

Beech Parish Council

Risk Assessment

Reviewed 21st May 2018

Agenda item 10 d), minute reference 18.71 d)

Risk Assessment May 2018

<u>Risk</u>	<u>Limitation/Cover</u>
Public Liability:	£10,000,000
Employer's liability:	£10,000,000
Libel and Slander:	£100,000
Fidelity Guarantee	£25,000
Legal Expenses	£100,000
Personal Accident:	Up to £500,000 any one person, £2,000,000 any one incident
Total Assets	£10,000
Use of Contractors	If the council decide to use a contractor for works required then the contractor themselves should have their own liability insurances in place and the council should seek proof of this and keep a record.
Motor risks whilst on Council duty	Councillors and Clerk must ensure their vehicle insurance policy covers them whilst on Council Business.
Loss of information and/or expertise:	Ensure continued good record keeping of activities and decisions eg. Minutes of meetings (including back-up computer files) and their secure storage. Additional back-up held off-site. Historic hard copy minutes over kept at Hampshire Records Office.
Accounting Procedures and Controls:	<p>Council's Accounts procedures follow the Governance & Accountability for Local Councils: A Practitioners' Guide (2014).</p> <p>All policies and procedure reviewed annually.</p> <p>All payments presented to Council with relevant invoice/supporting documents and Approved.</p> <p>Clerk's claim for expenses checked and signed each month by Councillor.</p> <p>Bank mandate requires cheques, etc to be signed by Clerk plus 2 other Councillors. All Councillors required to be signatories to ensure payments can be made without delay.</p> <p>Quarterly Receipts & Payments summaries presented to Council and detailed in Minutes (bank statements checked & initialled against these by Chairman or Councillor).</p> <p>Actual expenditure regularly checked against Budget.</p> <p>Budget process ensures adequate funds for routine and project expenditure in short and longer term and is approved by Council before setting Precept.</p> <p>Reserves held for contingencies and specific projects held in Money Market accounts, which are reviewed regularly.</p> <p>Internal audits carried out at least twice a year in addition to external annual audit.</p>
Resignation of Councillor:	Cost of any by-election called and training to be covered by Reserves/Training budget.
Clerk's incapacity/resignation:	Hampshire ALC Locum at cost/Training of new Clerk – covered by contingency fund.

Health & Safety:

Any issues of concern noted by the Clerk whilst undertaking their duties to be notified to the Council.

Members of the Public wishing to inspect Council records, etc to be met at Village Hall rather than at Clerk's home.

Risk assessment would be required to be completed before any such meetings.

Personal Safety:

Clerk/Councillors to take appropriate precautions.

Use of Councillors' own PCs for electronic correspondence:

Anti-virus software must be loaded.

A disclaimer should appear on the bottom of all councillor e-mails showing that cllr's opinions do not necessarily reflect decisions by the council, which can only be made corporately, in resolution.

Indemnity insurance held as above.

Use of Parish Council PC by Clerk

Kaspersky anti-virus software is used together with an encryption key.

Assets

Parish Noticeboards	£1,138
New Noticeboard	£1,450
Computer for Clerk's use	£ 465
Speed Limit Reminder Sign	£2,875
Defibrillator	<u>£1,325</u>
	£7,253

Approved:

Date: