

RISK MANAGEMENT AND RISK ASSESSMENT POLICY

Members of Coombe Bissett Parish Council (CBPC) are responsible for risk management. Risk can seriously threaten the achievement of the Parish Council's objective of delivering a high-quality service to the residents it serves. Risk management is the process by which risks are identified, evaluated and controlled.

Public liability: Covered by Community First Insurance. Policy: YLL 2722027-8713

Payments of accounts: All accounts for payment are presented and approved by the Parish Council. Two authorised Council members approve all payments, payment is raised by Clerk and then verified by a Council member. Details of all payments are recorded in the minutes.

Financial statement: This is presented at each council meeting giving current financial position.

End of year statement: This is provided after the end of the financial year. All accounts and financial transactions are audited annually by the internal auditor.

Cash: The Clerk or Councillors do not hold cash and do not operate a petty cash system.

The Parish Clerk: The Clerk needs to give at least two months' notice of termination of contract to appoint a replacement. In the event of unavoidable absence meetings would be re-arranged.

Councillors: The Parish Council operates the legal system for replacement of any councillor resigning during his/her term of office.

Records: The Clerk holds all current records. Copies of minutes can be found on the Coombe Bissett web site. Paper copies of historical agendas and minutes are stored in the council's filing cabinet at the Coombe Bissett Village Hall. Agendas and minutes from the current year are stored in the Clerk's home office.

Children's play area: Checks of the play and adult equipment is carried out every other month by Council members. Any high-risk problems identified will be dealt with immediately and any medium risk problems will be managed as soon as possible. RoSPA inspects the area annually.

Recreation field: Parish Councillors clearing dog faeces should wear protective gloves, use a scooper and good quality bags to protect themselves. Any broken glass or general litter must be handled with care using appropriate personal protection equipment to avoid injury.

Assets: The Chairman and Clerk confirm all Parish Council assets annually.

Contractors: All appointed contractors must provide a copy of their third-party liability insurance and risk assessment.

Reviewed 8 September 2026

Next review September 2028