

Cheddon Fitzpaine Parish Council
Risk Assessment and Management 2022-23

Area	Risk	Level	Control (and agreed improvements)
Assets	Protection of physical Assets	M	Notice Boards insured. Assets list updated annually for insurance purposes. No damage has occurred in the last 12 months.
	Security of buildings, equipment etc	L	Not practicable to fix Security systems to the physical assets mentioned above. All assets are in the open and in full view.
	Maintenance of buildings etc	L	No buildings.
Finance	Banking	M/H	Precept of £37,246.84 held with Nat West. National Savings Investment Account holds reserved election fees separately
	Loss of cash through theft or dishonesty	L	No cash held by Clerk
	Financial controls and Records	M	Monthly reconciliation prepared by Clerk, checked by a Councillor, and reported to the Council. Two signatories on Payment Sheet for Internet banking. Internal audit ensures appropriate records are maintained.
	Comply with customs and Excise Regulations	L	VAT payments and claims calculated by Clerk.
	Sound budgeting to underline annual Precept	M	Council receives detailed budgets in November/December. Precept derived directly from this. Expenditure against budget reported to the Council frequently
	Complying with borrowing restrictions	L	N/A
Liability	Risk to third party, property or individuals	L	Insurance in place
	Legal liability as consequence of asset ownership	L	Insurance in place

Employer liability	Comply with employment law	M	Membership of various national and regional bodies SALC & SLCC
	Comply with HMRC	M	Regular advice from HMRC. Use of Basic PAYE Tools for salary payments.
	Safety of staff and visitors	M	Risk Assessments are regularly reviewed.
Legal liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary
	Proper and timely reporting via the Minutes	L	Council meet 12 times a year, receives and approves minutes of meetings held in interim. Minutes made available to public via website or by contact with the clerk
	Proper document control	M	Leases and legal documents in Clerks office /house. Archive Loans to Public Record Office. Other data storage to comply with Data Protection Act
Councilor propriety	Registers of interest and gifts and hospitality in place	H	Register of interest completed. Link created to direct to SWT website.

This Risk Assessment document was reviewed and approved by Cheddton Fitzpaine Parish Council on the 9th May 2023.

Signed Chairman

Date: