

ALLENDALDE PARISH COUNCIL RISK ASSESSMENT

Type	Risk	Level of Risk	Controls	Review
Assets	Protection of physical assets	M	Maintenance of Assets Register	On-going
	Security of assets	M	Ensure Assets Register reflects up-to-date assets of the council	Annually
	Maintenance of assets	H	Ensure insurance reflects agreed legal ownership	Annually
		H	Ensure annual RoSPA inspections of play areas take place	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	H	Clerk keeps all cemetery records up to date including the burial register	On-going
	Compliance with Law	H	Guidance on cemetery compliance drawn up and shared with Council and Gravedigger, along with statement on roles and responsibilities.	On-going
	Loss of income	H	Review cemetery fees	Annually
	Unstable headstones/memorials	H	Check stability of headstones/memorials	Every 4 years plus interim annual
		H	Tree inspection	Annual
Employers' Liability	Compliance with Employment Law	M	Membership of NALC	On-going
	PAYE/HMRC	M	Administration of PAYE/HMRC is outsourced to Paul Glaholm & Co Ltd	On-going
	Safety of staff and visitors	M	Ensure that Clerk is aware of health & safety requirements when undertaking parish council work.	On-going
Finance	Banking	M	Ensure banking provisions reflect the requirements of the council	Annually
	Budgeting	M	Ensure council sets a legal budget and ensure this is regularly reviewed	On-going
	Compliance with financial regulations	M	Clerk/RFO to ensure that regulations are adhered to; correct records are kept; audits completed; and VAT claims are submitted	On-going

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	Financial controls and records	M	Financial controls in place reviewed	Annually
	Precept	M	Regular bank reconciliations completed and verified by a non-bank signatory	Quarterly
		M	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.	Ongoing
		M	Account details for suppliers are only be changed upon written notification by the supplier verified by the Clerk and a member	Ongoing
		M	Ensure internal auditor checks carries out comprehensive checks	Annually
		L	Precept information sent to County Council by due date	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	H	Clerk to seek advice on any new proposal	On-going
	Proper and timely reporting via the Minutes	M	Council meets regularly and always receives and approves the Minutes of meetings; meetings made available to press and public	On-going
	Proper document control	M	Proper systems in place for the retention of documents	On-going
			Policies in place for allowing members of the public access to documents to comply with legal requirements	On-going
Liability	Risk to third parties, properties, or individuals	M	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.	On-going
	Legal liability as consequence of asset ownership (especially play areas)	H	Public liability insurance in place; annual RoSPA inspections in place	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