

RISK MANAGEMENT AND RISK ASSESSMENT POLICY

. Members of Coombe Bissett Parish Council are responsible for risk management. Risk can seriously threaten the achievement of the Parish Council's objective of delivering a high quality service to the residents it serves. Risk management is the process by which risks are identified, evaluated and controlled.

Public liability: Covered by Eon Insurance.

Payments of accounts: All accounts for payment are presented and approved by the Parish Council. Two authorized Council members signatories sign all cheques. Details of all payments are recorded in the minutes.

Financial statement: This is presented at each council meeting giving current financial position.

End of year statement: This is provided after the end of the financial year. All accounts and financial transactions are audited annually by the internal auditor and by the external auditor Grant Thornton.

Cash: The Clerk or Councillors do not hold cash and does not operate a petty cash system.

The Parish Clerk: The Clerk would need to give at least two months notice of termination of contract in order to appoint a replacement. In the case of her unavoidable absence meetings would be re-arranged.

Councillors: The Parish Council operates the legal system for replacement of any councillor resigning during his/her term of office.

Records: The Clerk holds all current records. Copies of minutes can be found on the Coombe Bissett web site. Paper copies are stored at The Clerk's home.

Children's play area: RoSPA inspects the area annually. Any high risk problems identified will be dealt with immediately and any medium risk problems will be managed as soon as possible.

Recreation field: Parish Councillors clearing dog faeces should wear protective gloves, use a scooper and good quality bags in order to protect themselves. Any broken glass or general litter must be handled with care using protective gloves in order to avoid injury.

Assets: The Chairman and Clerk inspect all Parish Council assets annually.

Contractors: All appointed contractors must provide a copy of their third party liability insurance.

With effect from 08-11-2016 agreed at the Parish Council Meeting held on 08-11-2016.