

WATERS UPTON PARISH COUNCIL

RISK ASSESSEMENT MARCH 2019

Risk	Assessment
Health & Safety	<p>All Policies in place Procedures appropriate to the task Adequate and appropriate insurance Relevant training provided No staff asked to undertake tasks outside of the risk assessment</p>
Finance	<p>All expenditure in line with relevant laws and statutes All expenditure minuted Council acts within Financial Regulations at all times Financial Regulations agreed and updated annually Full Contracting process in place for orders over £500 unless by agreement of Council All expenditure reported to Council Cheques signed by two Councillors and counter signed with initials by the RFO. Payment vouchers confirmed by Clerk and agreed by two Councillors Payments only made against official invoices Grants only available to groups and organisations Bank statements reconciled at the earliest opportunity Internal Audits carried out by Cllr Rothwell Adequate fidelity insurance is included in the Council's policy</p>
Code of Conduct	<p>Declarations of Interest Book up to date and always available Registers of Interest available in the office and at every council meeting Members declare an interest and leave the room for the decision – this is always minuted</p>

I CONFIRM THAT THIS RISK ASSESSMENT WAS CARRIED OUT

Katrina Baker

Cllr B Rothwell

Clerk to the Council

Chairman / Internal Auditor