

Mitford Parish Council Risk Assessment

Type	Risk	Level of Risk	Controls	Review
Assets	Protection of physical assets	M	Maintenance of Assets Register.	On-going
		H	Ensure Assets Register reflects up-to-date assets of the council.	Annually
	Security of assets	H	Review of any equipment on village greens and ensure equipment ownership is clear and unambiguous – ensure insurance reflects agreed legal ownership.	Twice Yearly
	Maintenance of equipment	H	Ensure a programme of checks is in place for any equipment on village greens.	Monthly
Finance	Banking	M	Ensure banking provisions reflect the requirements of the council.	Annually
		M	Precept information sent to County Council by due date.	January
	Loss of cash through theft or dishonesty	M	Ensure Fidelity Insurance adequate for cash handling.	Annually
	Financial controls and records	M	Financial controls in place and regular bank reconciliations completed. Cheque signatories sign cheques and forms.	Annually
		M	Ensure internal auditor is qualified and external auditor reports are actioned.	Annually
	Compliance with financial regulations	M	Clerk to ensure regulations are adhered to; VAT claims are submitted; Audit process to check the council complies with legal requirements.	On-going
	Budgeting	M	Ensure council sets a legal budget and ensure this is regularly reviewed.	On-going
Liability	Risk to third parties, properties or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Risk assessments of individual events.	On-going

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Employers' Liability	Compliance with Employment Law	M	Membership of NALC. Clerk is advised to be a member of SLCC.	On-going
	PAYE/HMCR	M	Clerk to ensure proper declarations and documentation are in place to comply with PAYE requirements.	On-going
	Safety of staff and visitors	M	Ensure the clerk is aware of the health and safety requirements when undertaking parish council work.	On-going
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.	On-going
	Proper and timely reporting via the Minutes	M	Council meets regularly and always receives and approves Minutes of meetings held in interim. Minutes made available to press and public.	On-going
	Proper document control	M	Proper systems in place for the retention of documents.	On-going
		M	Policies in place for allowing members of the public access to documents to comply with legal requirements.	On-going
Councillors' propriety	Registers of interests and gifts and hospitality in place	H	Register of interest completed. Gifts and hospitality received are reported and minuted at the following council meeting.	On-going

Reviewed by the Parish Council on [1 May 2019](#) ~~[71 February 2018](#)~~