

Melton Constable Parish Council

Clerk to the Council: Kirsty Cotgrove, Bodgers Field, Norwich Road, Briston, NR24 2BB
Telephone: 01263 587755 / 07754 885750 clerkmeltonpc@gmail.com

Risk Assessment

- 1 Financial records – well maintained and cash book reconciled monthly to bank statements.
- 2 Legal powers – clerk receives regular training and ‘The Parish Councillors Guide’ used as reference point, together with advice from Norfolk Parishes Training and Support and solicitors.
- 3 PAYE & NIC – the Council is registered with HMRC, and tax and NIC is deducted from the clerk’s salary as appropriate.
- 4 The Council has no borrowings.
- 5 VAT – VAT returns are completed and submitted by the clerk annually or when necessary.
- 6 Precept – budget set annually by full Council at November meeting. Precept is set to reflect the costs of running the Council.
- 7 Minutes – all initialled or signed by chairman of meeting. Filed sequentially and kept safely.
- 8 Electors’ rights – notice of audit posted on village notice boards, and online. Accounts freely available online, at May meeting and on demand. Public speaking at allocated time during every meeting.
- 9 Document control – filing cabinets used to store documents.
- 10 Register of interests – code of conduct adopted and all councillors have signed a declaration of acceptance of office and of the code, and have completed a register of interests.
- 11 Internal controls – all cheques signed by two named signatories and supporting invoice reviewed and cheque stub initialled. Bank transfers will be raised by the Clerk, and authorised online by one named signatory. All transfers, cheques and direct debits are reported to full Council. Independent internal auditor appointed to review books of account.
- 12 Quotes – three quoted are obtained for expenditure over £2,000, where possible. Three quotes must be obtained for expenditure over £10,000 and sealed tenders for expenditure over £50,000, if appropriate – see Financial Regulations for full details.
- 13 Insurance – full cover maintained at all times – reviewed annually.

Signed: Stephen Unsworth
Chairman

Dated: 10th November 2020