



Little Thetford Parish Council

Little Thetford Village Hall, The Wyches, Little Thetford, CB6 3HG

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Clerk: Mrs Amy Jacklin

Risk Assessment and Management 2023

Area	Risk	Level	Control (and agreed improvements)
Assets	Protection of physical assets	M	Street furniture, village sign, and playground equipment insured. Value increased annually by RPI. Quarterly Risk assessments completed March, June, September, December
	Security of equipment, etc.	M	Ensure adequate systems in place. Contents and property insured.
	Maintenance of assets	M	Assets currently maintained on an ad hoc, as needed basis. Inspections of playground quarterly carried out by Playsafe with additional annual inspection made by ROSPA. Quarterly risk assessments carried out on all village assets quarterly.
Finance	Banking	M	Parish Council accounts handled by RFO. Current account held with Unity Bank. 2 Savings Accounts held with Cambridge Building Society. Fidelity Guarantee insurance in place to cover a minimum of £250,000. Online access for some councillors. No one person (including RFO) has access levels to all levels of authority on the account (view, authorise and submit)
	Risk of consequential loss of income	M	Insurance cover. Computer backed up regularly and documents stored in 'the cloud'.
	Financial controls of cash	L	Cash transactions are not accepted. BACS and Cheques however are.
	Financial controls and records	M	Monthly bank reconciliations, prepared by RFO presented to Full Council at monthly meetings. These bank reconciliations are to be checked quarterly against bank statements by a Cllr not the Chairman who then report to full council on the check made and any concerns raised (if any).

			Dual signatories for all online banking and cheques. Internal and external audits in place.
	Comply with VAT regulations	H	VAT claims made annually, calculated by RFO and reported to Council meeting. Internal auditor check.
	Sound budgeting to underlie annual precept	M	Full council commences review of budget in late autumn. Precept derived from this. Final budget presented to Council for approval in January. Expenditure against budget reported to Council, quarterly. Risk Assessment of General un-earmarked reserves considered to ensure sufficient funding level in case of emergency. At least 12 months of precept to be held in unearmarked reserves.
	Complying with borrowing restrictions	L	Council to be made aware of borrowing regulations if considering future borrowing.
Liability	Risk to third party, property or individuals	M	Insurance in place by. Open spaces checked regularly. Play areas checked on a quarterly basis by Safeplay. ROSPA to carry out annual inspection on all play equipment. Visual inspection and report of trees by qualified arboriculturist Completed May 23. Work carried out as recommended. Risk assessment to be carried out for any events.
	Safeguarding Children and Adults at Risk	H	Safeguarding policy in place. DBS checks to be completed on any staff members or volunteers in contact with children or Adults at Risk.
	Legal liability as consequence of asset ownership	H	Insurance in place. Play areas inspected monthly and annually by appointed companies.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including employee's organisation. All employees issued with up-to-date contract of employment and job description.
	Comply with HMRC requirements	M	Payroll and pension services administrated by Red Shoes Accounting Services Limited. Training courses attended where appropriate.

			Internal audit check procedures.
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	Proper and timely reporting via the minutes	M	Council meets once a month and approves minutes at the following monthly meeting. Employment Committee meeting minutes to be made available to full Council at the monthly meeting. Minutes are made available to the public and press from either the Clerk or via the website (as per current data protection legislation)
	Proper document control	M	Legal documents held by the Clerk. Other data storage to comply with current data protection legislation. Registration with the Information Commissioner's Office regularly reviewed.
Contractor Liability	Proper document control, risk to third party, property or individuals	M	Ensure that copies of relevant insurance cover held by contractors and sub-contractors obtained when carrying out work for Parish Council. Copies of training obtained where necessary. Method statements required from contractors.
Councillor Property	Registers of Interests and gift and hospitality in place	H	Register of interest completed, held by the Clerk and available at all Council meetings. All registers are reviewed at the Annual Meeting in May.

This risk management paper was considered by the Council at its April Meeting on 14th June 2023

Signed:


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Chairman