

**BARDON MILL PARISH COUNCIL
ANNUAL RISK ASSESSMENT 31 JANUARY 2016**

Purpose of the Document

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- ✍ Identify the areas to be reviewed.
- ✍ Identify what the risk may be.
- ✍ Evaluate the management and control of the risk and record all findings.
- ✍ Review, assess and revise if required.

FINANCIAL & MANAGEMENT			
SUBJECT	RISK(S) IDENTIFIED	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS REVISE
Precept	Adequacy of precept	Sound budgeting to identify cash needs. The precept is an agenda item at the December council meeting. At the meeting the council receive a budget update report and cashflow projection for the following financial year. With this information the Council maps out the required monies for standing charges and agreed projects. The figure is then submitted to N C C by the clerk. The clerk informs the council when the payments are received usually April and October.	Existing procedure adequate
Financial Records	Inadequate records. Financial irregularities	The Council has Financial Regulations which set out the requirements. Internal Audits carried out.	Existing procedures adequate. Review the Financial regulations when necessary.
Bank & Banking	Inadequate checks. Bank mistakes Loss. Charges	The Council has Financial Regulations which set out the requirements for banking. Cheques require two signatories and accounts are presented at each Council meeting. Any bank errors are identified by the Clerk and dealt with immediately by informing the bank and Chair.	Existing procedures adequate. Review the Financial regulations when necessary. Review the bank signatory mandate especially after an AGM and an election. Monitor the bank statements monthly
Reporting & Auditing	Information Communication	A monitoring statement is produced before each Council meeting. This statement includes bank reconciliation, budget update and a breakdown of receipts and payments.	Existing communication procedures adequate
Direct Costs	Incorrect invoicing. Cheques paid incorrectly	At each Council meeting the Council approves the list of requests for payment. Two signatures are required on all cheques and invoices presented with the cheque	Existing procedures adequate. Review the Financial regulations when necessary.
Grants & support payable	Power to pay. Authorisation of Council to pay	All requests go through the required Council process for approval, minuted and listed accordingly.	Existing procedure adequate

**BARDON MILL PARISH COUNCIL
ANNUAL RISK ASSESSMENT 31 JANUARY 2016**

Clerk	Fraud. Actions undertaken	The requirements of the Fidelity Guarantee to be adhered to. Clerk should be provided with adequate, relevant training, reference materials and access to assistance and legal advice.	Existing procedure adequate. Continue membership to NALC
VAT	Reclaiming	The Council has Financial Regulations which set out the requirements. VAT to be reclaimed annually. Clerk to monitor on an ongoing basis.	Existing procedure adequate
Annual Return	Submission within time limits	Annual Return is completed and signed by the Chair, submitted to the internal auditor for completion and signing. It is then published on the website.	Existing procedure adequate
Insurance	Adequacy. Cost. Compliance. Fidelity Guarantee	An annual review is undertaken of all insurance arrangements in place prior to renewal. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate. Review provision and compliance annually.
Freedom of Information Act	Policy & provision	The Council has adopted the model publication scheme for Local Councils. There have been no requests for information to date but the Council are aware that such requests may require additional hours of work.	Monitor and report any impacts of requests under the Freedom of Information Act.
PHYSICAL EQUIPMENT OR AREAS			
SUBJECT	RISK(S) IDENTIFIED	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS REVISE
Council Records - paper	Loss through: theft, fire, damage	The Parish records are stored at the home of the Clerk. Records include historical correspondence, minutes and financial information.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council Records - electronic	Loss through: theft, fire, damage, corruption of computer	The Parish Council's electronic records are stored on the Council's Laptop. Back ups of files are taken at regular intervals.	Back up of electronic files produced regularly and stored in metal cash box.
Public Seating	Asset not fit for purpose, potential risk to public	The Parish Seats and Benches have been inspected and a photographic record taken. A program of remedial works are to be undertaken to restore all benches. This will be followed up with regular maintenance inspections.	Existing procedure adequate
Bus Shelter	Asset not fit for purpose, potential risk to public	An inspection is carried out on a quarterly basis and any repairs needed reported at the Council meetings and quotes are obtained and contractors instructed promptly	Existing procedure adequate
Bin Store	Asset not fit for purpose, potential risk to public	An inspection is carried out on a quarterly basis and any repairs needed reported at the Council meetings and quotes are obtained and contractors instructed promptly	Existing procedure adequate
Roads & Verges	Hedges, grass, shrubs causing a visual or physical obstruction	An inspection of all parish roads is carried out annually and hazards to pedestrians and motorists identified. An external contractor is then instructed to cut back identified areas.	Existing procedure adequate

**BARDON MILL PARISH COUNCIL
ANNUAL RISK ASSESSMENT 31 JANUARY 2016**

War Memorial	Asset not fit for purpose, potential risk to public	An external contractor is employed to keep the area tidy and maintained. Any defects needing attention to be reported and acted upon accordingly.	Existing procedure adequate
Brush cutter	Potential risk to operator, public or passing vehicles. Damage to roadside structures.	Ensure operator has own insurance and certificates for use and it is regularly maintained and serviced.	Operator to report any incidents or dangerous occurrences to the Council.
LIABILITY			
SUBJECT	RISK(S) IDENTIFIED	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS REVISE
Legal Powers	Illegal Activity or payments	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings.	Existing procedure adequate
Minutes/Agendas/Notice Statutory Documents	Accuracy and legality. Non-compliance with statutory requirements. Business Conduct	Minutes and Agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and Agendas are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate. Undertake adequate training. Members to adhere to Code of Conduct.
Members Interests	Conflict of interest. Register of members interests	Councillors have a duty to declare any interest at the start of the meeting. Register of members interest forms to be reviewed at least annually.	Existing procedure adequate. Members take responsibility to update their register.
The information above was agreed at the December 2017 meeting of Bardon Mill Parish Council and will be agreed annually as being a correct record.			Min Ref: 17/55.04
Signed			
Chairman	Dated		
Clerk	Dated		