

# **Friskney Parish Council - Standing Orders**

## **Risk Assessment**

### **Introduction:**

As introduced in 2003, the new approach to Audit seeks to address issues surrounding Risk management (the risks a Parish Council faces in going about its business).

Parish Councils need to document existing processes, review these annually and recommend any adaptations or improvements.

Because each council is different, there is no standard of risks each local council faces.

However this list has been compiled with the assistance of LALC and the 'Accountancy Guide'.

- Is insurance cover adequate? Yes
- Cover is reviewed annually.
- Are all payments approved and Minuted? Yes
- Does more than one person sign the cheque's? Yes
- Minimum of two signatures.
- Is money invested in safe accounts? Yes
- Lloyds TSB and Nottingham Building Society.
- What happens to payments received by Parish Council?
- Entered into cash register by Clerk and taken to bank as soon as possible.
- If the public request to see the accounts, would they be accompanied? Yes
- Accounts may be inspected by appointment with the Clerk.
- Has a responsible Finance Officer been appointed? Yes
- Are the pages of the Minutes numbered and each page signed and dated once approved? Yes.
- Are documents stored safely? Yes
- Current documents are stored by the Clerk in a lockable steel drawer.
  - Old documents in a fire-proof cupboard.
- Is the annual budget discussed, set and Minuted? Yes
- Are periodic budget progress reports made? Yes
- Reviews are made quarterly.
- Are proper financial records kept in accordance with statutory requirements? Yes
- Checked by internal / external audit.
- Have Financial Regulations been adopted? Yes
- Adopted Parish meeting November 2003.
  - Reviewed annually.
- Are annual safety inspections and risk assessments carried out on play area by a qualified inspector? Yes.

(continued . . . . .)

Has the Parish Council adopted an Equal Opportunities Policy?	Yes
<ul style="list-style-type: none"> <li>Adopted Parish Council meeting July 2007.</li> </ul>	
Has the Parish Council adopted an Environmental Policy?	Yes
<ul style="list-style-type: none"> <li>Adopted Parish Council meeting May 2008.</li> </ul>	
Are traffic calming measures in place in car park?	Yes
Has each member signed an undertaking to observe the Code of Conduct?	Yes.
Is a register of Members Interests in place?	Yes
<ul style="list-style-type: none"> <li>Individual members to update any changes as and when they occur.</li> <li>Details forwarded to ELDC with copy retained by Clerk.</li> </ul>	
Cemetery.	Yes.
<ul style="list-style-type: none"> <li>Quarterly meetings in place.</li> <li>Cemetery inspected quarterly.</li> <li>Equipment serviced, annual 'topple' test of grave stones undertaken.</li> <li>Insurance liability in place.</li> <li>Action taken as required.</li> </ul>	
Churchyard.	Yes.
<ul style="list-style-type: none"> <li>Quarterly meetings take place.</li> <li>Equipment serviced.</li> <li>Insurance liability in place</li> <li>Action taken as required.</li> </ul>	

### **Risk Assessment Review - July 2008**