

South Lopham Parish Council Risk Management Policy 2016-17

- Pursuant to section 27 of the Localism Act 2011 the Council adopted a new Code of Conduct on 12/07/2012. The council adheres to the Breckland District Council Model Code of Conduct for Parish Councils
- The Council adopted on 08/09/2011 the Model Publication Scheme of the Freedom of Information Act from the ICO
- The Council adopted new Financial Regulations on 13/09/2012 and new Standing Orders on 13/03/2014
- The council has an Insurance Policy with Aon.
- All councillors sign a declaration of acceptance of office
- All councillors complete a notice of financial and other interests on acceptance of their position
- All meetings are minuted and those minutes displayed for public viewing
- At each meeting the minutes are proposed and seconded as being accurate before signing
- The agenda for each meeting offers the opportunity for council members to declare an interest in any agenda item
- The agenda for each meeting includes an accounts item where the bank balances are presented for scrutiny
- The annual budget for the setting of the precept is presented for acceptance, proposed and seconded
- All invoices are proposed and seconded for payment
- All cheques have two signatories
- The accounts are made available for general inspection annually
- An internal auditor is appointed to inspect the accounts annually
- The accounts are scrutinised annually by the Audit Commission
- The council has a website where information is published and which complies with the new legislation on transparency.
- The AGM is open to members of the public/parish as are all bi monthly Parish Council Meetings