

## **Nettlestone and Seaview Parish Council**

### **Risk Assessment and management 2018/2019**

<b><u>AREA</u></b>	<b><u>RISKS</u></b>	<b><u>LEVEL</u></b>	<b><u>CONTROL AND SUGGESTED IMPROVEMENTS</u></b>
<b>Assets</b>	Protection Physical Assets	L	Puckpool Park Public Conveniences Acer Desktop Computer and Lexmark Printer
	Security of Equipment	M	Clerk's home/contents insurance now includes cover for business use
<b>Finance</b>	Banking	L	All banking with Lloyds s TSB / Nationwide Business Accc
	Risk of loss of income	L	Income - precept, dinghy park receipts bank interest
	Loss of cash through theft/dishonesty	L	minimal cash handled/no petty cash account
	Financial control and Records	M	Monthly bank reconciliation prepared by the RFO. Annual review of internal controls by Finance Working Party 3 x signatories on all cheques. Clerk has internet access to Bank Accounts on Read Only Basis to ensure accurate recording of data Internal Audit reviewed annually: External Audit.
	Customs and Excise Regulations	M	Annual claim for VAT repayment completed by RFO
<b>Liability</b>	Sound budgeting to underlie annual precept	M	Finance Working Party appointed to assist with Budget preparation in autumn. Precept recommendations derived from this. Budget updates presented by RFO a minimum of four times a year.
	Compliance with borrowing regulations	L	No borrowing at present
	Risk to third party property or individuals	M	Insurance in place - reviewed annually Ansells Copse and other amenity areas - trees inspected annually Seagrove Dell - Work carried out in accordance with Rospa Risk Assessment. Footpaths - maintained regularly by local contractor
	Legal Liability consequence of asset ownership	M	Insurance in place - Playground equipment insured: inspected annually - recommendations actioned as quickly as possible. Village signs insured
	<b>Employer Liability</b>	L	Clerk/RFO only employee
<b>Legal Liability</b>	Compliance with Employment Law	L	Returns completed by Payroll Agent Contributions Paid Quarterly By RFO
	Compliance with Inland Revenue requirements	L	Clerk clarifies legal position -legal advice sought where considered necessary
	Ensuring activities are within legal powers	M	Monthly meetings - minutes approved - minutes available to press, public (local P.Os and library) and posted on Parish Council web-site.
<b>Members Propriety</b>	Proper and timely reporting via the Minutes	M	Minutes and legal documents held by Clerk
	Document control	M	Register of Interests completed - Gifts and Hospitality Register available at Meetings.

This Risk Management was approved by the Parish Council on 16th February 2004 (Minute 2424).

Reviewed annually - Last review - no amendments - 20th May 2019 (Minute No 19/73/04)

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