

CODNOR PARISH COUNCIL

FINANCIAL RISK ASSESSMENT – January 2015

Insurance Cover is in place for the following:-

Public Liability
Employers Liability
Money
Fidelity Guarantee - to include Councillors
Officials Indemnity – Libel & Slander
Personal Accident
Legal Expenses

Buildings – Clock/public toilets
Planters
Notice Board
Bus Shelter
Hedge Trimmer
Chain of Office
Christmas lights and equipment
Rubbish collection barrow
Computer
Rose Bowl

Specific events requiring insurance cover are notified to the Insurance Co.

An up to date register of assets has been established.

Updated Standing Orders, Financial Regulations and a Code of Best Practice for Planning Applications referred to the Council are in place.

Financial matters:-

The Council sets an annual precept based on a review of the committed expenditure (i.e. salaries, insurance, room hire) and proposed projects for the following year.

Income and expenditure is recorded in the minutes of the Parish Council at each meeting.

Quotations are sought before significant purchases are made.

All payments are made by cheque which are required to be signed by two of the four named signatories. The cheque stubs and invoices are initialled by the two signatories. The Clerk does not sign cheques.

VAT is re-claimed on an annual basis.

The accounts are audited on an annual basis.

Staffing matters:-

Staff Salaries are administered by Butler Cook Accountants.

Members:-

A Code of Conduct has been adopted by Members of the Parish Council.

A Freedom of Information Policy has been adopted.

The Council has considered its responsibilities in connection with Equal Opportunities.

The annual Parish Report presented to Members at the May meeting by the Chair is circulated to all households in the village.