

# Wolverton Parish Council

## Risk Assessment and Management

AREA	RISK	LEVEL	CONTROL
<b>Assets</b>	Protection of physical assets	M	Buildings if appropriate and other assets. Value increased annually by RPI.
	Security of buildings, equipment, etc	L	PC does not have direct responsibility for any buildings.
	Maintenance of buildings, etc	L	As above
<b>Finance</b>	Banking	M	Account held with a high street bank Lloyds
	Risk of consequential loss of income	M	Important documents are backed up and stored by Parish Clerk.
	Loss of cash through theft or dishonesty	M	Receipts issued & all cheque /BACS payments authorised by two Cllrs.
	Financial controls and records	M	Regular reconciliation prepared by Clerk and reported to Council. Two signatories on cheques. Internal and external audit.
	Comply with Customs and Excise Regulations	M	VAT payments and claims calculated by Clerk. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Council receive detailed budgets monthly. Precept derived directly from this.
	Complying with borrowing restrictions	L	No new borrowing likely at present.
<b>Liability</b>	Risk to third party, property or individuals	M	Insurance in place & reviewed by Clerk and PC annually. Open spaces checked regularly. Trees investigated when damage reported.
	Legal liability as consequence of asset ownership (especially burial ground & playgrounds)	H	Insurance in place & subject to annual review. Regular checks of open spaces.
<b>Employer Liability</b>	Comply with Employment Law	M	Membership of regional bodies including Employees Organisation.
	Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue. Internal and external auditor carry out annual checks.
<b>Legal Liability</b>	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets bi-monthly and receives and approves Minutes of meetings held in interim. Minutes made available to press and public.
	Proper document control	M	Data storage to comply with Data Protection Act. Safe document storage. Clerk has implemented document/IT storage.
<b>Councillor priority</b>	Registers of Interests and gifts and hospitality in place.	H	Register of interests completed. Any gifts and hospitality declared at each Council meeting.