

Rollsby Parish Council

Parish Clerk: Mrs K Martin-Smith, 18 Hemsby Road, Martham, Great Yarmouth, NR29 4QG
Telephone: 07340 028540

Risk Assessment

1. Financial records - well maintained and cash book reconciled monthly to bank statements.
2. Legal powers - clerk receives regular training and “The Parish Councillor’s Guide” used as reference point, together with advice from Norfolk Association of Local Councils and solicitors.
3. The Council has no borrowings.
4. PAYE & NIC – the Council is registered with HMRC, and tax and NIC is deducted from the clerk’s salary as appropriate.
5. VAT – VAT returns are completed and submitted online by the clerk annually.
6. Precept - budget set annually by the full Council by the January meeting. The Precept is set to reflect the cost of running the parish.
7. Minutes - all initialled or signed by chairman of meeting. Filed sequentially and kept safely.
8. Electors’ rights - notice of audit posted on village notice boards. Accounts freely available at May meeting and on demand. Public speaking at allocated time during every meeting.
9. Document control - filing cabinets used to store documents.
10. Register of interests - code of conduct adopted and all councillors have signed a declaration of acceptance of office and of the code, and have completed a register of interests.
11. Internal controls - all cheques signed by two named signatories and supporting invoice reviewed and cheque stub initialled. All cheques and online payments are reported to full Council. Independent internal auditor appointed to review books of account.
12. Quotes - Three quotes obtained for expenditure over £2,000, where possible. Three quotes must be obtained for expenditure over £10,000 and sealed tenders for expenditure over £60,000, if appropriate – see Financial Regulations for full details.
13. Insurance - full cover maintained at all times - reviewed annually.
14. Risk assessment of Parish Council assets and liabilities carried out - see attached.

Signed:

Dated:

Chairman of the Council