

MILLAND PARISH COUNCIL - GENERAL ADMINISTRATION			RISK ASSESSMENT	Reviewed October 2019			
Risk location	Who might be harmed, what,how	Risk Level	Record /Action	Review of Action	How is risk managed	Financial risk	Risks
						Purchase value	
Bus shelter Carters;amd	Public	Low	Annual survey	Painted with	Annual check Sept	1114	PC owned structures
			Cartersland 2006	preservative as	Insurance	5559	PC managed land inc
				necessary			
Towable Salt Spreader	Public	Low	Operator to carry	own 3rd party	Insurance of equip	1828	PC owned plant
Snow Plough	Public	Low	liability insurance		ment against theft	3000	
					etc.		
Admin/Assets	The Clerk						Emplye/sub contrctrs
2 filing cabinets	23 West Meade	Low				Not insured	fraud, injury, illness
Photocopier	"	Low				Not insured	
Computer & printer	"		Back up onto hard drive monthly - recorded.			Not insured	
Projector	"	Low				Not insured	
Electronic data	Council unable to operate, council business affected. Risks could b fire/water or other accidents						
			Electronic storage, Good records, External back of files.				Administration
Function of PC due to unplanned absence of Clerk			Clerk monitors correspondence on holiday through Ipad. ?!				
Possible illness or injury.			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			Fidelity insrnce	
Parish &			Payments approved at meeting or by two councillors				
Recreation Ground			Accounts balanced quarterly and half yearly - seen by chairman.				
Internal Controls							
Standing Orders, Risk Assessment, Financial Regulations reviewed on an annual basis in November							
Minutes contain payments for approval - payments against invoices							
Insurance is appropriate - reviews on an annual basis and in May at time or renewal.							
Intenral financial controls reviewed on an annual basis.							
VAT recoded through minutes and reclaimed ona annual basis in Feb/March							
Statement of accounts presented to each council meeting and emailed to councillors.							
Bank Statements reconciled on a tri-monthly basis and reconciled half yearly end September							
Finance Committee prepared budget in October for approval at November meeting for following year.							
Accounts presented for internal audit in April, approved by PC in May and sent to external auditors in June.							
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	Jeremy Parker			
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.							