

## **GUILSBOROUGH PARISH COUNCIL**

### **RISK ASSESSMENT POLICY**

To be reviewed annually

#### **FINANCIAL ASSESSMENT**

GUILSBOROUGH PARISH COUNCIL will follow the model financial regulations as set out by NALC.

The main areas of Financial Internal Control are as follows:

- All payments will be approved at PC meetings and recorded in the minutes.
- Online bank payments to be authorised by two Councillors (on bank mandate) signing a detailed list of payments (relevant invoices attached) at each meeting. Due to constraints of HSBC' online banking system, the Clerk is authorised to make those payments after the meeting.
- Where used cheques are signed by two authorised Councillors
- All cheque stubs are initialled by at least one Councillor.
- No blank cheques should be signed by a Councillor
- The Clerk/RFO will present a draft budget to the council at the November/December meeting prior to requesting the precept. The budget will be reviewed regularly.
- The Clerk is the Responsible Financial officer and will ensure that the accounts are administered in a proper manner ensuring correct records and internal and external audits are completed.
- The Chairman or Vice-Chairman in the Chairman's absence, will review the bank reconciliation at every meeting.
- A nominated Councillor, who is NOT a signatory will periodically check the accounts, a minimum of four times per year.
- Independent internal auditor is appointed by NALC and the Clerk and the PC will offer assistance in ensuring that the accounts are administered correctly and presented for inspection when required. The PC will action any recommendations made and ensure the correct standards of accounting are maintained.
- The PC will examine the report from the external auditors and ensure any remedial action is taken.
- The accounts will be published for general inspection when required.
- The PC will follow the adopted financial regulations regarding ensuring 'Best Practice'
- The PC is registered as an employer with HMRC and ensure that an accurate PAYE system is used.

#### **INSURANCE**

The Parish Council will review its insurance policy annually and ensure that there is adequate cover for property damage, public liability, employers' liability, money, fidelity guarantee and best value.

**PARISH COUNCILLORS**

Will endeavour to work as a team, and be aware of their responsibilities as to the law and PC procedures. They will attend meetings regularly and training sessions when required. They will endeavour to comply with the Code of Conduct adopted in 2018 and the Freedom of Information Act.

**STANDING ORDERS**

The Parish Council will abide by the standing orders adopted by the council and reviewed when required. All councillors will receive a copy of the standing orders so that they are familiar with the rules of meetings and of conducting business.

**LAW**

The Clerk is the 'Proper Officer' for the council and will endeavour to see that the Parish Council operates within the law and maintains the correct records as required by law.

**ASSETS REGISTER**

The Parish Council will maintain an assets register ( as shown on the insurance document) and will review it at insurance renewal times.

**FREEDOM OF INFORMATION ACT**

The Parish Council will abide by the Freedom of Information Act adopted by the Parish Council.

**DECLARATION AND REGISTER OF INTERESTS**

Councillors will be expected to complete a register of interest form at the start of their term, they are required by law to update the register when any changes occur. Councillors must also declare interests for items on the agenda at the start of the meeting.


**PROPERTY**

For public safety the Parish Council will annually review the property register and maintain its 'property' in a good state of repair.

**ANNUAL REVIEW OF RISK ASSESSMENT POLICY**

The Parish Council will review the effectiveness of the internal audit controls annually before 31 March and minute as such.

Signed: Chairman:.....  


Signed: Clerk/RFO:.....  


Dated: 15 May 2023

GUILSBOROUGH PARISH COUNCIL - RISK ASSESSMENT - INTERNAL CONTROLS - 2023/24

Area	Risk	Level	Control
Assets	Protection of physical assets	M	Buildings insured. Asset register updated as needed, minimum annually. Cob Barn and Garages insured £99,409. Playground Equipment sum insured £48,080 Street Furniture sum insured £115,739. Defibrillator sum insured £5,000
	Maintenance of buildings and other assets	M	Regular inspections of parish assets carried out by Councillors. Results are minuted. Concerns actioned.
Finance	Banking	L	No cash is held on the Clerks property, all receipts are banked within 30 days. No investment accounts containing more than £40,000 are held at any one institution.
	Risk of consequential loss of income	L	Insurance cover. Sum insured £10,000 to cover increased cost of working. Clerk to ensure that precept demand documents are sent to District Council within allowed timeframe. Important documents backed-up and taken off premises.
	Theft/loss of money	L	No petty cash used.
	Financial controls and records	L	<ul style="list-style-type: none"> <li>• Internal Control Councilor appointed.</li> <li>• Quarterly checks by ICC carried out on random sample of records.</li> <li>• Two authorised signatures on Internet/Direct Debit sign off sheet</li> <li>• Two authorised signatures on each cheque and on corresponding cheque stub.</li> <li>• No incomplete cheques signed by Councilors</li> <li>• Bank Reconciliation is carried out monthly and checked and signed by the Chairman at every meeting.</li> <li>• Independent internal auditor appointed by NCALC.</li> </ul> <p>The PC will ensure that both external and internal audit reports are examined and that any remedial action is taken.</p> <p>The PC will follow the adopted Financial Regulations and follow 'Best Practice'.</p> <p>The Council is registered as an employer with HMRC. The Clerk uses HMRC Basic Tools to calculate PAYE</p>
	Comply with HMRC and the PAYE system	L	
	Sound budgeting to underlie annual precept.	M	Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council at least two times a year.
	Complying with borrowing restrictions	L	No borrowing likely at present

Business Continuity	Non availability of the Clerk due to ill health or resignation	L	Chairman or Vice Chairman to contact NCALC for advice and employ a Locum Clerk as required. Key Person insurance cover of £2,500 per 12 month period.
	Loss of Core Data due to burglary or fire at Clerk's property.	L	Data is backed up using Cloud storage
Liability	Risk to third party, property or individuals	M	Public Liability Insurance in place with £10,000,000 cover per incident. Parish property is regularly inspected and the results are recorded. Trees that are owned by the parish council will be inspected every 3 years by a qualified tree surgeon. Inspection is to be minuted and actioned. Councillor will inspect all such trees during the interim period.
	Legal liability as consequence of asset ownership.	M	Insurance in place. Designated Councillors will regularly inspect all parish property including street furniture, noticeboards, war memorial, phone box and the bus shelter. Results of the inspections will be minuted and actioned. Streetlights are regularly maintained by Eon.
Employer Liability	Comply with Employment Law	M	Covered by Employers Liability insurance £10,000,000
	Comply with HMRC requirements	M	Regular advice from HMRC. Internal and external auditors carry out annual checks.
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal taking advice from NCALC where necessary and additional legal advice if recommended to.
	Proper and timely reporting via the Minutes	M	Council meets every month (except August) and receives and approves Minutes of meetings held in interim. Minutes made available to press and public via the website.
Councillor propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed. Gifts and hospitality register is present at each Council meeting.

This risk management paper was adopted by the Council on 15 May 2023 to be reviewed annually.