

MILLAND PARISH COUNCIL - GENERAL ADMINISTRATION		RISK ASSESSMENT		Reviewed October 2021			
Risk location	Who might be harmed, what,how	Risk Level	Record /Action	Review of Action	How is risk managed	Financial risk Purchase Value	Risks
Bus shelter Cartersland	Public	Low	Annual survey Cartersland 2006	Painted with preservative as necessary	Annual check Sept Insurance	£1,199.00 £1,438.00	PC owned structures PC managed land inc
Towable Salt Spreader	Public	Low	Operator to carry	own 3rd party	Insurance of equipment against theft etc.	£5,000.00	PC owned plant
Snow Plough	Public	Low	liability insurance		Insurance of equipment against theft etc.	£6,000.00	PC owned plant
Admin/Assets	The Clerk						
Risk location	Who might be harmed, what,how	Risk Level	Record /Action	Review of Action	How is risk managed	Financial risk 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	
Electronic data	Council unable to operate, council business affected. Risks could b fire/water or other accidents	Low	Fully backed up by an external security and storage company		Externally	N/A	Administration
Function of PC due to unplanned absence of Clerk			a. Clerk monitors correspondence on with laptop on time off. b.If through illness/accident PC would have to arrange a temp through SALC.				

Training - Councillors / Clerk - ensure councillors and clerk are updated on current matters.							
Bank Accounts	Fraud	Low	Online banking Barclays required Clerk and one to approve. Payments approved at meeting or by two councillors.			Fidelity insrnce	
Internal Controls							
1. Standing Orders, Risk Assessment, Financial Regulations reviewed on an annual basis in November							
2. Minutes contain payments for approval - payments against invoices							
3. Insurance is appropriate - reviews on an annual basis and in May at time of renewal.							
4. Internal financial controls reviewed on an annual basis.							
5. VAT recoded through minutes and reclaimed on an annual basis in Feb/March							
6. Statement of accounts presented to each council meeting and emailed to councillors.							
7. Bank Statements reconciled on a tri-monthly basis and reconciled half yearly end September							
8. Finance Committee prepared budget in October for approval at November meeting for following year.							
9. Accounts presented for internal audit in April, approved by PC in May and sent to external auditors in June.							
10. A current Asset Register is maintained.							
Insurance Cover Summary							
Property damage	Storage shed			Employers Liability	10m		
Officials Indemnity	Councillors & Clerk	500K		Money	As per Schedule		
Libel & slander	"	250K		Money held in private dwellings - N/A	350K		
Fidelity	"	250K		Whilst at exhibitions or fetes	350K		
Personal accident	"	100K		Death, Loss of Limb, etc	25K		
Legal expenses	"	250K		Fidelity Guarantee - Limit of Indemnity	250K		
Public Liability		10m					
Charity Commission/Recreation Ground (1073462)							
The Council maintains a separate Milland Recreation Ground Charity a/c. An Annual Return is sent in October.							

RISK ASSESSMENT - FINANCIAL							
Refer to Financial Regulations document adopted by the Council at its meeting held on 13 March 2003							
This document covers the following:							
1. General - Responsible Financial Officer			Clerk				
2. Annual Estimates			Budget agreed in November				
3. Budgetary Control			Completely bi-monthly				
4. Accounting and Audit			Councillors see Statement of A/cs bi monthly				
5. Banking arrangements			Online banking Clerk and one other				
6. Payment of accounts			Approved at meetings				
7. Payment of Salary			Approved through budget/payroll				
8. Loans			PWL for Milland Stores 4 payments annually				
9. Income			DD / Banked promptly				
10.Orders for work, goods and services			Approved at meetings or by 2 concillors				
11. Contracts	Recreation Field		Approved at meeting in November				
12.Payments under Contracts for Rec Field			Approved at bi-monthly meetings				
13.Insurance			Reviewed annually in May				
14. Charity			Recreation Ground	No.1073462			
15.Risk Assessment			Reviewed annually	October			
16. Review of Finance Regulations			Reviewed annually	October			
Milland Parish Council Financial Regulations were adopted at its meeting on 9 September 2014.							