

Forncett Parish Council

General Risk Management Policy

1. The Council adopted the Local Government Association Model Code of Conduct for Parish Councils on 16 February 2023.
2. The Council adopted a set of Standing Orders and Guidance on Chairmanship at its meeting on 16 March 2023.
3. 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.
4. As Councillors begin their term of office they complete the register of financial interests, and undertake to review this if circumstances change during their period of office.
5. The Council adopted 'Financial Regulations' (adapted from the National Association of Local Councils model) in May 2023.
6. The Council has Insurance through AJ Gallagher & Co to cover for risks in accordance with guidelines approved by the National Association of Local Councils.
7. The Council has adopted the Model Publication Scheme prepared and approved by the Information Commissioner in respect of 'Freedom of Information'.
8. Minutes of all meetings are published on the www.forncettparishcouncil.norfolkparishes.gov.uk web-site initially in draft form, before formal approval at the following meeting.
9. The agenda for each meeting is published at least three clear working days before the meeting and gives opportunity for Councillors to Declare Interests in any items on the agenda, as appropriate.
10. At each meeting the current state of the accounts is reviewed and all items of expenditure presented to the Council for approval.
11. All cheques are signed by two approved signatories and all electronic payments are authorised by two authorised signatories.
12. An annual budget (for the following financial year) is prepared and presented to the Council in December for approval, to determine the annual precept.
13. An 'internal auditor' inspects the accounts prior to their annual submission to the Council at the AGM for approval.
14. The approved accounts are submitted to the external auditor (currently 'PKF Littlejohn') in line with government requirements.

This Policy was adopted by Forncett Parish Council on 21 March 2024 and will be reviewed annually.