

BEETLEY PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT

Area	Risk	Level	Control <i>(and agreed improvements)</i>
Assets	Protection of physical assets	M	Buildings insured. Value increased annually by RPI. Carry out a cost of re-building exercise in 2020
	Security of buildings, equipment etc	H	New lock on Pavilion. Contents insured.
	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis. Begin planned programme in 2013. Planned programme of electrical and safety equipment in place
Finance	Banking	M	Bulk of investment is handled by District Council. Sums of less than about £20,000 with high street bank
	Risk of consequential loss of income	M	Insurance cover. Sum insured £60,000 (to cover loss of income and relocating office). Important documents backed-up and taken off premises.
	Loss of cash through theft or dishonesty	H	
	Financial controls and records	M	Monthly reconciliation prepared by Clerk and reported to Council. Two signatories on cheques. Internal and external (if needed) audit.
	Comply with VAT Regulations	H	Use help line when necessary. 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 in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council monthly
	Complying with borrowing restrictions	L	No new borrowing likely at present
Liability	Risk to third party, property	M	Insurance in place. Open spaces

	or individuals		checked regularly. Trees investigated when damage reported.
	Legal liability as consequence of asset ownership (especially burial ground, swimming pool, playgrounds and skateboard park)	H	Insurance in place. Monthly checks of playground. Written records kept. Yearly checks by ROSPA of playgrounds.
	Risk of Data Breach	M	Ensure compliance with GDPR
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation.
	Comply with HMRC requirements	M	Regular advice from HMRC. Internal and external auditor carry out annual checks.
	Safety of Staff and visitors	M	
Legal Liability	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 monthly. Minutes made available to press and public at the Clerks house and via the web site.
	Proper document control	M	Leases and legal documents in Clerk's house. Key documents, deeds etc to be copied and originals stored at solicitors bank. Reduce the need to keep paper documentation by registering ownership of land and buildings with the Land Registry. Other data storage to comply with Data Protection Act.
Councillor propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed.

This risk management paper was considered by the Council in August 2023 and will be reviewed again in 12 months.