

# **NORTH NIBLEY PARISH COUNCIL. RISK ASSESSMENT & MANAGEMENT**

## **Introduction**

This document identifies and summarises the risk areas for which the Parish Council is responsible, gives details of the insurance cover and discusses reasons for whether or not action has been taken. For the full Risk Schedule, please see Appendix 2.

## **Insurance**

Insurer and Policy No: Aviva Local Council Insurance Scheme.

Policy number: 4414511 CHC

## **The Policy covers:**

Mandatory items

- Public Liability £10,000,000 Limit of Indemnity
- Employers Liability £10,000,000 Limit of Indemnity
- Negotiable Money – Premises £1,000
- Negotiable Money – Any Other Loss £1,000
- Fidelity Guarantee £150,000 Limit of Indemnity
- Office Equipment £5,000
- Personal Accident (covers Councillors employees and volunteers age 16-90)
- Capital Benefits £50,000; Temporary Total Disablement £200 pw

Insurance figures under this heading are reviewed annually by the Clerk

## **Notice Boards**

The Parish Council own two notice boards in the parish and they are inspected monthly and any matters requiring attention are brought to the next full Council meeting.

## **War Memorial at The Cemetery.**

The condition of the memorial is visually checked by the Parish Clerk annually.

## **North Nibley Cemetery**

The following procedures are carried out on a regular basis by the Parish Council:

- Half yearly visual check by walking through the burial ground
- Annual check of all memorial stones
- Records of the annual check are retained by the Parish Clerk
- Grass cutting is undertaken by contractor chosen by the Parish Council and a copy of their public liability insurance is held with the Parish Clerk.

## **Trees**

The Parish Council has responsibility to ensure that PC-owned trees are in a safe Condition, particularly in the Cemetery where the public may walk and sit beneath. Therefore the Parish Council conducts a routine annual visual check for dead branches, plus additional checks are conducted after periods of bad weather that may have damaged trees. Every 3 years the Parish Council has the trees independently checked by a qualified arborist. The Parish Clerk retains records of the safety checks.

## **St Martin's Closed Churchyard**

KPC is responsible for the maintenance of this churchyard as it is a closed churchyard under section 215 of the Local Government Act 1972. KPC are responsible for carrying out risk assessments on the gravestones/tomb, the boundary wall, railings, trees and footpaths.

The Clerk will carry out an annual inspection for the Council to review.

## **Computer Files**

The Parish Council uses the Clerk's personal computer. It is protected with McAfee Security Center. The Clerk conducts a monthly manual backup of all Council Documents.

## **Jubilee Playing Field.**

NNPC is the owner. However responsibility for the management of the playing field lays with The Recreation Field Trust. This includes the general maintenance including grass and hedge cutting.

## **Money**

Money is a mandatory item on the insurance schedule. However, the Parish Council does not operate a petty cash system and no cash is held on behalf of the Council. Any monies/cheques received are banked promptly.

All cheques have to be signed by two members of the Parish Council as per the Local Government Act 1972, Section 150 (5). The members signing must be recognised by the Council's bank as registered signatories.

The cheque signatories are also vigilant as to the payee on each cheque to detect and prevent any possible fraud.

## **Clerk's Home**

The Clerk works from home and takes measures to ensure all laptop plugs and wires are kept out of walking routes. All office equipment is stored within the Clerk's premises

## **Payroll**

The quarterly payroll for the Clerk is processed by the Clerk.

The Clerk is paid by cheque on the first Monday at the end of each quarter. The cheque is ratified by Full Council at the meeting held on the second Monday of the month at the end of each quarter.

Expenses and overtime are agreed by Full Council prior to payment by cheque.

### **Financial Internal Control Procedures**

In addition to the controls in the Financial Regulations the Parish Council has in place the following:

- The Clerk shall submit all spending for the month on a Payment Schedule to be approved by Council. (Monthly)
- The Clerk shall provide a bank reconciliation. (Quarterly)
- Two Councillors will annually check the accounts to ensure all procedures are being followed, using the checklist provided by GAPTC (see Appendix 1) (Annually)
- Each November the Clerk shall present a budget forecast and ask for expenditure on projects for the coming year. (Annually)
- In February the precept will be set. (Annually)
- In April the Clerk will prepare the accounts for examination by an internal auditor who is independent of the Council. The purpose of the internal audit is to review whether the system of financial controls is effective. (Annually)
- In April/May all relevant paperwork and administration will be completed, in accordance with the external auditor's requirements. (Annually)
- The Council will approve the accounts and sign all relevant paperwork at the council meeting which will be minuted. (Annually)

**Approved by Parish Council on 1 February 2016.**

**Signed.**

**Dave Purnell Chairman**

**Appendix 1**  
**Quarterly internal check-list (provided by GAPTC)**

|  | YES | NO | Comment |
|--|-----|----|---------|
| All payments are authorised by two Members   |     |    |         |
| Cheque signatories have initiated the original invoice as evidence   |     |    |         |
| The cheque counterfoil initialled by the auditing Member   |     |    |         |
| Bank accounts reconciled monthly (or other - please identify)  |     |    |         |
| Payroll actioned accurately on a regular basis (state frequency)   |     |    |         |
| All payments entered into accounting system/spreadsheet/cashbook accurately with the relevant power            |     |    |         |
| Payment schedule presented to full council (state frequency)   |     |    |         |
| There are separate s137 and VAT columns on the accounting spreadsheet/system                                   |     |    |         |
| The VAT is claimed regularly (please state frequency)  |     |    |         |
| Receipts are correctly recorded on accounts system/spreadsheet   |     |    |         |
| Receipts are reconciled against original bank statements   |     |    |         |
| For funds being transferred between accounts, a virement has been agreed and recorded by the Council           |     |    |         |
| A reconciliation of accounts is presented to Council regularly (please state frequency), and date of last one. |     |    |         |
| The internal checks occur (state frequency)  |     |    |         |
|  |     |    |         |
| Any other comments   |     |    |         |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
| <b>Auditing Member: - PRINT NAME (Signature)</b> |  |  |  |  |
| <b>Date:</b>                                     |  |  |  |  |

