

# **WITHIEL PARISH COUNCIL**

## **RISK MANAGEMENT POLICY**

As part of this Risk Management Policy, the Parish Council will ensure that the Council's Standing Orders, Financial Regulations, Code of Conduct and Freedom of Information Act Policies are reviewed annually, along with the review of Insurances and the conditions and performance of the Parish Clerk.

### **1. CHAIR, VICE-CHAIRMAN AND COUNCILLORS**

Should the Chair be absent at anytime, the Vice-Chairman will be expected to conduct the business for that and subsequent meetings or until the next Annual General Meeting.

If the Chair and Vice-Chairman are both absent from a meeting, Councillors present will elect a Chairman to conduct the business for that meeting only. The absence of all Councillors will be monitored in line with the six-month ruling.

### **2. PARISH CLERK**

The Parish Clerk will have a Contract of Employment, and this will be reviewed annually in conjunction with the Council's budget setting procedure. Should the Clerk be absent for any meeting of the Parish Council, a Councillor or Locum Clerk will be elected to record the Minutes of that meeting.

### **3. INTERNAL CONTROLS**

The Council will ensure that its Standing Orders and Financial Regulations are adhered to in respect of its management of funds, the preparation of accounts for audit, the keeping of accurate records, the proper payment of invoices, the efficient collection of fees and charges, the completion and submission of VAT returns and in the performance of its services.

### **4. MEETINGS/VENUE**

The Parish Council will endeavour to ensure that the venue for all meetings comply with current Health and Safety Regulations and address the requirements for adequate lighting, proper seating, public toilets and disabled facilities. During the Coronavirus Pandemic all Meetings will be held on-line until safe to return to meeting rooms as agreed by the Government.

### **5. ASSETS**

An Asset Register will be maintained, reviewed annually, and updated when necessary.

- 1) **Bus Shelter** is to be inspected at regular intervals and kept in a safe and clean condition.
- 2) **Notice Board** is to be monitored regularly and maintained for the purposes for which it has been provided.
- 3) **Seats/Benches** All seats will be inspected at regular intervals for material damage and deterioration and maintained to a safe useable standard or removed.

#### 6. **INSURANCES**

The Council's Public Liability and other Insurances are to be reviewed annually.

#### 7. **CONTRACTORS**

Any Contractor employed by the Parish Council will be asked to provide evidence of the adequacy of their insurances and certificates of training in relation to work to be undertaken. Contracts awarded are to be continuously monitored in the interests of attaining BEST VALUE.

#### 8. **CRIMINAL DAMAGE**

Criminal Damage to any property belonging to the Withiel Parish Council will be assessed for the cost of repair or replacement and for the feasibility of taking proceedings. Damaged items will be made safe as a matter of urgency or removed from site.

#### 9. **INTERNAL AUDIT ASSURANCE**

The Parish Council will ensure that the internal controls as stipulated by the Standing Orders and Financial Regulations are adhered to. All internal checking will be confirmed through the preparation of a dated report and Minuted. Arrangements for the prevention and detection of fraud and corruption will be reviewed annually. Fidelity Guarantee Insurance cover will be reviewed in accordance with the Council's Standing Orders and Financial Regulations.

#### 10. **INTERNAL AUDIT CONTROLS**

The Parish Council will ensure the timely appointment of a suitably qualified Internal Auditor.

## **11. MEMBERS CODE OF CONDUCT**

Members will adhere to the Code of Conduct and declare their interests and gifts of hospitality as the Code requires.

## **12. SOUND BUDGETING ARRANGEMENTS**

The Council will ensure the adequacy of its annual precept, the earmarking of reserves for specific projects and the proper use of funds granted to local community bodies under specific powers or under the Section 137 provisions.

The Council will respond to Electors wishing to exercise their rights of inspection, will aim to meet the requirements of Quality Parish Status or other accreditation and to achieve the proper documentation or all aspects of the Council's administration.

Internet Banking – A list of annual payments is circulated and approved each year for regular payments as agreed. When invoices are received, if payment is required before the meeting confirmation is requested from two Councillors, otherwise payment is agreed at the main meeting and paid the following day. Accounts are signed off monthly, including a bank reconciliation and a copy of an up-to-date bank statement.

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**The Risk Management Policy was adopted/revised by the Withiel Parish Council on:-**

**Date: September 2023**