

# Beech Parish Council

## Risk Assessment

Reviewed 21<sup>st</sup> May 2018

Agenda item 10 d), minute reference 18.71 d)

Reviewed 13<sup>th</sup> May 2019

Agenda item 10 d), minute reference 19.66 d)

Reviewed 24<sup>th</sup> May 2021

Agenda item 9 d), minute reference 21.050 d)

Reviewed 23<sup>rd</sup> May 2022

Agenda item 9 d), minute reference 22.039 d)

Reviewed 19<sup>th</sup> June 2023

Agenda item 7 b), minute reference 23.075 b)

Reviewed 21<sup>st</sup> May 2024

Agenda item 9 d), minute reference 24.034 c)

Reviewed 12<sup>th</sup> May 2025

Agenda item 9 d), minute reference 25.052 d)

## Risk Assessment May 2025

<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	£17,270
	Currently insured with Zurich
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 e.g. 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 & Controls:	<p>Council's Accounts procedures follow the Governance &amp; Accountability for Local Councils: A Practitioners' Guide (2022). 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 a Councillor/Chairman.</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 &amp; Payments summaries presented to Council and detailed in Minutes (bank statements checked &amp; 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 limited assurance review if agreed by Council.</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:	<p>Any issues of concern noted by the Clerk whilst undertaking their duties to be notified to the Council.</p> <p>Members of the Public wishing to inspect Council records, etc to be met at Village Hall rather than at Clerk's home.</p> <p><i>Risk assessment would be required to be completed before any such meetings.</i></p>

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: Microsoft Defender anti-virus software is used.

**Assets:**

AutoSpeedWatch cameras x 3	£1,910
AutoSpeedWatch camera fixings	£983
AutoSpeedWatch camera battery	£115
AutoSpeedWatch battery housings	£792
AutoSpeedWatch camera fixings	£152
AutoSpeedWatch cameras x 3 (2024)	£2,717
AutoSpeedWatch camera fixings, posts & sockets (2024)	£705
Average Speed Check Camera Signs (2024)	£124
Noticeboards	£3,838
Clerk's laptop	£533
Defibrillator & cabinet	£1,785
Pedestrian Road Signs	£333
Speed Indicator Sign	£2,250
Speed Indicator Sign - battery & charger	£250
2 x Speed Indicator Device batteries and charger	£92
Speed Indicator Sign (2024)	£2,250
Speed Indicator Sign - batteries (2024)	£260
Privacy screen in woodland	£1,948
On Road Footway Signs	£942

**Asset Total £21,979**

Signed: ...Kim Eakers.....

Chairman Beech Parish Council

Date: .....12<sup>th</sup> May 2025.....