

## CODNOR PARISH COUNCIL

### FINANCIAL RISK ASSESSMENT – January 2024

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 x 3  
Bus Shelter  
Hedge Trimmer and pressure washer  
Chain of Office x 2  
Christmas lights and equipment  
Rubbish collection barrow  
Computer, printer and office equipment  
Shield  
Car parks and Barriers  
Mining Wheel  
Benches  
Pit tub  
Easter Cross  
Interpretation Panel  
Defibrillator  
CCTV System  
Play area and land  
Watering machine

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

An up to date register of assets has been established.

Standing Orders and Financial Regulations 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

Quotations are sought before significant purchases are made in line with the adopted Financial Regulations.

All payments are made either by cheque which are required to be signed by two named signatories or by bank transfer. The Clerk does not sign cheques or authorise bank transfers. Bank transfers are uploaded by the Clerk and authorised by two Members and reported to Council.

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 and all salaries paid are in line with the "real living wage".