

SANCTON PARISH COUNCIL

Risk Assessment and Management – May 2019

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Assets	Protection of physical assets - Benches around parish Litter bins around parish Grit bin – Houghton Lane Notice boards Flag pole Cemetery Village Field Play Area – play equipment Gravel Pits – bird/bat boxes Pond Water pump Christmas Tree pit	Low	Assets insured. 4 benches, flagpole and 4 notice boards, 5 litter bins, grit bin, bird boxes, covered under “Street Furniture” for All Risks up to £9,570.76 Playground equipment covered for All Risks up to £30,698.12. Outside equipment covered for All Risks up to £19,982.00. Christmas Tree Pit insured for £1047.14. Risk assessment to be carried out annually.	Low
Assets	Security	Low	Salt stock stored at Lodge Farm. Council papers stored securely at Clerk’s home – always occupied or locked. Council papers currently stored securely at Clerk’s premises – always occupied or locked. Office contents insured for up to £2,519.38. for all risks including theft.	Low

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Liability	Risk to third party, property or individuals	Medium	Public Liability insurance of £12,000,000 in place.	Medium
	Benches, notice boards, grit bin, litter bins, bird boxes	Low	Risk assessed 2017. New noticeboard's on Low Street and Houghton Lane in 2017. All items in good safe order. Risk Assessment to be carried out annually.	Low
	Pond	High	General risk assessment carried out May 2017. Risk assessment to be carried out annually. Fence surrounds pond to prevent vehicle access. Vegetation at pond edge deters general public from getting too close to water. Grounds maintenance contractor cleans pond when required – covered by insurance. ERYC cut grass – own insurance. Pump has sign advising water is unfit for drinking and is insured for £19,982.00. Deep Water sign in pond. H&S Guidelines for volunteer working to be adhered to.	High
	Flagpole	Low	Pole lowered and cleaned in 2018. In good condition. General risk assessment carried out March 2015. Mechanism in good order. Volunteer H&S Guidelines to be adhered to.	Low
	Christmas Tree pit	Low	Built into the ground by ERYC at the corner of Low Street and King Street in December 2018. Lockable top is flush with the ground. No perceivable risks	Low

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Finance	Banking	Low	Money with High Street bank.	Low
	Consequential loss	Low	No investments, but any future ones will be reviewed annually.	Low
	Loss of monies	Low	No cash transactions. Insurance cover for crossed cheques in place. Internal audit. Regular bank reconciliations of cash book to bank accounts carried out by Clerk. Bank statements presented to all members monthly.	Low
	Fraud	Low	Two cheque signatories plus cheques drawn by Clerk. Internal and external audits.	Low
	Compliance with HMRC regulations	Low	Annual VAT returns completed by Clerk and reported to Council. Independent payroll processor. Internal and external audits.	Low
	Sound budgeting to underlie precept	Low	Council receive detailed budget annually and precept is derived directly from this. Budget set by Council. Expenditure v budget reported to Council monthly.	Low
	General financial control	Low	Council adopted new Financial Regulations in May 2016 (reviewed May 2018) All financial procedures clearly laid out. Financial regulations reviewed annually.	Low

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Finance	Loss of financial data	Low	Manual accounts and VAT kept. Hard copies kept of financial reports/budgets.	Low
	Best value obtained	Low	Parish Council consider quotations at public meetings. Purchases over £501 are subject to quotation process specified in Financial Regulations.	Low
Employer Liability	Compliance with Employment Law	Low	Membership of ERNLLCA – Executive Officer at ERNLLCA is a Chartered Member of The Institute of Personnel and Development. Employer’s Liability insurance in place. (£10,000,000)	Low
	Compliance with HMRC regulations for employees	Low	Independent payroll processor. Internal and external audits.	Low
	Safety of staff and visitors	Low	Employer’s liability insurance in place. Public liability in place. To be reviewed annually.	Low
Legal Liability	Ensuring activities are within legal powers	Medium	Clerk clarifies legal position on new proposals. Councillors encouraged to read Good Councillors Guide. Councillors provided with copies of Code of Conduct, Standing Orders and Financial Regulations. Membership of ERNLLCA. Clerk seeks advice from ERNLLCA’s Advisory Service to check legal position. Clerk member of Society of Local Council Clerks.	Medium

AREA	RISK IDENTIFIED	RISK LEVEL	CONTROL	RESIDUAL RISK
Legal Liability	Provision of information	Low	Draft minutes are published on the notice board & website shortly after each meeting. Approved minutes are available to public on request via the Clerk and website.	Low
	Effective document control	Low	Requests made under the Freedom of Information Act are dealt with in accordance with prescribed guidelines. Documents in use are stored at Clerk's home which is either occupied or locked. Computer/email data is stored in an UK based "Cloud".	Low
Councillor propriety	Registers of Interest and gifts and hospitality	Medium	Registers of Interests completed and returned to ERYC. Gifts and hospitality register has not been required as situation not arisen.	Medium

All remaining risks are managed to a reasonable level.

This risk assessment paper was considered and approved by Sancton Parish Council on 13th May 2019

Prepared by Louise Ward – Clerk to Sancton Parish Council