NORTH LOPHAM PARISH COUNCIL RISK MANAGEMENT POLICY

1. The Council adopted a set of Standing Orders at its meeting on the 10th September 2014.
2. All Councillors sign the Declaration of Acceptance of Office after election and the Chair signs the Declaration of Acceptance of Office annually after election at the AGM in May.
3. As Councillors begin their term of office they complete the Dispensation Form for personal financial interests and undertake to review this if circumstances change during their period of office.
4. The Council adopted Financial Regulations (adapted from the National Association of Local Councils Model) at its meeting on 10th September 2014.
5. The Council has insurance through Allianz to cover for risks in accordance with guidelines approved by the National Association of Local Councils.
6. Minutes of All Meetings are published on Notice Boards and the North Lopham website (www.northlopham.org.uk) initially in draft form before approval at the following meeting.
7. The agenda for each meeting is published at least 3 clear working days before the meeting and gives opportunity for Councillors to Declare interests in any items on the agenda as appropriate.
8. At each meeting the current state of the accounts is reviewed and all items of expenditure presented to the Council for approval.
9. All cheques are signed by two approved signatories.
10. An Annual Budget (for the following financial year) is prepared and presented to the Council in **November** for approval to determine the annual precept.
11. An internal auditor inspects the accounts prior to their annual submission to the Council at the AGM for approval.
12. The approved accounts are submitted to the external auditor (currently Mazars) in line with Government requirements.
13. Regular maintenance of the pond and surrounding area (approximately every 2 months) is designed to reduce risk of flooding (by ensuring drains are clear) and of accident (by inspect of the barrier fence). The life-belt and line are checked for completeness and the seats inspected for damage.
14. Mindful of the potential health hazard from duck faeces and from vermin feeding on left over food the Council makes appeals (via displayed notices and The Lophams News) asking the public not to feed the ducks and thus artificially increase the population.
15. Homeowners and Farmers are reminded on a regular basis to cut back hedges and trees to leave footpaths clear, thus minimising the risk of injury to pedestrians.
16. The headstones are inspected annually in the burial ground (in March before the start of the grass cutting season) to see whether any are in immediate danger of toppling. Those identified as such are laid flat and attempts made to contact relatives of the deceased to invite them to have the necessary repairs carried out. The Council as Burial authority may make arrangements to rectify problems with stones when relatives cannot be contacted.

This policy dated September 2014 and formally adopted by the Parish Council meeting on the 10th September 2014 will be reviewed from time to time as necessary.