

# 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 and External audit.
	Comply with Customs and Excise Regulations.	L	M	VAT claims calculated and claimed by clerk annually, end of February. Internal and external 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.
<b>Liability</b>	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.
<b>Employer Liability</b>	Comply with Employment law.	L	L	Membership of Sussex Association of Local Councils.
	Comply with Inland Revenue requirements.	L	M	Internal and External auditor carry out annual checks. All salary payments when made advised to Inland Revenue
<b>Legal Liability</b>	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.
<b>Councillor Propriety.</b>	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 councillor's

**This risk management policy was considered and agreed by the Council on the 21st January 2016 and will be reviewed again in 12 months**

**Whatlington Parish Council**

<b>Area to be Monitored</b>	<b>Who Monitors?</b>	<b>How (Method chosen)</b>	<b>Analysis and evaluation.</b>
<b>Bus Shelter</b>	<b>Clerk</b>	<b>Monthly visual inspection</b>	
<b>Village Sign</b>	<b>Clerk</b>	<b>Monthly visual inspection</b>	
<b>Seat by Bus Shelter</b>	<b>Clerk</b>	<b>Monthly visual inspection</b>	
<b>Defibrillator</b>	<b>Royal Oak Landlord</b>	<b>Weekly / Monthly visual inspection</b>	