

BREDHURST PARISH COUNCIL



RISK ASSESSMENT

Adopted: July 2017

Reviewed: September 2020

<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 policy with Axa Insurance which covers all identified risks 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 and monthly checks carried out by MBC. 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 Performance is monitored regularly by the clerk and members of council Contracts are issued and reviewed on an annual basis</p>
<ul style="list-style-type: none"> • Banking arrangements, including borrowing or lending 	<p>2 signatures are required on all cheques, cheque book stubs initialled by a signatory 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 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 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 	The clerk consults members and responds according to need
<ul style="list-style-type: none"> • Ensuring all requirements are met under Customs and Excise regulations (especially VAT) 	Regular returns of VAT made and checked by independent internal auditor
<ul style="list-style-type: none"> • Ensuring that all requirements are met under employment law and Inland Revenue regulations 	The clerk understands all requirements and is kept up to date on changes by KALC Regular returns to Inland Revenue
<ul style="list-style-type: none"> • Ensuring the adequacy of the annual precept within sound budgeting arrangements 	Budget set and agreed annually Monthly monitoring of regular expenses Special project/event expenses monitored at regular meetings
<ul style="list-style-type: none"> • Ensuring that changes to National and Local Government legislation which apply to the Parish Council are complied with 	The clerk is kept up to date by KALC and informs members when necessary