

SELWORTHY AND MINEHEAD WITHOUT PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT 2023/2024

Area	Risk	Level*	Control (and agreed improvements)
Finance	Banking	M	Sums of less than £20,000 with TSB Bank
	Risk of consequential loss of income	M	Insurance cover. Sum insured £60,000 (to cover loss of income and relocating office). Important documents backed up and taken off premises.
	Loss of cash through theft or dishonesty	L	No petty cash used.
	Financial controls and records	M	Bi-monthly reconciliation prepared by Clerk. Two signatories on cheques. Internal and external audit
	Comply with Customs and Excise Regulations	H	VAT payments and claims calculated by Clerk. Internal and external auditor to provide double check where necessary.
	Sound budgeting to underlie annual precept	H	Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council on regular basis.
	Comply with borrowing restrictions	L	Yes if Council were to proceed with a project.
Liability	Risk to 3 rd party, property or individuals	M	Insurance in place
	Legal liability as consequence of asset ownership	H	Insurance in place. Council's asset register includes war memorial, bus shelter, telephone and noticeboards – maintained on an ad hoc basis
Employer liability	Comply with employment law	M	Membership of SALC, SLCC. Contract of employment issued to Clerk
	Comply with Inland Revenue requirements	M	PAYE system in place for Clerk
	Safety of staff and visitors	M	H & S risk assessment checks considered before public events. Also Covid-19 requirements
	Councillor safety	L	Councillors encouraged to read the Local Government Associations Guide for Councillors in handling harassment, abuse and intimidation
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 every month together with the Annual Parish Assembly. Parish Council minutes made available to public and press on website
	Proper document control	M	Documents in Clerk's home. Other data storage to comply with the Data Protection Act. Some records at Records Office.
Councillor propriety	Registers of interest and gifts and hospitality in place	H	Register of interests noted at each meeting and recorded in book kept by clerk.

*L – Low M – Medium H-High
 Approved at a meeting of the Parish Council on

v. September 2023