

RISK ASSESSMENT AND MANAGEMENT 2020/2021

Area	Risk	Level	Control (and agreed improvements)
Finance	Banking	Med	Sums of less than £20,000 with TSB Bank
	Risk of consequential loss of income	Med	Insurance cover. Sum insured £60,000 (to cover loss of income and relocating office). Important documents backed up and taken off premises.
	Loss of cash through theft or dishonesty	Low	No petty cash used.
	Financial controls and records	Med	Bi-monthly reconciliation prepared by Clerk. Two signatories on cheques. Internal and external audit
	Comply with Customs and Excise Regulations	High	VAT payments and claims calculated by Clerk. Internal and external auditor to provide double check where necessary.
	Sound budgeting to underlie annual precept	High	Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council on regular basis.
	Comply with borrowing restrictions	Low	Yes if Council were to proceed with a project.
Liability	Risk to 3rd party, property or individuals	Med	Insurance in place
	Legal liability as consequence of asset ownership	High	Insurance in place. Council's asset register includes war memorial, bus shelter, telephone and noticeboards - maintained on an ad hoc basis
Employer liability	Comply with employment law	Med	Membership of SALC, SLCC. Contract of employment issued to Clerk
	Comply with Inland Revenue requirements	Med	PAYE system in place for Clerk

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	Safety of staff and visitors	Med	H & S risk assessment checks considered before public events. Also Covid-19 requirements.
Legal liability	Ensuring activities are within legal powers	High	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	Proper and timely reporting via the minutes	Med	Council meets every 2 months together with the Annual Parish Assembly. Parish Council minutes made available to public and press on website
	Proper document control	Med	Documents in Clerk's home. Other data storage to comply with the Data Protection Act. Some records at Records Office.
Councillor propriety	Registers of interest and gifts and hospitality in place	High	Register of interests noted at each meeting and recorded in book kept by clerk.

Approved at a meeting of the Parish Council on 17 May 2021