

# HULCOTT PARISH COUNCIL

## RISK ASSESSMENT AND MANAGEMENT 2020

Area	Risk	Level	Control (and agreed improvements)
Assets	Protection of physical assets	M	Assets insured. Cover linked to RPI by insurers. <i>The asset register will be reviewed prior to renewing insurance and will be presented to the Council with the Annual Accounts</i>
Finance	Banking	L	Working balance in bank current account with small surplus fund in deposit account.
	Financial controls and records	M	Financial Regulations in place – reviewed and updated annually. Reconciliation of bank statements done monthly. Parish Councillors countersign invoices against cheques for payment. Copies of invoices retained & computer records held for all receipts and payments. All subject to Internal & External Audit. All payments are authorised by Parish Council and records of receipts and payments are circulated to all councillors. Cheques signed by 2 councillors. No cash held.
	Sound Budgeting to underlie Precept	L	Parish Clerk to monitor budget and report to members at each meeting. Council reviews proposed annual budget prior to setting Precept.
	Management of staff and compliance with statutory functions	M	An area of risk is identified should the Clerk/RFO be unable to carry out the work for whatever reason. <i>The Parish Council considers that temporary cover could be found.</i> All online documents stored on <a href="https://hulcottparishcouncil.org/">https://hulcottparishcouncil.org/</a> Password and access provided to Chair and Vice Chair. (also see Proper Document Control section.) Document detailing standard activities supplied to Chairman/Vice Chairman together with all access IDs and passwords. Job description and required skills in place and included in Clerk's contract of employment. (Copy held by Chairman)
	Comply with Customs and Excise Regulations	L	VAT refunds claimed on a regular basis.
Contracts	Standing Orders	L	In place. Reviewed & updated annually.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees regularly inspected.
	Legal liability as consequence of asset ownership	M	Insurance in place. Assets visually checked regularly. Village green inspection report produced.
Employer Liability	Compliance with Employment Law	L	Clerk's contract based upon SLCC/NALC model template in accordance with current employment legislation.

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	Compliance with Inland Revenue requirements	L	Regular advice from Inland Revenue. Salary reported using HMRC/RTI. Internal and External Auditors carry out annual checks
	Working Environment	M	Clerk checks for enough space, suitable lighting and power, not too noisy, the temperature and humidity is at an acceptable level and the computer display screen is at an acceptable height and the correct distance away from the user.
Legal Liability	Ensuring activities are within legal powers	M	Legal advice to be sought where necessary from the National Association of Local Councils.
	Proper and timely reporting via the Minutes	L	Council holds four meetings per year and receives and approves minutes of all meetings held. Minutes are available to press and public.
	Proper document control	L	Leases and legal documents to be kept safely at the Clerk's address. Archived documents held by the County Archivist. Important documents held on memory stick, external hard drive and Cloud Storage. Other data stored to comply with the Data Protection Act 2018 and under the retention of documents requirements.
	GDPR Compliance	L	Data Protection Audit conducted. Insurance in place
Councillor propriety	Code of Conduct adopted Registers of interests in place	L	All Councillors to act in accordance with Code of Conduct. Registers of interests available for inspection.

This risk management paper was considered and adopted by the Parish Council on 21 April 2020.

Signed *Deborah O'Brien*  
Clerk to the Council