

## Kettlewell with Starbotton Parish Council Financial Risk Assessment

Risk	Info	Comments/Action
Adequate insurance cover	Community First Insurance	To include public liability, employers liability, fidelity guarantee, assets, playground use (but not equipment), libel and slander and money.
Parish Clerk leaving without notice	Parish Clerk	Computerised minutes, paper copies kept in loose-leaf file (signed & dated by Chairman following approval). Minutes and key documentation published on Council's website. Computer password held by Clerk and a councillor
Notice board keys	Parish Clerk and Councillors	One set held by Clerk and another by a councillor
Unavailable for a meeting	Parish Clerk	Documents available as above
Parish Council cheques	Parish Clerk	Two signatories required.
Petty Cash	Parish Clerk	Not held
Legal Powers	Parish Clerk	As scheme of delegation others minuted as
Procedure for Complaints	Parish Clerk	System in place
Document Control	Parish Clerk	Systems in place
Register of Councillors' Interests	Parish Clerk	Records held by Clerk
Financial Records	Parish Clerk	Computerised and held on dedicated laptop which is regularly backed-up on a flash disk. Accounts area presented at monthly Council meetings and expenditure approval is in place
Public Access to above	Parish Clerk	System in place
VAT	Parish Clerk	Claimed as required
Inland Revenue	Responsible	Not required as Clerk unpaid
Budget	Parish Clerk	Produced annually and reviewed through year
Internal Audit	Parish Clerk	Audited by Cllr Jean Brooksbank
External Audit	Parish Clerk	Submitted after internal audit
Contractors	Undertaking work for the Parish	Contractors must have Public Liability insurance and comply with the law

The Kettlewell with Starbotton Parish Council resolved to adopt this financial risk assessment at its 3 June 2015 meeting.