**BARKBY & BARKBY THORPE PARISH COUNCIL**

**RISK ASSESSMENT POLICY – November 2024**

FINANCIAL ASSESSMENT

The Council will follow the model financial regulations as set out by the National Association of Local Councils ("NALC") and adopted by the Parish Council ("PC"). The main areas of internal control are:

· Councillors will never sign blank cheques with all cheques to be signed by two council.

· Bill Payments will be shared at PC meetings and recorded in the minutes as income and expenditure.

· There is no petty cash with the clerk purchasing sundry items. Any items purchased claiming such sums via their expenses with receipts.

· The budget will be discussed at a parish council meeting in November and prior to applying for the precept.

· The clerk will be the Responsible Financial Officer and will administer the accounts in a proper manner ensuring correct records and internal and external audits are completed.

· A councillor will act as the internal auditor for the PC to periodically check the accounts and bank reconciliations with the clerk.

· An independent Internal Auditor is appointed by the PC will take note of any recommendations to ensure correct standards of accounting are maintained.

· Any comments from the External Auditors will be adhered to.

· The Accounts will be available for public inspection.

· The PC will try to obtain at least three quotations for major items of expenditure as defined in the Standing Orders, where possible.

INSURANCE

The PC will review its insurance policy annually at renewal to ensure adequate cover is in place.

PARISH COUNCILLORS

The Parish Councillors will endeavour to work as a team and be aware of their responsibilities as to the law and proper PC procedures. They will attend meetings regularly.

STANDING ORDERS

The PC will abide by the model “Standing Orders” which has been adopted by the Council.

ASSET REGISTER

The below are an assets register. The street furniture and village entrance signs are insured under the PC’s insurance.

* Street furniture (benches x 3)
* Village entrance signs (9)
* Barkby Lane land – currently rented out
* Cemetery on Queniborough Road

DECLARATIONS OF INTEREST

Councillors will be asked, at the start of each meeting if they have any interests to declare and, if they do, they will leave the meeting.

Signed …………………………………..

Chair, Barkby & Barkby Thorpe Parish Council

Date…………………………………………

Reviewed November 2024

Next Review November 2026