

MINTERNE MAGNA PARISH COUNCIL

RISK ASSESSMENT

Purpose of document

This document is produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise the risks. This will enable the Council to make an adequate declaration in its return to the external auditors.

The risks have been divided into a number of categories as shown below. For each category the actions currently being taken to manage the risks are recorded.

Loss of Financial Control

The Council seeks to maintain financial control by a number of mechanisms
The Council have in place Financial Regulations. The points listed below, are all within these Regulations.

Asset Register

The Council maintains a list of assets that it owns and annually reviews and amends the list from time to time. These are all included within the Insurance schedule.

Bank Accounts

The Council has one bank account. All money received is paid into the account by the Treasurer. All payments are made using cheques signed by 2 signatories drawn from Council Members.

Annual Budget

The council produces a Budget each year in November. The details of the budget are made public at each Parish Council Meeting. The precept is set on the basis of the budget by resolution.

Financial Reporting

At every Parish Council meeting the Treasurer presents a statement of payments made since the previous Parish Council and cheques presented for signature at the meeting. An analysis of income and expenditure against each of the agreed budget line items is also presented. Unbudgeted expenditure is reported. All cheques are paid only from the Council's meetings, these being held quarterly

Auditing of Accounts

The Council has an Internal auditor who assists the Council in ensuring that controls are being properly exercised. The Council has its accounts audited each year by external auditors appointed by the Audit Commission. The Internal auditor presents a written report at the end of each financial year.

Best Value

The Council reviews quotes for any procurement of significant services. The normal practice is to seek competitive quotations although there will be occasions when the Council would wish to use the services of local Charities. For major contract services, formal competitive tenders are sought.

Harm to Third Parties

The Council regularly undertakes a visual inspection of the condition of its assets to ensure that its health and safety obligations are met and it takes appropriate action to minimise any risk of injury to third parties. The Council has insurance cover to enable it to meet any third party liability that it might face if an accident were to occur and the Council found to be in default of its duties.

The principal area of risk are the bus shelter. Which is inspected regularly

2015.