

HOLME ST CUTHBER PARISH COUNCIL

Risk Assessment

The Parish Council does not own any building's; all land and bus shelters owned by Parish Council are covered by insurance and are regularly inspected, for repair and maintenance.

Financial controls are in place, half yearly checks done (small parish).

Receipts are issued for any monies received by the Parish Council, (small ret for the use of fenced area of Parish Green, by Local Play Group). Also rent from Parish Allotted Field (annually received).

The Local Play Group have their own insurance for its own use (the Parish Council inspect the Insurance Documents annually, and check premiums are up to date, this is done at the Annual Parish Meeting and minuted), the Green is also included with our Parish Public Liability Insurance.

Defibrillator sited at Holme St Cuthbert has public access, annually inspected by issuing company, monthly checked by assigned Councillor, included within our Parish Insurance.

Legal Liabilities, Clerk will clarify position on any new proposals, and will seek legal advice where necessary.

Standing arrangements are in place if the Clerk falls ill.

Budgetary Process

Budgeting Meeting held annually to establish following year's requirements (there are adequate allowance made for any unforeseen requirements).

Half Yearly Balance done, to agree still within budget, discuss within Parish Meeting and minuted.

Clerk's Salary reviewed annually.

Insurance cover annually reviewed.