

BRIGHTWELL, FOXHALL & PURDIS FARM GROUP PARISH COUNCIL

This risk assessment has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the areas to be reviewed.
- Identifies what the risk may be.
- Identifies the level of risk.
- Evaluate the management and control of the risk and records findings.
- Reviews, assesses and revises procedures if required.

AREA	RISKS IDENTIFIED	H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
MANAGEMENT				
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance.	L	All fields and recent records are kept at the Clerk's home. The Clerk makes a monthly back up of files which are kept by the Parish Council Chairman.	Review when necessary.
Meeting Location	Adequacy of Health & Safety.	L	Meetings are held at Trinity Park. The Clerk rings the Caretaker on the morning of the meeting to ensure access to the building. All the premises and facilities are considered to be adequate for the Clerk and Councillors who attend, from a health and safety and comfort aspect. Due to the remoteness of the building, it is recommended that the Clerk and Councillors should not enter the building alone.	Existing procedures adequate.
Council Records – hard copy	Loss through theft, fire or damage.	L	Current papers and archived minutes will be held in a locked metal cabinet at the Clerk's home.	Damage or theft is unlikely, therefore provision is adequate.
Council Records –	Loss through theft, fire or	M	The electronic records are stored on the	Existing procedure adequate.

AREA	RISKS IDENTIFIED	H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
electronic records	corruption of computer.		Clerk's computer. Back-ups of the files are taken at monthly intervals on an external hard drive, which is kept in a locked metal cabinet.	
FINANCE				
Precept	Adequate of precept.	M	Sound budgeting to underlie annual precept. The Parish Council receives monthly budget update information and detailed budgets in the late autumn. The precept is an agenda item at the December meeting.	Existing procedure adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employers' Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate. Review provision and compliance annually.
Banking	Inadequate checks.	L	The Council has Financial Regulations which set out the requirements for banking cheques and reconciliation of accounts.	Existing procedures adequate. Review Financial Regulations as necessary.
Cash	Loss through theft or dishonesty.	L	The Council has no petty cash or float. Any cash transactions made by the Clerk are fully receipted and then reimbursed monthly and paid by cheque on receipt of an invoice.	Existing procedures adequate.
Financial controls and records	Inadequate checks.	L	Monthly reconciliation prepared by Responsible Financial officer (the Clerk) and checked by the Chairman of the Parish Council. Two signatories on cheques. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Any S137 payments must be recorded at time of approval.	Existing procedures adequate.
Clerk	Loss of clerk Fraud	M L	A contingency fund should be established to enable training in the event of the Clerk resigning. The requirements of Fidelity Guarantee insurance must be adhered to.	Include in budget when setting precept.

AREA	RISKS IDENTIFIED	H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
	Actions undertaken	L	Clerk should be provided with relevant training, reference books and access to assistance.	Membership of SALC maintained.
Election costs	Risk of election cost	M	Risk is higher in an election year. There are no measures which can be adopted to minimise risk of having a contested election. A contingency fund should be established to meet the costs.	Include in financial budget when setting precept.
VAT	Re-claiming	L	The Council has financial regulations which set out the requirements.	Existing procedures adequate.
Annual return	Not submitted within time limits	L	Annual return is completed and signed by the Parish Council, submitted to the Internal Auditor for completion and signing, then checked and sent on to the External Auditor within time limit.	Existing procedures adequate.
ASSETS				
Assets	Damage to wooden seat, village signs, bus shelter, salt bins and notice boards	M	An asset register is kept up-to-date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by members of the Parish Council.	Existing procedures adequate.
LIABILITY				
Legal powers	Illegal activity or payments. Non compliance with statutory requirements.	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Agendas are displayed according to legal requirements. Business conducted at Parish Council meetings should be managed by the Chairman.	Existing procedures adequate. Undertake adequate training.
Public liability	Risk to third party, property or individuals.	M	Insurance is in place.	Existing procedures adequate.
Members interests	Conflict of interest.	M	Councillors have a duty to declare any interest at the start of the meeting.	Existing procedures adequate.

Angie Buggs
Clerk to Brightwell, Foxhall & Purdis Farm Group Parish Council