

**SHIPHAM PARISH COUNCIL**  
**(Incorporating Rowberrow and Star)**

**Risk Assessment Policy**

Shipham Parish Council ( "the Council") has agreed that it will carry out an annual assessment of the risks facing the Council and has taken appropriate steps to manage those risks. This policy sets out the measures has in place.

**Financial and accounting**

1. All accounts to be paid are agreed at monthly meetings of the Council. All cheques require two signatories and the signatories check minutes of the meeting to verify payment. Electronic payments are not made by the Council.
2. The Chairman reviews the bank statements and cheque books of the Council at least once a year.
3. An internal auditor who is qualified and competent and who acts independently from influence by the Council has been appointed to carry out the annual internal audit
4. Auditors' comments are noted at full Council meetings so that the Council can take appropriate action on all matters raised by both internal and external auditors.

**Insurance**

5. The Council has taken out adequate insurance to cover all areas of concern to the Council and reviews the extent of its cover annually. Contractors engaged to provide services to the Council are required to have their own insurance in place and a copy of such insurance is held by the clerk to the Council.

**Assets**

6. The Council's assets as listed on the accompanying schedule are inspected at least annually and action is taken if there are any concerns over safety.

**Cemetery**

7. Headstones in the cemetery are inspected annually to ensure that they are safe. In the event any are deemed unsafe they are laid flat on the ground and the family of the deceased is notified with a request for remedial action to be taken

**Contractors**

8. All new contractors engaged by the Council are required to enter into a contract with the Council for the provision of the Services. Existing contractors are requested to enter into a contract.

**Day to day running of the council**

9. Should the clerk and/or chair be unable to fulfil the day to day running of the Council steps have been taken to ensure the smooth running of the council in the form of contingency plans as agreed by Council

Signed:

Date: