

The Risk Assessment for Elmsted Parish Council as at 31st March 2018

THE RISK	CURRENT ACTION
Decision making	There are 7 Councillors that take the decisions together, they have all signed the Code of Conduct and the register of members interests
Council Business	There are 7 Councillors that take the decisions together, they have all signed the Code of Conduct and the register of members interests
Libel and Slander	The Council is insured against libel and slander.
3 rd Parties - including contractors	The insurance seems to cover 3 rd parties. All contractors must have their own insurance. A verbal agreement is suffice.
Finances	Have fidelity insurance for £2,000 and all cheques are signed by 2 Councillors and all payments are minuted as they are made. Also each meeting incorporates a minuted financial statement. The Clerk/RFO is not a signatory on the account.
Money	Have insurance to protect Council money.
VAT	VAT is recorded in the accounts and the Clerk as Responsible Finance Officer reclaims the VAT on an annual basis.
Minutes	The minutes are presented properly and the minute books are stored in a fire-proof safe to ensure their safety
Procedures to deal with public enquiry	The Council has proper procedures set out for public enquiry as required by the Freedom of Information Act 2001.
Documented Procedures for document receipt	Upon receipt of Council documents they are circulated to all Councillors and the Councillors are given the opportunity to respond - the Clerk then handles the response as requested and files the documents in the cabinet. A copy of these procedures are documented in the minute book.
Procedures in place for recording members' interests and gifts and hospitality received	All Councillors have signed the Code of Conduct and the register of members interests