

CONEY WESTON PARISH COUNCIL

RISK ASSESSMENT

1. FINANCE – Loss of funds

- The Council has adopted the NALC 2025 Model Financial Regulations and reviews these annually
- The Council has adopted the NALC Model 2025 Standing Orders and reviews these annually
- The Clerk is not an authorized signatory for online or cheque transactions. No cash payments are made.
- Online payments are set up by the Clerk for authorization by 2 authorised Councillors. The Council is provided with the invoices and any other relevant documents in advance and for review prior to the payment being authorised.
- Cheques must be signed by 2 Councillors
- No petty cash is held. The Council does not have a debit or credit card.
- Orders for goods and transactions must be supported by an official order signed by the Clerk.
- A reconciliation of the Bank accounts is presented to the Council at its bi-monthly meetings accompanied by the bank statements.
- All invoices and expenses claims (which must be supported by receipts) are presented monthly to the Council for authorisation. A Schedule of payments is presented at each meeting and circulated in advance
- SALC are appointed as Internal Auditor

2. LIABILITY - Risk to third party, property, individuals, libel, legal expenses, damage to assets and loss of cash

- The Council does not own any land or buildings.
- The Council has one employee, the Clerk, who is employed under a contract of employment.
- The Council has adopted the NALC Model 2025 Standing Orders and reviews these annually.
- The Council has adopted the Local Government Association Code of Conduct for Councillors.
- The Council has up to date policies in respect of Data Production and Information Management, Freedom of Information, Document Retention and IT
- The Council's e mail system is operated by Suffolk Cloud who regularly back up e mails.
- Electronic documents are saved to One Drive. In addition, documents are regularly backed up to an electronic hard drive.

- The Council has the following insurance in place – this is the standard Zurich cover for parishes with a Precept of under £25,000:

Public Liability - £12,000,000

The Council carries out an annual review of the condition of its assets.

Employer's Liability - £10,000,000.

Libel & Slander - £250,000 (excess of 10% each and every claim or £1,000 whichever is the lower)

Legal expenses - £250,000

Personal accident – available to give to staff, councillors and volunteers should they be injured in carrying out their duties

Money – up to £250,000 for each individual loss to cover loss or damage to cash whilst under the control of employees or councillors (NB: no cash is held by the Parish Council)

All risks - £34,000 (to cover the cost of repair and replacement of IT equipment, civil regalia, and fine art. IT equipment is kept at the council's office (which is the Clerk's house) unless required elsewhere for council business — this sum exceeds the purchase price/value of the assets in question as set out in the Asset Schedule).

Adopted 11 March 2015, updated March 2024, updated September 2025

Risk assessment adopted 11 September 2025