

LONGFORD PARISH COUNCIL – RISK ASSESSMENT

REVISED 2011

AGENDA'S FOR MEETINGS

RISK LOW

Originals for current and previous year filed in filing cabinet at Birch Cottage
Greater than 2 years are stored at DDDC Council Offices, Matlock. Each Councillor has copies

MINUTES OF MEETINGS

RISK LOW

Originals for current and previous year filed in filing cabinet at Birch Cottage
Greater than 2 years are stored at DDDC Council Offices at Matlock. Each Councillor has copies

CORRESPONDENCE ISSUED ON BEHALF OF THE COUNCIL

RISK LOW

Original filed in filing cabinet at Birch Cottage
Copies filed by Chairman Monthly

CORRESPONDENCE RECEIVED ADDRESSED TO THE COUNCIL OR CLERK

RISK MEDIUM

Original filed in filing cabinet at Birch Cottage

CASH BOOK

RISK MEDIUM

Originals filed in filing cabinet at Birch Cottage
INCOME , covered by Bank and Building Society transactions, Customs & Excise, DDDC, DCC
and can be recovered by requesting the necessary information
EXPENDITURE can be re instated from the Council's minutes

PETTY CASH

RISK NIL

No cash handled by the Clerk or any Member of the Council

INSURANCE POLICIES AND SUPPORTING DOCUMENTS

RISK LOW

Originals filed in filing cabinet at Birch Cottage
Duplicate copies can be obtained from the Insurer, identified in Council minutes

BANK ACCOUNT BOOKS

RISK LOW

Originals filed in filing cabinet at Birch Cottage
Duplicate copies can be obtained from the bank who can be identified from DDDC

CHEQUE BOOK

RISK MEDIUM

Current Cheque Book held by the Clerk at Birch Cottage. 2 signatories from Councillors required

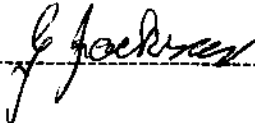
COMPLETED CHEQUE BOOK STUBS

Held by the Clerk at Birch Cottage

All transactions held by the Bank, if historic records are required

This constitutes the total exposure of the Council

Agreed at the Council Meeting held on the -----

Signed on behalf of the Council -----  ----- Chairman