

## **SHAWBURY PARISH COUNCIL**

### **RISK MANAGEMENT**

#### **A Finance:**

Covered by Fidelity Insurance policy with EON

#### **B. Payment of Accounts/Cash:**

1. All accounts for payment are presented to and approved by full Council and all cheques have to be signed by two authorised Council Members. Details of all payments are recorded in the minutes.
2. A Financial Statement is presented at each Council meeting giving the current financial position.
3. A mid- year statement is provided at the October meeting to ensure that expenditure is in line with budget proposals.
4. An end of year statement of accounts is provided as soon as practical after the end of the financial year.
5. All accounts, financial transactions, orders and Council policies are checked annually by the Internal Auditor.
6. No cash is held by the Clerk or any Councillor.
7. The Council does not operate a petty cash system.

#### **C. The Clerk:**

1. The Clerk has to give two months notice of termination of contract, which allows time for the appointment of a replacement.
2. In the case of sickness or other unavoidable absence, meetings will be re-arranged. If the absence is long term, SALC will be asked to assist in the provision of a temporary replacement Clerk.

#### **D. Records:**

1. All current records are held by the Clerk and copies of agendas, minutes and other relevant information is available for viewing on the Council Web site.
2. Records over two years of age are deposited in the archives library of Shropshire Council.

### **3. Equipment:**

All equipment owned by the Council and based within the area covered by the Parish Council is covered by the insurance policy issued by EON

### **F. Councillors:**

The Council has to operate the legal system for the replacement of any Councillor resigning during his/her term of office.

### **G. Meetings:**

In the event of a meeting not being quorate, no business will be conducted and arrangements will be made to hold a meeting within two weeks.

### **H. Children's Play Areas/Cycle Dirt Track.**

Each Area is monitored on a weekly basis by Mr. R. Bailey and any problems are reported to the Clerk who takes the necessary remedial action. The Areas are inspected annually by RoSPA. Once a report is received by the Clerk, any identified high risk problems are dealt with immediately. Medium/low risk problems are dealt with as soon as is practicable.

### **I. Contractors:**

All appointed or engaged contractors have to provide the Clerk with a risk assessment document and a copy of their third party liability insurance. These are held on file for the duration of the contract

### **J. Trees:**

All the trees on land owned or leased by the Council are inspected every four/five years by a qualified tree surgeon and monitored regularly by the Parish Tree Officer.

### **K. Playing field:**

Charitable organisations using the playing field for agreed purposes have to provide the Parish Clerk with a risk assessment and a copy of their third party liability insurance.

Reviewed September 2015

Next review September 2016