

Risk Assessment

Area	Risk	Level	Control
Assets	Protection of physical assets	L	Play equipment insured Value increased annually by insurance company. Reviewed annually. Assets register updated regularly
	Security of equipment	L	Clerk & caretaker are the only office key holders
	Maintenance of Buildings	L	Pavilion maintained on an ad hoc basis
Finance	Banking	L	Main account with Unity Trust Bank, secondary Account Nationwide, two of 8 signatories required on each cheque. No petty cash kept Future internet banking requires the RFO to arrange payments only, to be authorised by two Councillors.
	Risk of consequential loss of income	L	Insurance Cover.
	Financial controls and Records	L	Monthly bank reconciliations prepared by RFO and reported to Council, minuted, agreed and Signed by Chairman. Annual internal and external audit.
	Comply with Customs & Excise Regulations	L	VAT payments claimed annually if possible. (unless large amounts warrant earlier claim)
	Sound budgeting to underlie annual precept	L	Budget v Precept table updated and forwarded to Councillors regularly through year. Parish Council review budget in December Precept Report and agreement from full Council
	Complying with Borrowing restrictions	L	No borrowing likely at present
Liability	Risk to third party, Property or individuals Or Councillors Public Liability	L	Insurance cover by Hiscox. Coverage in accordance with their policy.
Area	Risk	Level	Control
	Legal liability as consequence of asset ownership	L	Insurance cover. Play area inspected weekly and written record kept, monthly by MBC and yearly by RoSPA.

Employer Liability	Comply with Employment Law	L	Membership of various national and regional Bodies. Kent Association of Local Councils (KALC) Society of Local Council Clerks (SLCC) Clerks Employment Contract in place Clerks Sickness Policy in place
	Comply with Inland Revenue Requirements	L	Parish Council employs one member of staff (Parish Clerk/RFO). Regular advice received from HMRC. PAYE/NIC payments made monthly. Internal and external auditor checks.
	Safety of Clerks and visitors	L/M	Clerk works from office. Lone working Policy and insurance in place
Legal Liability	Ensuring activities are Within legal powers	L	Clerk clarifies legal position of any new proposal. List of Parish Council powers referred to for all payments and activities. Legal advice to be sought from KALC where necessary.
	Proper and timely Reporting via the Minutes	L	Full Council meets monthly and receives and approves minutes of meetings held. Minutes made available to public and press via notice boards and website.
	Proper document Control	L	Legal documents in Clerk's office. Key documents, deeds etc to be copied and kept in fire safe box. Other data storage to comply with Data Protection Act. FOI Policy undertaken Equality Policy undertaken
Councillor Propriety	Register of Interests	L	Register of Interest completed and updated on a regular basis.

L = Low Risk

M = Medium Risk

H = High Risk

Overall Assessment: LOW

This risk management paper was considered by the Parish Council on 21st September 2015
And will be reviewed again in 12 months, or sooner should the risk change.

Signed.....
Cllr Eve Poulter
Chairman
Sutton Valence
Parish Council

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Janet Burnett
Clerk & RFO
Sutton Valence
Parish Council

Dated.....

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