

# Gilling East with Cawton, Coulton & Grimston Parish Council

## Risk Management Policy (reviewed 26.3.2020)

Gilling East Parish Council is committed to identifying and managing risks, using the following procedures, and to ensuring that risks are maintained at an acceptable level. Gilling East Parish Council will take any action that is felt necessary.

The Clerk will review risks on a regular basis, including any newly identified risks, and will report to the Council. The review will include identification of any unacceptable levels of risk.

**1. Protection of assets.**

13 Streetlights  
4 Notice Boards  
Filing Cabinet  
Laptop  
Printer  
Stone Trough

BHIB Insurance covers these.

Lamp Standards-

**2. Risk of damage to a third party property or individuals as a result of the Council providing services or amenities to the public.**

Covered by Public Liability Insurance of £5,000,000.

**3. Risk of consequential loss of income or need to provide essential services following critical damage, loss or non-performance by a third party.**

Included in the insurance policy.

**4. Loss of cash through theft or dishonesty (fidelity guarantee)**

The Council has Fidelity guarantee cover up to £2,000.

**5. Legal liability as a consequence of asset ownership (public liability)**

As 2 above.

### Internal Controls

**1. Maintain an up to date register of Assets and investments.**

The asset register is compiled annually by the Clerk.

**2. Regular maintenance for physical assets.**

The Clerk undertakes a regular inspection of the facilities. Maintenance of equipment and furniture is carried out as required.

**3. Annual review of risk and the adequacy of insurance cover**

The clerk reviews the insurance cover annually.

### INTERNAL AUDIT.

The internal auditor is appointed annually. The internal auditor recommends to the clerk and council any controls that might be necessary.

## **MAINTENANCE OF AREAS WITHIN THE COUNCILS RESPONSIBILITY.**

### **Banking.**

Two members of the council sign all cheques. Full council review all payments. Bank statements are available for council inspection as requested.

### **Financial Standing Orders.**

Council has standing orders to deal with contracts and all financial matters. These are revised annually.

<b>Asset Register</b>	<b>Value (replacement)</b>
13 Streetlights	£6200
4 Notice Boards	£1600
Filing Cabinet	£97
Laptop	£300
Printer	£200
Stone Trough	£1000
<b>Total</b>	<b>£9397</b>