

**Brinkburn & Hesleyhurst Parish Council**  
**Risk Assessment Adopted 12<sup>th</sup> March 2018**

Area	Risk	Level of Risk	Controls	Review
<b>Assets</b>	Protection of physical assets		Maintenance of Assets Register.	
		M	Ensure Assets Register reflects up-to-date assets of the council.	
	Security of assets	M	Review of equipment in playground and ensure equipment ownership is clear and unambiguous – ensure insurance reflects agreed legal ownership.	
	Maintenance of equipment		Ensure a programme of checks is in place for equipment in play area.	
<b>Finance</b>	Banking	L	Ensure banking provisions reflect the requirements of the council.	April
	Risk of loss of income	L	Ensure any income is billed by due dates and collected in a timely manner.	On-going
		L	Precept information sent to County Council by due date.	January
	Loss of cash through theft or dishonesty	L	Ensure Fidelity Guarantee adequate for cash handling.	March
	Financial controls and records	L	Financial controls in place and regular bank reconciliations completed. Cheque signatories sign cheques and stubs.	On-going
L		Ensure internal auditor is qualified and external auditor reports are actioned.	April / May	
	Compliance with financial regulations	M	Clerk to ensure regulations are adhered to and VAT claims are submitted if appropriate. Audit process to check the council complies with legal requirements.	On-going
	Budgeting	M	Ensure council sets a legal budget and ensure this is regularly reviewed.	January and on-going
<b>Liability</b>	Risk to third parties, properties or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported and on an annual basis.	On-going

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	Legal liability as consequence of asset ownership	H	Insurance in place. Checks by RoSPA of playgrounds.	Half yearly  Annually in June
<b>Employers' Liability</b>	Compliance with Employment Law	L	Membership of NALC. Clerk is advised to be a member of SLCC Advisory Group.	On-going
	PAYE/HMCR	L	Clerk to ensure proper declarations and documentation are in place to comply with PAYE requirements.	On-going
	Safety of staff and visitors	M	Ensure the clerk is aware of the health and safety requirements when undertaking parish council work.	On-going
<b>Legal Liability</b>	Ensuring activities are within legal powers	M	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.	On-going
	Proper and timely reporting via the Minutes	L	Council meets quarterly and always receives and approves Minutes of meetings held in interim. Minutes made available on website and to public.	On-going
	Proper document control	M	Proper systems in place for the retention of documents.	On-going
		M	Policies in place for allowing members of the public access to documents to comply with legal requirements.	On-going
<b>Councillors' propriety</b>	Registers of interests and gifts and hospitality in place	L	Register of interest completed. Gifts and hospitality declared and recorded in minutes at each meeting.	Recorded Quarterly