

**Waresley-cum Tetworth PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2020**


| Risk | Level | Control |
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| Protection of physical assets | M | Parish council owns no buildings |
| | | All assets insured to £10,000 but with an excess of £100 |
| Street furniture: | M | In any case, damage to street furniture |
| 12 Street lights | | is most likely to be from vehicles, to be |
| 1 bollard light | | paid for on vehicle insurance in the |
| 3 salt bins | | best case scenario. |
| 2 cast iron signs | | |
| 1 stone seat | | |
| 8 stone bollards | | |
| 5 wooden bollards | | |
| 3 wooden seats | H | Vulnerable to vandalism |
| 2 Horse & Rider signs | L | Damage from traffic or vandalism |
| Millenium stone | L | Insured to the value of the stone but |
| | | historically irreplaceable. Protected by |
| | | wooden bollards. |
| Defibrillator | L | Protected by phone box and glass key |
| | | protection |
| Listed items under responsibility of Parish Council | | These items are uninsurable. All we can |
| | | do is maintain and protect them. |
| | | Regular checks on status and |
| | | renovation when necessary. |
| Jubilee light | M | Protected by stone bollards and |
| | | wooden bollards. |
| Pump by Church | H | At risk from vehicles. Protected by |
| | | stone bollards. Reviewed regularly and |
| | | have taken all available action. |
| Pump in Manor Farm Rd | L | Sheltered position |
| Milestone | L | Sheltered position |
| Cross in old Churchyard | L | Sheltered position |
| Old Churchyard | L | Potential risk from falling branches – |
| | | Regular check |
| | | Tree Management Plan implemented |
| | | to manage removal of dead |
| | | wood/branches |
| | | Church wall repaired. |
| Telephone Box | L | Sheltered position |

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| Banking | M | Bank account with Barclays |
| Risk of consequential loss of income | L | Insurance cover. |
| Potential security breach through errors by bank: 1. Reluctance to change contact address on change of clerk 2. Cheque card sent to a parish councillor | L | Bank's performance to be reviewed next year and if necessary consider change of bank. |
| Loss of cash through theft or dishonesty | L | Receipts issued |
| Financial controls and records | M | All transactions approved in parish council meetings and minuted. Two signatories on cheques. Internal and external audit. Cheque stubs initialled. |
| Comply with Customs and Excise Regulations | L | VAT claims calculated by Clerk. |
| Sound budgeting to underlie annual precept | M | Parish Council receives detailed budgets in late autumn. Precept derived directly from this and decided in parish council meeting. |
| Complying with borrowing regulations | L | Not applicable. Precept set to meet requirements, so borrowing has never been necessary. |
| Risks to third party, property or individuals Parish Council has responsibility for the old churchyard Attendees at parish council meetings | M | Insurance in place. Checked regularly. Tree surgery performed recently. Gravestones not a threat as they have mainly been realigned against the perimeter and the remainder are small. Meetings held in Village Hall. Insurance in place. |
| Comply with employment law | M | Membership of NALC |
| Comply with Inland Revenue requirements | M | Advice from clerk, internal auditor carries out annual checks |
| Ensuring activities are within legal powers | M | Clerk clarifies legal position on new proposals. Legal advice to be sought where necessary. |
| Proper and timely reporting via the minutes | M | Council meets 4 times a year or more if required. Minutes are read and approved at the next parish council meeting. |

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| | | Parish Council adopted the NALC code of conduct in 2012 |
| Proper document control | M | Legal documents held in locked filing cabinets in Village Hall storeroom. Parish council approved a model publication scheme in 2008 |
| Registers of interests and gifts and hospitality in place | L | All parish councillors have completed register of interests |

This risk management paper to be considered by the Parish Council at the meeting on 28th September 2020 and to be reviewed again in 2021.

Eleanor Jack, Chairman

 28/9/2020