

## **NORHAM PARISH COUNCIL RISK ASSESSMENT**

Based on the Risk in Parish Councils document from NALC/CAN, the following risks were assessed:

### **Insurance**

The Council's Insurance Broker is currently Clear Ltd who specialise in Local Council Insurance. There is a three-year agreement in place, which expires on 31<sup>st</sup> May 2025. Public Liability, Employers Liability and Officials Indemnity are currently £10,000,000 for Public Liability, £10,000,000 for Employers Liability, and £500,000 for Officials Indemnity, designated as appropriate by our Insurers (Aviva Insurance Ltd), and these are regularly reviewed.

### **Internal Auditor /Accounts**

An independent Internal Auditor, with accountancy experience, is appointed each year to ensure that the Internal Audit is carried out rigorously.

### **Staffing**

If the Clerk is away the Chair or Vice Chair takes Minutes and responds to correspondence. The Clerk is in regular e-mail contact with other Council members. In the event of a long absence, the Chair would have access to post delivered to the Clerk's address. The Chair also has a note of the password for the Clerk's designated email address, and bank and PAYE details.

### **Signing of cheques**

Two out of three designated signatures are required when cheques are signed.

### **Sharing the responsibility**

Grass cutting work is contracted out to a third party. Trees are inspected regularly by a third party, and appropriate action taken. Public convenience cleaning is contracted out.

### **Records**

Key records are stored in a locked filing cabinet in the clerk's office and/or in the village hall. Key documents are stored on the Clerk's computer and are sent electronically to Council members, or hand delivered. There are two back-up memory sticks and paper copies of key documents are on file for easy access by other council members. Most of those documents are also on the website

### **Legalities**

The council has access to professional help from NALC and CAN and consults with them regularly. HMRC can be consulted about Salaries, PAYE and VAT.

### **Property**

Street furniture and Play area equipment are regularly inspected. They are insured with Aviva. Safety inspections on Play area equipment and grounds are carried out weekly by identified Council members and an additional annual inspection is carried out by RoSpa. Repairs are carried out to bus shelters and seats when needed.