

## Butterton Parish Council Risk Assessment (Reviewed annually at AGM)

| Details                      | Frequency | Current   | Comments/Actions              |
|------------------------------|-----------|-----------|-------------------------------|
| <b>Insurance</b>             |           |           |                               |
| Public & Employers liability | Annual    | £10 m.    |                               |
| Hirers' Liability            |           | £5 m.     |                               |
| Officials indemnity          | Annual    | £500,000. |                               |
| Libel & slander              | Annual    | £250,000. |                               |
| Money                        | Annual    | £250,000  | Negotiable money £1,000 limit |
| Fidelity Guarantee           | Annual    | £150,000  |                               |
| Keyman cover                 | Annual    | £400/w    | Up to max 26 weeks            |
| Increased cost of Working    | Annual    | £10,000   |                               |
| Loss of Revenue              | Annual    | £10,000   |                               |
| Commercial Legal Protection  | Annual    | £100,000  |                               |
| Office Equipment             | Annual    | £5,000    |                               |
| Defibrillators & Cabinets    | Annual    | £5,000    |                               |

|                               |                 |           |  |
|-------------------------------|-----------------|-----------|--|
| Personal accident             | Annual          | £50,000.  | Temporary Total<br>Disablement £200/week   |
| Street Furniture              | Annual          | £14568.24 | Index linked by 1%   |
| Mowers and machinery          | Annual          | £882.92   | Index linked by 1%   |
|                               |                 |           |  |
| <b>Property safety checks</b> |                 |           |  |
| Butterton notice board        | Annual          |           |  |
| Flag Pole                     | Annual          |           |  |
| Other?                        |                 |           |  |
|                               |                 |           |  |
| <b>Financial matters</b>      |                 |           |  |
| Banking arrangements          | Annual          |           | 2 councillors sign all cheques.  |
| Insurance                     | Annual          |           | Done   |
| Internal audit                | Annual          |           |  |
| External audit                | Annual          |           |  |
| Internal financial check      | Each<br>Meeting |           | Cash book reported to<br>meeting   |
| Clerk's salary review         | Annual          |           | Reviewed at budget prepn.  |
| Budget preparation            | Annual          |           | Meeting 19/01/2016   |
| Precept assessment            | Annual          |           | Meeting 19/01/2016   |
| Level of cash reserves        | Each mtg.       |           | Aim to keep between £1,000<br>and £2,000 in the current acc.<br><br>No significant cash flow<br>issues |
| <b>Record keeping</b>         |                 |           |  |
| Minutes properly signed       | On-going        |           | Done   |

|                                  |              |  |   |
|----------------------------------|--------------|--|---|
| Asset register available         | On-going     |  | Done  |
| Financial regs. available        | On-going     |  | Copies on village website   |
| Standing orders available        | On-going     |  |   |
| Back up of computer files        | Under review |  | Memory stick currently being used. Cloud storage being looked into. |
|                                  |              |  |   |
| <b>Members' responsibilities</b> |              |  |   |
| Code of Conduct adoption         | On-going     |  |   |
| Register of interests            | On-going     |  |   |
| Register of gifts/hospitality    | On-going     |  |   |
| Dec. of interests minuted        | On-going     |  |   |

## BUTTERTON PARISH COUNCIL FINANCIAL & BUSINESS RISK ASSESSMENT

Members will take all necessary steps: -

a) to minimise any risk facing the Council

b) to identify risk areas

c) to evaluate consequences and adopt measures to avoid, reduce or control the risk.

| Topic                         | Risk Identified                              | Consequences  | Risk Level<br>H/M/<br>L | Management of the risk   | Action                     |
|-------------------------------|--|---|-------------------------|--|----------------------------|
| Precept                       | Not submitted<br>Not paid by PCC<br>Adequacy | Unable to pay all bills<br>Reputation damaged   | L<br>L<br>L             | Ensure precept on January meeting agenda<br>Check precept added to bank account<br>Precept related to budget - sufficient reserves | Clerk's diary<br><br>Clerk |
| HMRC PAYE return              | Late returns<br>Incorrect return             | Fine<br>Fine  | M<br>M                  | Clerk attendance at training events<br>Returns reminder in diary   | Clerk<br>Clerk's diary     |
| Staff                         | Absence of clerk through illness             | Disruption of services  | L                       | Actions from meeting of minutes plus document<br>Clerks duties and responsibilities  | Clerk                      |
| Staff                         | Fraud by clerk                               | Loss of revenue /<br>censure by audit inspection / image damaged                      | L                       | Clerk paid for a fixed number of hours.<br>Hours worked currently being reviewed using timesheets.                                 | Members scrutiny           |
| Staff                         | Verbal/physical assault                      | Injury/absence from work/<br>litigation/ inability to appoint new staff/image damaged | L                       | Zero tolerance policy  | Members<br>Clerk           |
| Staff                         | Poor performance                             | Censure by audit inspection<br>image damaged  | L                       | Clerk undertaking training programme<br>Members provide feedback if necessary and steps taken to remedy problem                    | Clerk<br>Members           |
| Notice boards seat & flagpole | Accident caused by falling into disrepair    | Litigation<br>Image damaged   | L                       | Annual inspection by Clerk and intermediate checks by lengthsman   | Clerk                      |

|                       |  |   |   |   |                  |
|-----------------------|--|---|---|---|------------------|
| Planning Applications | Failure to hold quorate meeting within the required time | Disruption of service<br>Image damaged                                  | L | All Members on Planning Committee<br>Arrangements in place if Clerk away for more than 2 Weeks. All councillors to check planning portal                      | Members<br>Clerk |
|                       |  |   |   |   |                  |
| Financial Records     | Inadequate records                                       | Censure by audit inspection   | L | Clerk to check regularly. Internal audit checks records annually<br>Reports submitted to Council meetings   | Clerk            |
| Budget                | Budget overspend,<br>Inadequate budget                   | Censure by audit inspection<br>Image damaged/<br>Inability to pay bills | L | Budget reviewed at each Council meeting<br>Expenditure is highly predictable and staff time can be managed. Sufficient reserves held to cover any emergencies | Clerk<br>Members |
| Minutes and records   | Accurate and legal<br>Loss of data                       | Censure by audit inspection<br>Loss of reputation                       | L | Minutes reviewed at following meeting<br>Minutes published to village website   | Members<br>Clerk |
|                       |  |   |   |   |                  |
|                       |  |   |   |   |                  |