

Brington & Molesworth Parish Council Risk Assessment

| Area | Risk | Level | Controls <i>(bold indicates areas where work is needed)</i> |
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| Assets | Protection of physical assets | Medium | Assets register is maintained. "Outdoor" physical assets are subject to regular checks as part of the parish risk assessment programme. Play area regular checks are carried and documented appropriately. The Clerk's office equipment is checked on an almost daily basis. Ongoing review of risk and adequacy of insurance cover to cover all physical assets. |
| | Security and maintenance of buildings. | Medium | The parish council does not own any buildings. |
| Finance | Banking | Medium | Parish Council funds are held by HSBC Bank in an account design specifically to satisfy the requirements of local councils. |
| | Risk of consequential loss of income | Low | Main income is from the precept. |
| | Loss of cash through theft or dishonesty | Low | The parish council does not deal with cash payments |
| | Financial controls and records | Medium | Quarterly bank reconciliations prepared by Clerk/RFO and reported to Council together with cash book (this exceeds legal requirements). All receipts and payments are published on the agenda and confirmed in the minutes. Two signatories required for authorisation of all payments. Payments are made by cheques/online. Clerk/RFO & Council ensure compliance with robust financial regulations. Internal and external audit. |
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| | Comply with HMRC Regulations | Medium | Payroll is facilitated through HMRC's "Basic PAYE Tools" to ensure that correct PAYE and National Insurance responsibilities are met. All payments are published through the agenda and confirmed in the minutes. Payslips & P60s are provided to employees and kept on file. |
| | Sound budgeting to underlie annual precept | Medium | The council receive detailed budget reports at every council meeting. The precept is derived directly from this. Expenditure against budget reported at every meeting. |
| | Complying with borrowing restrictions | Low | The council has no loans and no new borrowing is likely at present. |
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| Liability | Risk to third party, property or individuals | Medium | Public Liability Insurance in place. |
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| Employer Liability | Comply with Employment Law | Medium | Membership of NALC & CAPALC. The Clerk/RFO is member of SLCC. Clerk is the only employee of BMPC and has contract of employment. The council holds Employers' Liability insurance cover. |
| | Comply with Inland Revenue requirements | Medium | Regular advice from HMRC. Use of HMRC's "Basic PAYE Tools". Internal and external auditor carry out annual checks. The council is not registered for VAT. VAT returns are submitted on an annual basis (at the end of the financial year). |
| | Safety of Staff and visitors | Low | The Clerk/RFO works from home and she manages a safe working environment. BMPC meetings take place in: Brington school and Molesworth VH. |
| | Safety of Employees, Members and Volunteers | Medium | Employees, members and volunteers are covered for personal accident under the council's insurance policy. |
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| Legal Liability | Ensuring activities are within legal powers | Medium | Clerk/RFO to clarify legal position on any new proposal. Legal advice to be sought where necessary. Clerk/RFO ensures proper monitoring of s137 funds. The Council employs a (CiLCA) qualified Clerk/RFO who undertakes regular continued professional development. Legal advice is sought via NALC/CAPALC/SLCC when required. |

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| | | | The council has cover for legal expenses as part of its insurance policy. |
| | Proper and timely reporting via the Minutes | Medium | Council meets every two months/bi-monthly or monthly when necessary and always receives and approves Minutes of meetings. Minutes are made available to press and public on the parish noticeboards and via the parish web site. |
| | Proper document control | Medium | All electronic documentation is stored on Hard Drive. All parish council business is conducted via a laptop. PC is not registered with the Information Commissioner for Data Protection. |
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| Councillors' propriety | Registers of Interests and gifts and hospitality in place. | Medium | Register of interest completed and lodged with Huntingdonshire District Council. All members and employees are covered by a Fidelity Guarantee and for Libel and Slander as part of the council's insurance policy. |

Reviewed and Adopted by Brington & Molesworth Parish Council at its meeting on 4 October 2018