

## ADVICE NOTE: Pidley cum Fenton Parish Council Risk Assessment Table

### PIDLEY CUM FENTON PARISH COUNCIL: RISK MANAGEMENT

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	M	Buildings insured. Value increased annually by RPI.
Finance	Banking	M	Reserves & banking with Lloyds. <b>Look into options for better investment for reserves.</b>
	Risk of consequential loss of income	M	Insurance cover. Sum insured £10,250. Back up of all documents kept within clerks home.
	Loss of cash through theft or dishonesty	M	No cash kept on premises. Clerk has no access to cash.
	Financial controls and records	M	Monthly reconciliation prepared by RFO and checked by Chairman and reported to Full Council. Two signatories on cheques. Internal and external audit.
	Comply with HMRC Regulations	H	Use help line when necessary. VAT payments and claims calculated by RFO and submitted bi-annually.
	Sound budgeting to underlie annual precept	M	Full Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Full council monthly.
	Complying with borrowing restrictions	L	No new borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Risk assessments of individual events such as Community Event carried out as necessary.
	Legal liability as consequence of asset ownership (playground)	M	Insurance in place. Weekly checks of playgrounds and written records kept. Annual checks by ROSPA of playground.

Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation. DIS checked weekly for updates. Clerk is member of SLCC Advisory Group
	Comply with Inland Revenue requirements	M	Regular advice from HMRC. Internal and external auditor carry out annual checks.
	Safety of Staff and visitors	L	Clerk works from home.
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets monthly and always receives and approves Minutes of meetings held in interim. Minutes made available to press and public on the village notice boards, emails and via the web site and social media.
Councillors propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed.