

RISK ASSESSMENT AND MANAGEMENT FOR WICKHAM BISHOPS PARISH COUNCIL

Proposed by:

Seconded by:

Date:

This Risk Assessment was adopted by the Parish Council at its Finance Committee Meeting held on 16th March 2018.

Signed:

Risk	Level	Control
Protection of physical assets	M	Assets insured, with the replacement value assessed annually.
Security of buildings, equipment, etc	H	Parish Council owns no buildings and minimal equipment. Chairs of Office secured in Chairman's dwelling, kept securely locked when vacant. Laptop, printer and projector secured in Clerk's dwelling, kept securely locked and alarmed when vacant. Speedgun when not in use secured in Councillor's dwelling, kept securely locked and alarmed when vacant. External equipment: Street lights, benches, bus shelter, village noticeboards and trestle bridge information boards inspected regularly for damage. Leased air raid shelter is kept securely locked with key held in the Councillor's dwelling, Clerk's dwelling and in the Library.
Maintenance of buildings, etc	M	Parish Council owns no buildings. Air raid shelter is leased to the Parish Council with repairing responsibilities. There are no services to the shelter. Shelter inspected regularly for defects.
Banking	H	Dual-signature online and chequebook accounts with Barclays. Maximum signatories maintained as three councillors. All payments require second approval or co-signature.
Risk of consequential loss of income	L	Insurance cover. Single laptop backed up constantly, remotely to Microsoft.

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Loss of cash through theft or dishonesty	L	All expenses claimed back with supporting receipts with two signatures required for approval. Purchases over £3000 require a minimum three quotations; between £100 and £3000 shall strive to obtain three quotations. New expenditure approved in advance by Council.
Financial controls and records	M	Monthly reconciliation and budget status prepared by Clerk, signed by two signatories. Two signatories on cheques, second approval on internet banking. Internal and external audit.
Comply with Customs and Excise Regulations	M	VAT claims calculated and submitted by the Clerk.
Sound budgeting to underlie annual precept	M	Finance Committee develops detailed budget projection and targeted Reserves in November, with recommended Precept. Approved by Full Council in December for precept request submission in January.
Complying with borrowing regulations	L	No borrowing required.
Risks to third party, property or individuals	M	Public Liability and Employers Liability Insurance in place. Parish Council has no open spaces. Trees investigated when damage reported. Public Rights of Way volunteer group has approved training and suitable PPE and tools provided by ECC. Site Risk Assessment carried out before commencing work.
Legal liability as a consequence of asset ownership (open spaces, war memorial, bus shelter, street lights)	H	Insurance in place. 6-monthly checks of external equipment. Annual detailed inspection of streetlights.
Comply with employment law	M	Membership of SLCC, EALC and NALC.
Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue, internal auditor carries out annual checks. Use of external payroll service producing statutory End of Year returns, Employer and Employee statements.
Safety of Staff and Visitors	M	No building owned. Clerk works from home. Home office inspected six monthly for suitability.

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Ensuring activities are within legal powers	H	Clerk clarifies legal position on new proposals. Legal advice to be sought where necessary.
Proper and timely reporting via the minutes	M	Council meets once a month and receives and approves minutes of meetings held in interim. Minutes made available to press and public on Council's website within 14 days of meeting.
Proper document control	M	Document Retention and Email policies adopted. Current leases and legal documents held in Clerk's home office. Long-term storage at Essex Record Office used for non-current documents requiring preservation.
Registers of interests and gifts and hospitality in place	L	Register of interests available for completion if necessary.