

## BARNINGHAM PARISH COUNCIL

### BARNINGHAM PARISH COUNCIL RISK ASSESSMENT –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 February 2026

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:**

Property:

Risk to third party, property or individuals.

Insurance cover in place as per Aviva. June 2025 – June 2026

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 June 2025

Personal Accident:

Insured for Councillors, volunteers and Clerk on Parish Council business, including Volunteers.

**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 and Caretaker.

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 June 2025

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 next review due February 2026