

Keswick and Intwood Parish Council

Parish Clerk: Phillip Brooks, 7 Lindford Drive, Eaton, Norwich NR4 6LT
Telephone: 01603 250639

Risk Assessment

1. Financial records - well maintained and cash book reconciled monthly to bank statements.
2. Legal powers - clerk receives regular training and "The Parish Councillor's Guide" used as reference point, together with advice from Norfolk Association of Local Councils and solicitors.
3. The Council has no borrowings.
4. The clerk's PAYE is managed by Ladywell Accounting Services who provide the necessary documents to HMRC and verified by the Internal Auditor.
5. VAT - tax reclaimed when appropriate.
6. Precept - budget set annually by full Council at January meeting. Precept is set to reflect the cost of running the parish.
7. S.137 - amounts separately identified in minutes and in cash book. Limit is calculated and never exceeded.
8. Minutes - all initialled or signed by chairman of meeting. Filed sequentially and kept safely. Electronic copies are also stored on back-up hard drive and in dropbox.
9. Electors' rights - notice of audit posted on village notice boards. Accounts freely available at May meeting and on demand. Public speaking at allocated time during every meeting.
10. Document control - filing cabinets used to store documents. All electronic documents are stored on back-up hard drive and in dropbox.
11. Register of interests - code of conduct adopted and all councillors have signed a declaration of acceptance of office and of the code, and have completed a register of interests.
12. Internal controls - all cheques signed by two named signatories and supporting invoice reviewed and cheque stub initialled. All cheques reported to full Council. Independent internal auditor appointed to review books of account.

13. Quotes - Three quotes obtained for expenditure over £2,000, where possible, and sealed tenders for expenditure over £10,000.
14. Insurance (including public liability, employer liability and legal liability) - full cover maintained at all times - reviewed annually.
15. Risk assessment of Parish Council assets carried out.
16. The Council is compliant with all requirements of the Transparency Code for smaller authorities.



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Chairman of the Council

Dated..... 18/05/2016
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