

## **GREAT CRANSLEY PARISH COUNCIL RISK ASSESSMENT POLICY**

### **STANDING ORDERS**

The Council will adopt the NALC model Standing Orders.

### **FINANCIAL ASSESSMENT**

The Council will adopt the NALC Financial Regulations.

Main areas of control: -

1. If possible, all payments should be made by BACS.
2. Cllrs. will not sign blank cheques, two Cllrs. and clerk to sign each cheque.
3. All payments to be approved by GCPC and recorded in the minutes.
4. The Clerk is the Responsible Financial Officer and will keep the accounts in a manner in accordance with the requirements of the Internal & External Auditors.
5. A member of the Council will act as an Internal Control Officer for the Council and will undertake periodic audits during the year.
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. The accounts will be available for public inspection during the exercise of public rights.
8. The website will be updated as required for audit and transparency purposes.

### **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 the 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 meeting 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**

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