

**Waresley-cum Tetworth PARISH COUNCIL  
RISK ASSESSMENT AND MANAGEMENT 2024**

Risk	Level	Control
<p><b>Protection of physical assets</b></p> <p>Street furniture:</p> <p>12 Street lights</p> <p>1 bollard light</p> <p>4 salt bins</p> <p>2 cast iron signs</p> <p>1 stone seat</p> <p>8 stone bollards</p> <p>5 wooden bollards</p> <p>3 wooden seats</p> <p>2 Horse &amp; Rider signs</p> <p>4 Planters</p> <p>1 Traffic Mirror</p> <p>Millenium stone</p>	<p>M</p> <p>M</p> <p>H</p> <p>L</p> <p>L</p>	<p>Parish council owns no buildings</p> <p>All assets insured to £10,000 but with an excess of £100</p> <p>In any case, damage to street furniture is most likely to be from vehicles, to be paid for on vehicle insurance in the best case scenario.</p> <p>Vulnerable to vandalism</p> <p>Damage from traffic or vandalism</p> <p>Insured to the value of the stone but historically irreplaceable. Protected by wooden bollards.</p>
<p><b>Listed items under responsibility of Parish Council</b></p> <p>Jubilee light</p> <p>Pump by Church</p> <p>Pump in Manor Farm Rd</p> <p>Milestone</p> <p>Cross in old Churchyard</p> <p>Old Churchyard</p>	<p>M</p> <p>H</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>These items are uninsurable. All we can do is maintain and protect them. Regular checks on status and renovation when necessary.</p> <p>Protected by stone bollards and wooden bollards.</p> <p>At risk from vehicles. Protected by stone bollards. Reviewed regularly and have taken all available action.</p> <p>Sheltered position</p> <p>Sheltered position</p> <p>Sheltered position</p> <p>Potential risk from falling branches – Regular check</p> <p>Tree Management Plan implemented to manage removal of dead wood/branches</p> <p>Church wall repaired.</p>

<b>Banking</b>	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.
<b>Risks to third party, property or individuals</b>  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.
<b>Comply with employment law</b>	M	Membership of NALC
<b>Comply with Inland Revenue requirements</b>	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.

		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 14<sup>h</sup> May, 2024 and to be reviewed again in twelve months.

Richard Jerman, Chairman