

## **LANHYDROCK PARISH COUNCIL RISK MANAGEMENT POLICY**

**As part of this Risk Management Policy the Parish Council should ensure that the Council's Standing Orders, Financial Regulations, Code of Conduct, and Freedom of Information Act policies are regularly reviewed; along with the review of the Insurance Policy and the Parish Clerk's remuneration and performance.**

### **1. CHAIRMAN, VICE-CHAIRMAN AND COUNCILLORS:-**

Should the Chairman be absent at anytime, the Vice-Chairman will be expected to conduct the business for that and subsequent meetings or until the next Annual General Meeting.

If the Chairman and Vice-Chairman are both absent from a meeting, Councillors present may elect a Chairman to conduct the business for that meeting only.

The absence of all Councillors will be monitored in line with the six month ruling as set by the National Association of Local Councils.

### **2. PARISH CLERK:-**

The Clerk will have a contract of employment and this will be reviewed annually. Lanhydrock Parish Council operates a PAYE scheme for employees and the Clerk will ensure that the Council complies with regulations and requirements laid down by HMRC for the purpose of Income Tax and National Insurance.

A pension scheme is not operated by the Lanhydrock Parish Council.

Should the Clerk be absent for one Full Meeting of the Parish Council , a Councillor will be elected to record the Minutes of that Meeting (this will not be the Chairman presiding).

The Council will seek to appoint a temporary Clerk after one month of the Clerk being absent and the situation will be reviewed after three months.

### **3. INTERNAL CONTROLS:-**

The Council will ensure that the Standing Orders and Financial Regulations are adhered to in respect of the Council's management of funds, preparation of accounts for audit, the keeping of accurate records, proper payment of invoices and compliance with any VAT Regulations that may from time to time affect the Council.

A significant factor for the exercise of internal control is sound budgeting; and the effective monitoring of the use of funds that may be granted to the local community from time to time.

#### **4. MEETINGS / VENUE:-**

The Parish Council will ensure that the venue for all Meetings comply with current Health & Safety Regulations and address the requirements for adequate lighting, proper seating, public toilets, disabled facilities.

#### **5. ASSETS:-**

An Asset Register will be completed and reviewed annually, and updated when required throughout the year.

**Playing Field:** No playing fields or recreational areas are owned or managed by the Lanhydrock Parish Council.

**Burial Ground:** The Parochial Church Council of St Hydroc's Church is responsible for the administration, management and maintenance of the Parish Burial Ground.

#### **6. INTERNAL AUDIT ASSURANCE:**

The Parish Council will ensure that internal controls are adhered to as defined

Arrangements will be reviewed annually to prevent and detect fraud and corruption.

Fidelity Guarantee Insurance will be reviewed in conjunction with Standing Orders and Financial Regulations.

**7. INTERNAL AUDIT CONTROLS:** The Parish Council will seek to appoint an Internal Auditor as required.

#### **8. MEMBERS' CODE OF CONDUCT:**

Members will adhere to the Code of Conduct (attached as a Schedule to the Council's Standing Orders) and declare interests of gifts or hospitality as required to do so.

**This Risk Management Policy was revised by the Lanhydrock Parish Council on:-**

**Date: 15<sup>th</sup> April 2024**