



# Bearley Parish Council Risk Management V2

<b>Status</b>	<b>Adopted</b>
Date of review	19 September 2023
Date of next review	May 2024
<b>Previous</b>	
V1 Adopted	March 2018



AREA	RISK	LEVEL	CONTROL
<b>Assets</b>	Protection of physical assets	M	Buildings if appropriate and / or other assets insured such as play equipment and street lighting. Value increased annually by RPI.
	Security of buildings, equipment, etc	L	PC does not have direct responsibility for any buildings.
	Maintenance of buildings, etc	L	As above
<b>Finance</b>	Banking	M	Accounts held with a high street bank
	Risk of consequential loss of income	M	Important documents are backed up and stored by Parish Clerk.
	Loss of cash through theft or dishonesty	M	Receipts issued & all cheque payments authorised by two Cllrs.
	Financial controls and records	M	Monthly reconciliation prepared by Clerk and reported to Council. Two signatories on cheques. Internal and external audit.
	Comply with Customs and Excise Regulations	M	VAT payments and claims calculated by Clerk. Internal and external auditor to provide double check. Use HMRC help-line when necessary.
	Sound budgeting to underlie annual precept	M	Council receive detailed budgets monthly. Precept derived directly from this.
	Complying with borrowing restrictions	L	No new borrowing likely at present.
<b>Liability</b>	Risk to third party, property or individuals	M	Insurance in place & reviewed by Clerk and PC annually. Open spaces checked regularly. Trees investigated when damage reported.
	Legal liability as consequence of asset ownership (especially burial ground & playgrounds)	H	Insurance in place & subject to annual review. Regular checks of playgrounds & Churchyard and Annual Safety Inspection with ROSPA and actions carried out.
<b>Employer Liability</b>	Comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation.
	Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue. Internal and external auditor carry out annual checks.
<b>Legal Liability</b>	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets bimonthly and receives and approves Minutes of previous meeting. However, Draft Minutes are published within one month of the meeting taking place. Draft and Approved Minutes are made available to press and public via the website, email or by contacting the Clerk.
	Proper document control	M	Data storage to comply with Data Protection Act. Safe document storage. Clerk has implemented document storage.
<b>Councillor priority</b>	Registers of Interests and gifts and hospitality in place.	H	Register of interests completed. Any gifts and hospitality declared at each Council meeting.