

ALLENDALE PARISH COUNCIL RISK ASSESSMENT

Type	Risk	Level of Risk	Controls	Review
Assets	Protection of physical assets Security of assets Maintenance of assets	M M H H	Maintenance of Assets Register Ensure Assets Register reflects up-to-date assets of the council Ensure insurance reflects agreed legal ownership Ensure annual RoSPA inspections of play areas take place	On-going Annually Annually Annually
Best value and accountability	Work awarded incorrectly/overspend on services	M	Council seeks at least two fixed price quotes for or any work over £1,000. For work between £500 and £1000 the council seeks to obtain two estimates. For contracts over £30,000 the council will comply with The Public Contracts Regulations 2015 including use of the Contracts Finder website.	On-going
Cemetery	Adequacy of record keeping Compliance with Law Loss of income Unstable headstones/memorials	H H H H H	Clerk keeps all cemetery records up to date including the burial register Guidance on cemetery compliance drawn up and shared with Council and Gravedigger, along with statement on roles and responsibilities. Review cemetery fees Check stability of headstones/memorials Tree inspection	On-going On-going Annually Every 4 years plus interim annual Annual
Employers' Liability	Compliance with Employment Law PAYE/HMRC Safety of staff and visitors	M M M	Membership of NALC Administration of PAYE/HMRC is outsourced to Paul Glaholm & Co Ltd Ensure that Clerk is aware of health & safety requirements when undertaking parish council work.	On-going On-going On-going
Finance	Banking Budgeting Compliance with financial regulations	M M M	Ensure banking provisions reflect the requirements of the council Ensure council sets a legal budget and ensure this is regularly reviewed Clerk/RFO to ensure that regulations are adhered to; correct records are kept; audits completed; and VAT claims are submitted	Annually On-going On-going

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	Financial controls and records Precept	M M M M M L	Financial controls in place reviewed Regular bank reconciliations completed and verified by a non-bank signatory Two bank signatories authorise cheques and BACS payments and forms, a list of payments for approval, together with copies of the relevant invoices, sent to two authorised signatories. Account details for suppliers are only be changed upon written notification by the supplier verified by the Clerk and a member Ensure internal auditor checks carries out comprehensive checks Precept information sent to County Council by due date	Annually Quarterly Ongoing Ongoing Annually Annually
Insurance	Adequacy Cost	M	Ensure that comprehensive insurance is adequate, and all risks are covered by insurance policy	Annually
Legal Liability	Ensuring activities are within legal powers Proper and timely reporting via the Minutes Proper document control	H M M	Clerk to seek advice on any new proposal Council meets regularly and always receives and approves the Minutes of meetings; meetings made available to press and public Proper systems in place for the retention of documents Policies in place for allowing members of the public access to documents to comply with legal requirements	On-going On-going On-going On-going
Liability	Risk to third parties, properties, or individuals Legal liability as consequence of asset ownership (especially play areas)	M H	Public Liability insurance in place. Tree survey twice per year in the village and once per year in the cemetery and also investigated when damage reported, and remedial action taken if necessary. Public liability insurance in place; annual RoSPA inspections in place	On-going On-going
Members interests	Conflicts of interest/Register of members interests	M	Declarations of interest by members' standard item on the agenda. Register of members' interests regularly reviewed and information on website.	On-going