

Cheddon Fitzpaine Parish Council Risk Assessment and Management 2020-21

Area	Risk	Level	Control (and agreed improvements)
Assets	Protection of physical Assets	M	Notice Boards insured. Value increased annually by RPI
	Security of buildings, equipment etc	L	Not practicable to fix Security systems to the physical assets shown above. All these Assets are in the open and in full view.
	Maintenance of buildings etc	M	Notice Boards currently maintained on an ad hoc basis. Ongoing inspection 12 times a year
Finance	Banking	M	Sums of less than C£40,000 with high Street bank (currently Nat West PLC) and National Savings Investment Account
	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 cheques and Payment Sheet for Internet banking. Internal and external audit.
	Comply with customs and Excise Regulations	H	VAT payments and claims calculated by Clerk. Internal and external auditor to provide double check.
	Sound budgeting to underline annual Precept	M	Council receive detailed budgets in November. Precept derived directly from this. Expenditure against budget reported to the Council periodically
	Complying with borrowing restrictions	M	None

Area	Risk	Level	Control (and agreed improvements)
Liability	Risk to third party, property or individuals	M	Insurance in place
	Legal liability as consequence of asset ownership	H	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 Internal and external auditor carry out annual checks
	Safety of staff and visitors	M	Regular H & S assessment checks to village hall prior to meetings
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	M	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

THIS RISK MANAGMENT PAPER WILL BE CONSIDERED BY THE COUNCIL ON 8 June 2020

AND WILL BE REVIEWED AGAIN IN 12 MONTHS

Signed Chairman

Date: