

Upwood and the Raveleys Parish Council Management Policy

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	Medium	Assets register is maintained. "Outdoor" physical assets are subject to regular checks as part of the parish risk assessment programme. The Clerk's office equipment is checked on an almost daily basis. Ongoing review of risk and adequacy of insurance cover to cover all physical assets.
	Security and maintenance of buildings.	Medium	The parish council owns only one building, the chapel of rest. It is locked and unused. It is subject to regular checks as part of the cemetery risk assessment programme.
	Cemetery Management	Medium	The Clerk/RFO is also the Burials Officer. She has cross-referenced the burial records and "green forms" against the cemetery plan and against the grave stones (where possible). She is in the process of compiling an electronic burials record and scanning the original burials book to safeguard paper records from physical loss or damage. The Burials Officer has attended training with the Institute of Cemetery Management.
Finance	Banking	Medium	Parish Council funds are held by Unity Trust Bank in a "Tailored Account" designed specifically to satisfy the requirements of local councils.
	Risk of consequential loss of income	Low	Main income is from the precept (paid by bank transfer). Other income is from cemetery fees which are intermittent, and from commercial land rents.
	Loss of cash through theft or dishonesty	Low	The parish council does not accept cash payments (as per its standing orders and financial regulations).

	Financial controls and records	Medium	Monthly bank reconciliations prepared by Clerk/RFO and reported to Council together with cash book (this exceeds legal requirements). All receipts and payments are published on the agenda and confirmed in the minutes. Two signatories required for authorisation of all payments. The majority of payments are made electronically. A few payments are still made by cheque. Quarterly meetings of the finance working party with reports to council. Clerk/RFO & finance working party ensure compliance with robust financial regulations. Internal and external audit.
	Comply with HMRC Regulations	Medium	Payroll is facilitated through HMRC's "Basic PAYE Tools" to ensure that correct PAYE and National Insurance responsibilities are met. All payments are published through the agenda and confirmed in the minutes. Payslips & P60s are provided to employees and kept on file.
	Sound budgeting to underlie annual precept	Medium	The finance working party and the council receive detailed budget reports at every council meeting. The precept is derived directly from this. Expenditure against budget reported at every meeting.
	Complying with borrowing restrictions	Low	The council has no loans and no new borrowing is likely at present.
Liability	Risk to third party, property or individuals	Medium	Public Liability Insurance in place (£6000,000). Open spaces, cemetery, allotments and childrens' play areas checked regularly under the parish risk assessment programme.
	Legal liability as consequence of asset ownership (Cemetery, Bentley Close play area, Glebe Paddock & allotments)	Medium	Insurance in place. Regular parish risk assessment programme in place for all areas. Annual playground inspection by RoSPA Playsafety.
Employer Liability	Comply with Employment Law	Medium	Membership of NALC & CAPALC. The Clerk/RFO is member of SLCC. All employees have contracts of employment. The council holds Employers' Liability insurance cover.
	Comply with Inland Revenue requirements	Medium	Regular advice from HMRC. Use of HMRC's "Basic PAYE Tools". Internal and external auditor carry out annual checks. The council is not registered for VAT. VAT returns are submitted on an annual basis (at the end of the financial year).

	Safety of Staff and visitors	Low	The Clerk/RFO works from home and she manages a safe working environment. Official visits to the council take place in the village hall by prior arrangement.
	Safety of Employees, Members and Volunteers	Medium	Employees, members and volunteers are covered for personal accident under the council's insurance policy.
Legal Liability	Ensuring activities are within legal powers	Medium	Clerk/RFO to clarify legal position on any new proposal. Legal advice to be sought where necessary. Clerk/RFO ensures proper monitoring of s137 funds. The Clerk employs a (CiLCA) qualified Clerk/RFO who undertakes regular continued professional development. Legal advice is sought via NALC/CAPALC/SLCC when required. The council has cover for legal expenses as part of its insurance policy.
	Proper and timely reporting via the Minutes	Medium	Council meets monthly and always receives and approves Minutes of meetings. Minutes are made available to press and public on the parish noticeboards and via the parish web site.
	Proper document control	Medium	Land registered at Land Registry and documentation held by Serjeant and Son Solicitors. Copies held by the Clerk/RFO. All electronic documentation is stored in a cloud based facility and all parish council business is conducted via a dedicated laptop. E-mail facilities are provided by the village website. The chairman holds a sealed envelope containing all passwords. Data storage complies with the Data Protection Act and the council is registered with the Information Commissioner for Data Protection.
Councillors' propriety	Registers of Interests and gifts and hospitality in place.	Medium	Register of interest completed and lodged with Huntingdonshire District Council. All members and employees are covered by a Fidelity Guarantee and for Libel and Slander as part of the council's insurance policy.

Reviewed and Adopted by Upwood and the Raveleys Parish Council at its meeting on 11 May 2015

© SLCC 2012. Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

Adapted for Upwood and the Raveleys Parish Council. May 2015