

Risk assessments and financial controls for Hinton Waldrist Parish Council

May 2024

The following controls will apply:

1. Payments will be authorised by two authorised signatories, with supporting documentation (invoice, letter, time sheet);
2. When writing cheques, cheque stub will be initialled by the two signatories;
3. Clerk salary and expenses claims to be checked by Chairman, before approval sought for payment at Council meeting;
4. A request for payment will need to be approved at a Council meeting;
5. A budget is set around November and December and the budget is approved before sending it to District Council for the precept allocation;
6. A half yearly report to Council will be done around the same time as budget allocation;
7. The year end report will be approved before it is sent to internal examiner and then the external auditor;
8. Insurance cover will be considered each year at renewal time;
9. Certain expenses have been budgeted and will be paid when incurred; and
10. Council to consider Best Value.

With regard to risk assessments; the Council will consider each year that:

1. Expenses have been paid which are valid and authorised;
2. Reports have been done in compliance to statutory requirements;
3. Meetings have been conducted properly, transparent and decisions taken corporately;
4. Adequate insurance cover has been taken out;
5. Due notice has been given to members and the public regarding meetings.

The Council resolved to adopt this Risk Assessment at its Meeting of 15th May 2024.