

Annual Risk Assessment 2015-16

Prepared by Christine Marshall, Parish Clerk & Responsible Financial Officer

1	Annual safety inspection of playground and equipment undertaken by RoSPA.
2	In accordance with Financial Policy, all cheques require 2 signatures.
3	In accordance with Financial Policy, all invoices are initialled by signatories to confirm approval of payment.
4	Monthly financial statements provided for and discussed at each Parish Council Meeting. Includes performance against budget, with variances shown.
5	Bank statements are now initialled by 2 signatories to meet compliance
6	Insurance cover on 3 year renewal to June 2018, to include: Employer's Liability £10,000,000 Public and Products Liability £10,000,000 Fidelity Guarantee £100,000 Libel and Slander £250,000 Officials' Indemnity £500,000 Legal Expenses £250,000 Legal Expenses £250,000
7	All electronic files copied weekly for back-up purposes. Retained on memory stick and kept separately.
8	All policies to be reviewed and approved by Councillors at least annually to include all new legislation or amendments.

Date: 21st April 2016