

**GREAT NESS AND LITTLE NESS PARISH COUNCIL
ANNUAL RISK MANAGEMENT POLICY**

AREA	RISK	LEVEL	CONTROLS
Assets	Protection of physical assets	M	Bus shelters, benches, planters insured. Annual review of replacement costs
	Security of buildings and equipment et	L	Filing cabinet is in Nesscliffe Village Hall and key is kept by Clerk. Clerk holds keys to both village halls.
	Maintenance of buildings and physical assets etc	M	No planned maintenance of bus shelter or notice boards as they have been replaced in the last year.
Finance			
Finance	Banking	M	All monies handled by the Clerk who has access to internet banking to move monies between accounts on instruction from the Parish Council.
	Risk of consequential loss of income	L	Insurance cover
	Loss of cash through theft or dishonesty	M	All transaction through cheques. Youth Club cash is given to Clerk to bank and recorded and monitored by at Parish Council meetings.
	Financial Controls and records	L	All transactions minuted and approved by Parish Council. Monthly reports are prepared by Clerk and all cheque payments are checked and signed by two councillors who are signatories. Bank stubs and invoices are initialled by two signatories. Internal and external audit each year.
	Comply with Custom and Excise Regulations	L	VAT claims calculated by Clerk and submitted at the end of the financial year. Internal and external auditor to provide check.
	Sound budgeting to underlie annual precept	L	The Council receives detailed budgets in the last autumn from the Clerk. Projects assessed and prices. Precept derived directly from this. Expenditure against budget reported to Parish Council at each meeting.
	Complying with borrowing restrictions	N/A	No borrowing at present
	Contracts	M	Contract to cut the Cemetery and Nesscliffe and Wilcott playing fields each year.
	Councillors allowances and expenses	L	No allowances are claimed.
	Clerk's expenses	L	Expense Claim form presented to Council at Parish Council meeting quarterly for stationery claim for paper, ink cartridges, files, labels etc submitted with receipts, mileage, home allowance (as HMRC recommendation). VAT reclaimed when possible.
Liability			
Liability	Risk of third party, property or individuals	M	Insurance in place. Risk assessments made by all contractors.
	Legal liability of asset ownership	M	Insurance in place. Annual inspection of benches, notice boards, bus shelters, planter owned by Parish Council. Both War Memorials in Nesscliffe and Little Ness are the responsibility of the Parish Council and protected by English

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			Heritage.
Employer Liability	Comply with Employment Law	L	Membership of various national and regional bodies including NALC and SALC. Clerk is member of SLCC. Clerk has employment contract.
	Comply with Inland Revenue requirements	L	Regular advice from HMRC. PAYE deducted on a quarterly basis and paid to HMRC. Internal and external auditors carry out annual checks.
	Safety of Staff and visitors	L	Clerk works from home.
Legal Liability	Ensuring activities are within legal powers	L	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. General Power of Competence now applies. Notice of meetings and agendas are placed on the notice boards and on the website within the approved time scale.
	Proper and timely reporting via the Minutes	L	Council meet once each month except for January and August. At these meetings the minutes are approved of the previous meeting. Once approved the minutes are published on the website. With the introduction of the Transparency Code, draft minutes will be published on the website until they are approved by the Parish Council at the next Parish Council meeting.
	Proper document control	L	Original leases are held by the Clerk. Financial documents kept for the prescribed period of time.
Council property	Registers of Interests and gifts and hospitality in place	L	Register of Pecuniary Interests are sent to Shropshire Council and are published on the website. Declaration of Interests are reviewed annually. No gift and hospitality register.
Other	Standing Orders	L	Annual Review and update as required.
	Financial Regulations	L	Annual Review and updated as required.
	Files	L	Recent minutes, accounts, bank statements, audit files etc are kept at Clerk's residence. Other material kept in locked filing cabinet in Nesscliffe Village Hall. Past minutes are kept in the archives of Shrewsbury Library.

Completed by the Parish Clerk/RFO on 5 April 2016
Anne Chalkley
Clerk to Great Ness and Little Ness Parish Council

Risk :

L = Light

M = Medium

H = High