

Huish Episcopi Parish Council

RISK ASSESSMENT AND MANAGEMENT POLICY reviewed May 2021

AREA	RISK	SPECIFICS	LEVEL	CONTROL
ASSETS	Protection of assets	Huish Common Moor Car park opposite St Mary's church The Pound, Muchelney	Low	Maintenance as required. Public Liability insurance in place Consider periodic inspections regarding surface condition and surrounding wall
		Huish Episcopi Allotments Pibsbury and noticeboard	Low	Allotments: security arrangements not practical. Fencing insured. Maintenance as required. Public liability insurance in place. Notice board insured. consider separate risk assessment for allotment field and budget contingency for notice board
		Bus Shelter, village signs	Medium	collision damage or vandalism Insurance cover in place for street furniture Budget contingency for vandalism, if rectifying cost is less than insurance excess public liability insurance in place
		War memorial	Medium	Collision damage or vandalism Insurance cover as a separate item Budget contingency for vandalism, if rectifying cost is less than insurance excess public liability insurance in place maintenance annually before Remembrance Sunday to check tidiness, access and that steps and surface are sound.
		Notice boards	Low	Noticeboard covered against damage. Consider budget provision for both noticeboards for damage/vandalism

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FINANCE	Banking accounts	Current and deposit(reserves)	Medium	Held in a High Street bank (Unity Bank) in current and business reserves accounts Separate reserves account with Nationwide Building Society Sufficient fidelity insurance to cover all financial assets (at least savings plus half precept)
	Loss of cash - theft/fraud/dishonesty		Low	No petty cash held by clerk Two signatories (not clerk) on cheques. Two authorisations required on bank payments after payments set up by the clerk. Signatories check invoice details correspond with cheque and sign invoice
	Financial controls and records		Medium	Monthly bank reconciliation of statement by clerk financial statement on each bi-monthly business meeting agenda and recorded in minutes clerk's administration costs recorded, checked and paid separately bank accounts checked by Chairman before each business meeting Two signatories (not clerk) on cheques. Clerk initiates bank payments, two councillors to authorise. Internal and External audits
	Compliance with Customs and Excise Regulations	VAT return	Low	VAT claim calculated by clerk Internal auditor check
	Budget to inform precept		Medium	Details budget, with previous year's comparison, provided by the clerk for January meeting to inform precept

	Allotment income		Low	Reminder sent mid January for rent due 1 February. Reminder sent at end February if non-receipt
	Farm Business Tenancy Agreements		Low	Liaison with agent, Greenslade Taylor Hunt. Consider reviewing rent periodically
	Borrowing		Low	No borrowing at present or likely in the near future
LIABILITY	Third party risk	Property/individuals	Low	Annual insurance
	Legal liability re. ownership		Low	Annual Insurance
	Employer	Clerk as employee	Medium	Comply with employment law Employers liability insurance Membership with Somerset Association of Local Councils (SALC) and Society of Local Council Clerks (SLCC)
	Inland Revenue requirements	Clerk as employee	Medium	Council to comply with PAYE regulations regarding the Clerk's salary w.e.f. April 2011 Internal auditor checks
LEGAL LIABILITY	Ensuring activities of the council are within legal powers		High	Clerk to clarify legal position on any new proposal and seek legal advice where necessary
	Proper and timely reporting	Minutes and agenda	Medium	Council meets bi-monthly, occasional meeting in interim, and approves meetings of previous meeting(s) Agenda and minutes available to parishioners on community website, council notice board and library agenda and minutes made available to local press (Leveller) Risk policy reviewed annually
	Proper document control	Legal documents	Medium	County archives

AREA	RISK	SPECIFICS	LEVEL	CONTROL
	Data/documents held on clerk laptop	Important documents, personal information held	Medium	Laptop encrypted and password protected Laptop back up weekly – external hard drive encrypted and password protected, and kept in a separate location to laptop Passwords in sealed envelope with Chairman Other data storage to comply with Data Protection Act 2018
COUNCILLOR PROPRIETY	Registers of interests and gifts and hospitality in place		High	Register of Interests completed and logged with District Council. Individual interests to be recorded each meeting before business commences Individual Councillors responsible for informing council of any gifts or hospitality received Individual Councillors to reassess forms each May and amend if necessary

This paper supersedes the previous risk management policy reviewed on 16 September 2019