

BREDHURST PARISH COUNCIL



RISK ASSESSMENT

Adopted: July 2017

Reviewed: September 2021

<u>Identified Risk</u>	<u>Control in Place</u>
<ul style="list-style-type: none"> • The protection of physical assets owned by the Council • The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public • Loss of cash through theft or dishonesty • Legal liability as a consequence of asset ownership 	<p>The Council has insurance policies with Came & Co and Folgate Insurance which covers all identified risks.</p> <p>The Council is a member of KALC</p>
<ul style="list-style-type: none"> • The security and maintenance of vulnerable buildings, amenities or equipment 	<p>Annual safety inspection on playground equipment carried out by qualified contractor, monthly checks carried out by MBC and weekly checks carried out by two nominated Councillors.</p> <p>The Council does not own any buildings.</p>
<ul style="list-style-type: none"> • The provision of services being carried out under agency/partnership agreements with principal authorities 	<p>The Council buys in specialist contractors in accordance with its Standing Order on contracts.</p> <p>Performance is monitored regularly by the Clerk and members of Council.</p> <p>Contracts are issued and reviewed on an annual basis or longer where more cost effective.</p>
<ul style="list-style-type: none"> • Banking arrangements, including borrowing or lending 	<p>Two signatures are required on all cheques, cheque book stubs initialled by a signatory.</p> <p>BACs payments to be authorised by two nominated Cllrs.</p> <p>Monthly bank reconciliation performed by the Clerk.</p>
<ul style="list-style-type: none"> • Ad hoc provision of amenities/facilities for events to local community groups 	<p>The Council is covered by insurance and risk assessments are done as necessary.</p>
<ul style="list-style-type: none"> • Proper document control (including Code of Conduct) • Proper, timely and accurate reporting of Council business in the minutes • Responding to electors wishing to exercise their rights of inspection • Ensuring all business activities are within legal powers applicable to local Councils • Keeping proper financial records in accordance with statutory requirements • Complying with restrictions on borrowing 	<p>Clerk understands all requirements and is kept up to date on changes by KALC.</p> <p>Internal auditor checks all statutory requirements fulfilled and also all procedures concerning internal control.</p>
<ul style="list-style-type: none"> • Register of members' interests and gifts and hospitality in place, complete, accurate and up to date 	<p>MBC holds register and the Clerk retains a copy.</p> <p>Declarations of interests made at the beginning of each Council meeting.</p>

<ul style="list-style-type: none"> • Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137 	<p>The Clerk is trained in powers of local Councils, including section 137. Expenditure is approved and minuted at monthly Council meetings.</p>
<ul style="list-style-type: none"> • Meeting the laid down timetables when responding to consultation invitation 	<p>The Clerk consults members and responds according to need.</p>
<ul style="list-style-type: none"> • Ensuring all requirements are met under Customs and Excise regulations (especially VAT) 	<p>Regular returns of VAT made and checked by independent internal auditor.</p>
<ul style="list-style-type: none"> • Ensuring that all requirements are met under employment law and Inland Revenue regulations 	<p>The Clerk understands all requirements and is kept up to date on changes by KALC. Regular returns to Inland Revenue.</p>
<ul style="list-style-type: none"> • Ensuring the adequacy of the annual precept within sound budgeting arrangements 	<p>Budget set and agreed annually. Monthly monitoring of regular expenses. Special project/event expenses monitored at regular meetings.</p>
<ul style="list-style-type: none"> • Ensuring that changes to National and Local Government legislation which apply to the Parish Council are complied with 	<p>The Clerk is kept up to date by KALC and informs members when necessary.</p>