

RISK ASSESSMENT 2012

EATON BRAY PARISH COUNCIL

Email: clerk@ebpc.co.uk Website: www.ebpc.co.uk

RISK ASSESSMENT 2012

The Parish Council is obliged to have in place a system to help manage risk. The purpose of this document is to record a risk assessment carried out by the Clerk and to make recommendations (in *italics*) for the future management of risk.

1. PHYSICAL ASSETS

- a) Land / Fencing/Property
- b) Children's play equipment
- c) Notice boards
- d) Handyman's tools
- e) Clerk's office equipment
- f) P3 Teams

Insurance to cover risk of theft or damage.

Current value and level of cover is assessed on renewal of insurance.

Security is provided by fencing and locked access to land.

Maintenance by handyman or specialist contractors is on an ad hoc basis.

2. FINANCE

a) Banking

Current account held at Lloyds Bank. Reserve account at Bank of Ireland. No cash is held. Cash in transit is covered against loss by insurance. (Very little cash is handled, some allotment holders' pay by cash).

The Council is required to review investments and cash deposits to ensure a reasonable return. This should be done by the Finance Committee on an annual basis.

b) Financial controls and records

Financial Regulations are reviewed annually and approved by Council.

To be completed/checked at end of financial year. Clerk to report to Council.

There are annual internal and external audits, and accounts made public.

c) Customs and Excise regulations

VAT payments and claims are calculated and recorded by the RFO, and checked by internal and external auditors.

d) Budgeting and Precept

The RFO and Finance Committee present detailed budget recommendations for council approval, the precept demand is calculated from this. The RFO monitors expenditure against the budget during the year. Regular reports of expenditure against budget should be presented to the council at three monthly intervals.

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e) Borrowing

Records of borrowing and repayments are maintained by the RFO. (The council currently have one loan from the Public Works Loan Board).

No new borrowing is planned.

3. LIABILITY

a) Risk to third parties, property or individuals.

Insurance cover is in place. Buildings, e.g. Bus shelters and open spaces checked regularly. Trees and hedges investigated when damage is reported.

Annual safety inspection of children's play equipment and Skate & Ride Area by qualified inspectors.

Delegated tasks to individual councillors are recorded to ensure the councillor is working to the wishes of the Parish Council in an approved fashion.

Risk assessments need to be completed yearly for all play equipment and Skate & Ride Area.

4. EMPLOYER LIABILITY

a) Employment Law

The council is a member of Bedfordshire Association of Town and Parish Councils, and the National association of Local Councils. Both organisations monitor the law and make recommendations and publish advice that the council can follow.

The council also supports the Clerk's membership of the Society of Local Council Clerks.

b) Inland Revenue requirements

The RFO keeps all records for the Inland Revenue, and completes the Employers Annual Return.

5. LEGAL LIABILITY

a) Ensuring activities are within legal powers

The Parish Council retains the services of a firm of established solicitors with knowledge of Local Government. The Clerk clarifies the legal position on any new proposal, seeking advice where necessary. Relevant training is supplied.

b) Reporting

Minutes of all Council meetings are recorded, agreed by council and published on notice boards, in a local newspaper, in "Focus" magazine, and via the website.

c) Document control

The Clerk holds all current documents; archived files are kept by Central Bedfordshire Council, Bedford archive services.

Electronic files are copied and stored separately.

The filing system needs clearing, and archiving.

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Requirements of the Data Protection Act should be reviewed, and acted upon. The Parish Council's registration/subscription with the ICO (Information Commissioner's Office) must be renewed annually.

A correspondence register is kept showing details of received items and action taken.

6. COUNCILLOR PROPRIETY

- a) The Clerk keeps registers of Interests and gifts and hospitality. Individual interests are declared at all Parish Council meetings where relevant and recorded in the minutes.

This risk management paper was presented to Eaton Bray Parish Council.

Signed for an on behalf of Eaton Bray Parish Council:

Name	Cllr. Gordon Johns
Position	Chairman
Date	03/09/2012
Minute Record	PC Minutes 03/09/2012; Page 1458, Item 8 (2)