

BRADFORD ON TONE PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT 2018/19

Area	Risk	Level*	Control (and agreed improvements)
Finance	Banking	M	Sums of less than £20,000 with NatWest Bank
	Risk of consequential loss of income	M	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	H	Receipts issued – no cash handled.
	Financial controls and records	M	Monthly reconciliation prepared by Clerk. Three signatories on cheques. 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 where necessary.
	Sound budgeting to underlie annual precept	M	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	L	No borrowing envisaged.
Liability	Risk to 3 rd party, property or individuals	M	Insurance in place – certificate in village hall internal noticeboard
	Legal liability as consequence of asset ownership	H	Insurance in place. Council's asset register includes 1 bus shelter, 1 salt bin, 2 noticeboards, 1 Rights of Way display board, 1 telephone box, 1 defibrillator and box. Asset register available
Employer liability	Comply with employment law	M	Membership of SALC. Contract of employment issued to Clerk
	Comply with Inland Revenue requirements	M	External auditor carries out annual checks.
	Safety of staff and visitors	M	H & S risk assessment checks considered before public events.
Legal liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	Proper and timely reporting via the minutes	M	Council meets every 2 months together with the annual parish meeting and annual meeting of the Parish Council. Parish Council minutes available on website. Agenda on noticeboards.
	Proper document control	M	Legal documents in Clerk's home. Other data storage to comply with the Data Protection Act. Old minutes at Records Office
Councillor propriety	Registers of interest and gifts and hospitality in place	H	Register of interest completed at each meeting.

*L – Low M – Medium H-High

Approved by Parish Council at their meeting on 23 May 2018