Waresley-cum Tetworth PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2017

Risk	Level	Control
Protection of physical assets	M	Parish council owns no buildings All assets insured to £10,000 but with an excess of £100
Street furniture: 12 Street lights 4 salt bins 2 cast iron signs 1 stone seat 8 stone bollards 5 wooden bollards	M	In any case, damage to street furniture is most likely to be from vehicles, to be paid for on vehicle insurance in the best case scenario.
3 wooden seats	H	Vulnerable to vandalism
2 Horse & Rider signs	L	Damage from traffic or vandalism
Millenium stone	L	Insured to the value of the stone but historically irreplaceable. Protected by wooden bollards.
Listed items under responsibility of Parish Council		These items are uninsurable. All we can do is maintain and protect them. Regular checks on status and renovation when necessary.
Jubilee light	M	Protected by stone bollards and wooden bollards.
Pump by Church	H	At risk from vehicles. Protected by stone bollards. Reviewed regularly and have taken all available action.
Pump in Manor Farm Rd	L	Sheltered position
Milestone	L	Sheltered position
Cross in old Churchyard	L	Sheltered position
Old Churchyard	L	Potential risk from falling branches – implementing Tree Management Plan to manage removal of dead wood/branches Risk from dilapidated wall – quotes being collected to repair

Banking	M	Bank account with Barclays
Risk of consequential loss of income Potential security breach through errors by bank: 1. Reluctance to change contact address on change of clerk 2. Cheque card sent to a parish councillor	L L	Insurance cover. Bank's performance to be reviewed next year and if necessary consider change of bank.
Loss of cash through theft or dishonesty	L	Receipts issued
Financial controls and records	M	All transactions approved in parish council meetings and minuted. Two signatories on cheques. Internal and external audit. Cheque stubs initialled.
Comply with Customs and Excise Regulations	L	VAT claims calculated by Clerk.
Sound budgeting to underlie annual precept	M	Parish Council receives detailed budgets in late autumn. Precept derived directly from this and decided in parish council meeting.
Complying with borrowing regulations	L	Not applicable. Precept set to meet requirements, so borrowing has never been necessary.
Risks to third party, property or individuals Parish Council has responsibility for the old churchyard Attendees at parish council meetings	M	Insurance in place. Checked regularly. Trees investigated when problem reported. Tree surgery to trim stray branches performed when advised. Gravestones not a threat as they have mainly been realigned against the perimeter and the remainder are small. Meetings held in Village Hall. Insurance in place.
Comply with employment law	M	Membership of NALC
Comply with Inland Revenue requirements	M	Advice from clerk, internal auditor carries out annual checks
Ensuring activities are within legal powers	H	Clerk clarifies legal position on new proposals. Legal advice to be sought where necessary.

Proper and timely reporting via the minutes	M	Council meets 4 times a year or more if required. Minutes are read and approved at the next parish council meeting. Parish Council adopted the NALC code of conduct in 2012
Proper document control	M	Legal documents held in locked filing cabinets in Village Hall storeroom. Parish council approved a model publication scheme in 2008
Registers of interests and gifts and hospitality in place	L	All parish councillors have completed register of interests

This risk management paper to be considered by the Parish Council at the meeting on 27th March 2018 and to be reviewed again in twelve months.

Eleanor Jack, Chairman

27/3/2018