MILLAND PARISH COUNCIL - GENE	RAL ADMINISTRATION		RISK ASSESSMENT	Reviewed October 2021			
	Who might be					Financial risk	
Risk location	harmed, what,how	Risk Level	Record /Action		How is risk managed	Purchase Value	Risks
				Painted with			
				preservative as			
Bus shelter Cartersland	Public	Low	Annual survey	necessary	Annual check Sept	-	PC owned structures
			Cartersland 2006		Insurance	£1,438.00	PC managed land inc
					Insurance of		
					equipment against		
Towable Salt Spreader	Public	Low	Operator to carry	own 3rd party	theft etc.	£5,000.00	PC owned plant
					Insurance of		
					equipment against		
Snow Plough	Public	Low	liability insurance		theft etc.	£6,000.00	PC owned plant
Admin/Assets	The Clerk						
	Who might be					Financial risk	
Risk location	harmed, what, how	Risk Level	Record /Action	Review of Action	How is risk managed	Purchase Value	Risks
2 filing cabinets - 21 Pease Croft	Theft / damage / loss	Low				Not insured	fraud, injury, illness
Computer & printer - 21 Pease							
Croft	Theft / damage / loss		Password protected			Not insured	
Projector - 21 Pease Croft	Theft / damage / loss	Low				Not insured	
	Council unable to						
	operate, council						
	business affected.						
	Risks could b		Fully backed up by an				
	fire/water or other		external security and				
Electronic data	accidents	Low	storage company		Externally	N/A	Administration
			a. Clerk monitors				
			correspondence on				
			with laptop on time				
			off.				
			b.If through				
			illness/accident PC				
			would have to				
Function of PC due to unplanned			arrange a temp				
absence of Clerk			through SALC.				

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Public Liability 10m	Legal expenses	п	250K		Limit of Indemnity	250K		
	Public Liability		10m		·			
he Council maintains a separate Milland Recreation Ground Charity a/c. An Annual Return is sent in October.	Charity Commission/Recreation	Ground (1073462)						
			nd Charity a	c. An Annual Return is	sent in October.			

RISK ASSESSMENT - FINANCIAL					
Refer to Financial Regulations docu	iment adopted by the Coun	cil at its meeting held on 1	3 March 2003		
This document covers the following	g:				
1. General - Responsible Financial C	Officer	Clerk			
2. Annual Estimates		Budget agreed in	November		
3. Budgetary Control		Completely bi-mo	onthly		
4. Accounting and Audit	Accounting and Audit		tatement of A/cs bi monthly		
5. Banking arrangements	. Banking arrangements		lerk and one other		
6. Payment of accounts		Approved at mee	etings		
7. Payment of Salary		Approved through budget/payroll			
8. Loans		PWL for Milland Stores 4 payments annually			
9. Income		DD / Banked pro	mptly		
10.Orders for work, goods and services		Approved at mee	etings or by 2 concillors		
11. Contracts	Recreation Field	Approved at meeting in November			
12.Payments under Contracts for Rec Field		Approved at bi-m	nonthly meetings		
13.Insurance		Reviewed annually in May			
14. Charity		Recreation Groun	nd No.1073462		
15.Risk Assessment		Reviewed annually October			
16. Review of Finance Regulations		Reviewed annual	ly October		
Milland Parish Council Financial Re	gulations were adopted at i	ts meeting on 9 Septembe	r 2014.		