

Document D

MYDDLE, BROUGHTON & HARMER HILL PARISH COUNCIL

RISK MANAGEMENT

A Finance:

Covered by Fidelity Insurance policy with BHIB

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 signatories. 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 September meeting to ensure that expenditure is in line with budget proposals.
Expected variations of 15% or more are identified with reasons for the discrepancy.
4. An end of year statement of accounts is provided as soon as practical after the end of the financial year.
Variations of 15% or more are identified with reasons for the discrepancy.
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
2. Agendas, minutes and other essential documents are available for viewing on the Council web site.
3. Paper records of agendas and minutes are deposited in Shropshire Council's Archives library.

E. 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 BHIB

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:

Responsibility for the over site and management of both play areas is contracted to Shropshire Council and any major problems are reported to the Clerk who takes the necessary remedial action. The annual RoSPA level inspection is undertaken by Shropshire Council with a report forwarded to the Clerk for consideration by Members. 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:

The trees on land leased by the Council are monitored regularly by the Parish Tree Officer and a full inspection of carried out every four/five years by a qualified tree surgeon and. The last full inspection was in 2019 and is planned be carried out in in 2023/24.

K. Streetlights and VAS Signals on Wem Road, Harmer Hill

All streetlights owned by the Parish Council are maintained and regularly inspected as part of the contract agreed with EON Energy Solutions Ltd., Stoke -on – Trent.

Reviewed and approved: September 2019

Next Review September 2020