checked each year to see that the correct level of cover is provided.
6. No petty cash is held by the Clerk . Incidental expenses are claimed at each meeting. The Clerk must keep a record of all incidental expenses and must bank the payment within 3 working days.
7. All public seats and noticeboards are inspected annually to ensure they are in good order.
8. Grasscutting contractors are required to hold adequate public liability insurance cover.
9. The Clerk's contract and job description is properly set out for the benefit of both the Clerk and Council and the Clerk is aware of his /her responsibilities in respect of financial and other matters relating to risk management.

Signed …………………………….

Date …………………………..