

**HOLLOWELL AND TEETON PARISH COUNCIL  
RISK ASSESSMENT AND RISK MANAGEMENT POLICY - Reviewed May 2020**

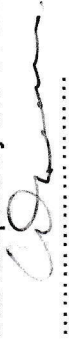
| Area                | Risk                                               | Level | Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------|----------------------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assets              | Protection of physical assets                      | M     | Buildings insured. Asset register updated as needed, minimum annually. Property sum insured £115,098.95                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                     | Maintenance of buildings and other assets          | M     | Buildings currently maintained on an ad hoc basis. Regular inspections of parish assets carried out by Councillors. Results are minuted. Concerns actioned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Finance             | Banking                                            | L     | No cash is held on the Clerks property, all receipts are banked within 5 days. No investment accounts containing more than £20,000 are held at any one institution.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                     | Risk of consequential loss of income               | L     | Insurance cover. Sum insured £10,000 to cover increased cost of working. Clerk to ensure that precept demand documents are sent to District Council within allowed timeframe. Important documents backed-up and taken off premises.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                     | Theft/Loss of money                                | L     | No petty cash used. Fidelity guarantee in place of £100,000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                     | Financial controls and records                     | L     | <ul style="list-style-type: none"> <li>Internal Control Councillor appointed.</li> <li>Once yearly check by ICC carried out on random sample of records.</li> <li>No incomplete cheques signed by councillors.</li> <li>Two signatures on each cheque and on corresponding cheque stub.</li> <li>Bank Reconciliation is carried out monthly and checked by the Chairman or the Vice chair at every meeting.</li> <li>Independent internal auditor appointed annually.</li> </ul> <p>The PC will ensure that both external and internal audit reports are examined and that any remedial action is taken.</p> <p>The PC will follow the adopted Financial Regulations and follow 'Best Practice'.</p> |
|                     | Comply with Regulations with VAT                   | L     | Use help line when necessary. VAT claims calculated annually by the Clerk. Internal and external auditor to provide double check.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                     | Comply with HMRC and the PAYE system               | L     | The Council is registered as an employer with HMRC. The Clerk uses HMRC Real time to calculate PAYE. Replace with "The Council is registered as an employer with HMRC Payroll services are outsourced for the calculation of PAYE, salary slips, P60"                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                     | Sound budgeting to underlie annual precept.        | M     | Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council at least three times a year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                     | Complying with borrowing restrictions              | L     | No borrowing likely at present                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Business Continuity | Non availability of the Clerk due to ill health or | L     | Chairman or Vice Chairman to contact NCALC for advice and employ a Locum Clerk as required. 'Council is a member of NCALC'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                      | resignation                                                    |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------|----------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | Loss of Core Data due to burglary or fire at clerk's property. | L | Computer malfunction – 'Data is backed up to secure Cloud storage through google drive. 'Council has contracted for provision of computer maintenance and support'                                                                                                                                                                                                                                                                                               |
| Liability            | Risk to third party, property or individuals                   | M | Insurance in place. Parish property is regularly inspected and the results are recorded. Trees that are owned by the parish council will be inspected every 3 years by a qualified tree surgeon. Inspection is to be minuted and actioned. Councillor will inspect all such trees during the interim period.                                                                                                                                                     |
|                      | Legal liability as consequence of asset ownership.             | M | Insurance in place. Monthly inspections of the pocket park and play equipment are carried out by a Councillor and the results are noted and actioned. Annual inspection by qualified playground inspection company. Results minuted. Councillors will regularly inspect all parish property including street furniture, noticeboards and the bus shelter. Results of the inspections will be minuted and actioned. Streetlights are regularly maintained by Eon. |
| Employer Liability   | Comply with Employment Law                                     | M | Covered by employers Liability insurance £10,000,000                                                                                                                                                                                                                                                                                                                                                                                                             |
|                      | Comply with HMRC requirements                                  | M | Regular advice from HMRC. Internal and external auditors carry out annual checks.                                                                                                                                                                                                                                                                                                                                                                                |
| Legal Liability      | Ensuring activities are within legal powers                    | H | Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary. Clerk is a member of the SLCC and can seek qualified advice.                                                                                                                                                                                                                                                                                                      |
|                      | Proper and timely reporting via the Minutes                    | M | Council meets every second month and receives and approves Minutes of meetings held in interim. Minutes made available to press and public via the website.                                                                                                                                                                                                                                                                                                      |
| Councillor propriety | Registers of Interests and gifts and hospitality in place      | H | Register of interest completed. Gifts and hospitality register is present at each Council meeting.                                                                                                                                                                                                                                                                                                                                                               |

This risk management paper was adopted by the Council on **10 May 2017** and will be reviewed annually (2 May 2018, 15 May 2019).

  
Chairman

  
Clerk/RFO

Dated:

20/05/2020