

WHATLINGTON PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT

Area	Risk	Level	Impact	Control
Assets	Security of equipment	L	M	Lap top computer and printer insured under 'All Risks' while at clerks home. Insurance to be taken out for use elsewhere, when necessary.
	Street Furniture	L	L	Village sign and post, Memorial seat, bus shelter, Notice board and flagpole Defibrillator and box- All covered by 'All Risks' Insurance.
	Maintenance of Assets	L	M	Continuous regular review.
Finance	Banking	L	H	All dealings with bank carried out by clerk and monitored by council and internal auditor.
	Loss of cash through theft or dishonesty.	L	H	Insurance cover – as insured under indemnity on policy
	Financial controls and records.	L	H	Reconciliation carried out by clerk when bank statements received approximately two monthly. Budget reviewed twice a year. Two signatories for all cheques. Internal audit.
	Comply with Customs and Excise Regulations.	L	M	VAT claims calculated and claimed by clerk annually, end of February. Internal auditor provides double check.
	Sound budgeting to underlie annual precept.	L	H	Council receives detailed budgets at August and January meetings. Precept derived and agreed by councillors in January.

FINANCE CONTINUED

	Complying with borrowing restrictions.	L	M	No borrowing likely at present.
Liability	Risk to third party, property or individuals.	L	L	Insurance in place.
	Complying with Insurance conditions. All councillors correspondence to be collectively and through the clerk L	L	H	Continued vigilance.
Employer Liability	Comply with Employment law.	L	L	Membership of Sussex Association of Local Councils.
	Comply with Inland Revenue requirements.	L	M	Internal auditor carry out annual checks. All salary payments when made advised to Inland Revenue
Legal Liability	Ensuring activities are within Legal powers.	L	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes.	L	M	Council meets five times each year and approves minutes at following meeting. Minutes available to press and public on web site and by request to the clerk.
	Proper document control.	L	M	Current council papers stored with clerk and comply with the Data Protection Act. Old papers stored in archives at Falmer. Village Hall Deeds stored by clerk, copy with Chairman.
Councillor Propriety.	Registers of Interests and gifts	L	L	Register of interest completed. Gifts and hospitality register is present at each council meeting. To be included as an agenda item at the meeting following election of councillors.

This risk management policy was considered and agreed by the Council on the 18th January 2018 and will

be reviewed again in 12 months

page 3 of 3

Whatlington Parish Council

Area to be Monitored	Who Monitors?	How (Method chosen)	Analysis and evaluation.
Bus Shelter	The Royal Handyman	Monthly visual inspection	
Village Sign	Clerk	Monthly visual inspection	
Seat by Bus Shelter	Clerk	Monthly visual inspection	
Defibrillator	Royal Oak Landlord	Weekly visual inspection	Councillor Fisher to audit Inspection book.