

BARNINGHAM PARISH COUNCIL

BARNINGHAM PARISH COUNCIL RISK ASSESSMENT – JUNE 2014 updated March 2024

1. FINANCE: Loss of cash through theft or dishonesty.
- Set procedure of financial control as per the Council's Financial Standing Orders adopted October 2020 and updated March 2024
 - Cheque books retained by the Clerk, who is not a signatory, at all times. Cheques must be signed by two signatories.
 - Bank transfers set up by the Clerk authorised by one of two signatories.
 - No cash holdings or transactions, unless unavoidable, to be notified to the Chair.
 - Orders for goods and transactions must be supported by an Official Order signed by the Clerk.
 - A reconciliation of the accounts is presented to the Council Monthly.
 - Internal Audit carried out on an annual basis by a Council appointed auditor.
 - External audit carried out on an annual basis by Audit Commission appointed auditor.
 - Expenses paid on production of receipt/claim form only.
 - All invoices for payment presented monthly to the Council for authorisation.
 - Schedule of payments presented at each meeting

2. LIABILITY: Risk to third party, property or individuals.

Property:

- Insurance cover in place as per Aviva. June 2023 – June 2024
- Barningham Cricket Meadow, Play Area, Aggies Piece and Cemetery: Inspected on a weekly basis by Village Caretaker. A qualified person/association (RoSPA/NPFA) carries out a Monthly and an annual technical inspection of play equipment. Any item of equipment found to be in a state of disrepair is refurbished or taken out of service.
- Aggies Piece inspected annually and on an ad hoc basis following periods of high winds(separate Risk Assessment document)
- Parish Assets: All assets are inspected on an ad hoc basis for damage/wear and tear. Any item found to be in a state of disrepair is refurbished or taken out of service.
- Parish Council Meetings: Clerk records presence at meetings. Members are aware of fire exits/procedures in the event of an emergency.

Third Party:

- Action to minimise risk to third parties as above. The Council has no public liabilities other than those mentioned above.
- Insurance cover in place to £10 million.

Libel & Slander:

- Insured to £250,000.
- All members are required to sign the Code of Conduct adopted by the Council on 11th May 2022, reviewed March 2024
- Personal Accident:
- Insured for Councillors, volunteers and Clerk on Parish Council business, including Volunteers.

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3. EMPLOYER LIABILITY:

Comply with Employment Law:

- Insurance cover in place to £10 million (Covers the Clerk and Village Caretaker)
- Contract of Employment in place for the Clerk.
- Grievance and Disciplinary procedures in place.
- PAYE is operated.

Health & Safety:

- The Clerk works from her own home.
The Village Caretaker uses protective clothing and equipment as advised by the District /County Council

4. LEGAL LIABILITY:

- Standing Orders adopted in October 2020 updated March 2024
- Clerk clarifies the legal position of all new activities with advice from the Suffolk Association of Local Councils wherever necessary.
- Council meets on a monthly basis.
- Notice of meeting displayed on the notice board at the Shop and at St Andrews Close not less than three clear days before the meeting.
- Documents available under the Freedom of Information Act, Model Code adopted 10th December 2008 Minute Reference: 8
- The Clerk reviews files on an annual basis. Historic documents stored at the County Records Office. All unwanted records destroyed by incineration or shredding.

Adopted March 2015 updated March 2024