

Rowington Parish Council – Risk Assessment

Adopted at the Meeting of Rowington Parish Council 8 March 2018

AREA	RISK	LEVEL	CONTROL
Assets	Protection of physical assets	M	<ul style="list-style-type: none"> - Buildings if appropriate and / or other assets insured such as play equipment. Value assessed annually and increased if deemed necessary by RPI or other appropriate measure. - Weekly inspection of Playing Field and equipment. - Annual RoSPA Inspection.
	Security of buildings, equipment, etc	L	PC does not have direct responsibility for any buildings.
	Maintenance of buildings, etc	L	As above
Finance	Banking	M	<ul style="list-style-type: none"> - Account held with Lloyds Bank - Important documents and stored by Parish Clerk.
	Risk of consequential loss of income	M	
	Loss of cash through theft or dishonesty	H	<ul style="list-style-type: none"> - No cash reserves or petty cash held. - Receipts issued & all cheque payments are authorised at PC meetings and are signed by two Cllrs. - No cash cheques issued
	Financial controls and records	M	<ul style="list-style-type: none"> - Regular reconciliation prepared by the RFO and reported to Council. - Two signatories on cheques. - Internal and external audit.
	Comply with Customs and Excise Regulations	H	<ul style="list-style-type: none"> - VAT payments and claims calculated by Clerk. - Internal and external auditor to provide additional oversight checks.
	Sound budgeting to underlie annual precept	M	- Council receive detailed budgets monthly. Precept derived directly from this.
	Complying with borrowing restrictions	L	- No new borrowing likely at present.
Liability	Risk to third party, property or individuals	M	<ul style="list-style-type: none"> - PL Insurance in place & reviewed by Clerk and PC annually. - Insured property checked regularly. Trees investigated when damage reported.
	Legal liability as consequence of asset ownership (especially playing Field)	H	<ul style="list-style-type: none"> - Insurance in place & subject to annual review. - Regular checks of playing Field & Annual Safety Inspection.
Employer Liability	Comply with Employment Law	M	<ul style="list-style-type: none"> - Membership of various national and regional bodies. - Updates on changes in law provided through membership of WALC
	Comply with Inland Revenue requirements	M	<ul style="list-style-type: none"> - Regular advice from Inland Revenue. - Internal and external auditor carries out annual checks.
Legal Liability	Ensuring activities are within legal powers	H	<ul style="list-style-type: none"> - Clerk clarifies legal position on any new proposal. - Legal advice to be sought where necessary. - Notification of legal updates through WALC
	Proper and timely reporting via the Minutes	M	<ul style="list-style-type: none"> - Council meets monthly and receives and approves Minutes of meetings held in interim. - Minutes made available to press and public.

	Proper document control	M	<ul style="list-style-type: none"> - Data storage to comply with Data Protection Act/GDPR. - Safe document storage. - Clerk has implemented document storage. - Implementation of policy for dealing with personal information.
	Entering into contracts	M	<ul style="list-style-type: none"> - Internal review of contract document. - Seek advice from WALC
Councillor priority	Registers of Interests and gifts and hospitality in place.	H	<ul style="list-style-type: none"> - Register of interests completed. - Any gifts and hospitality declared at each Council meeting.