

| MILLAND PARISH COUNCIL - GENERAL ADMINISTRATION | | | | | | | |
|---|-------------------------------|------------|---------------------|--|---|-------------------------------|---------------------|
| RISK ASSESSMENT Reviewed March 2023 | | | | | | | |
| 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 | Painted with preservative as necessary | Annual check Sept | £1,199.00 | PC owned structures |
| | | | Cartersland 2006 | | Insurance | £1,438.00 | 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 |
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| 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 |

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| 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. | | | | | | | |

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| Bank Accounts | Fraud | Low | Online banking Barclays required Clerk and one to approve. Payments approved at meeting or by two councillors. | | | Fidelity insurance | |
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| 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 or renewal. | | | | | | | |
| 4. Internal financial controls reviewed on an annual basis. | | | | | | | |
| 5. VAT recoded through minutes and reclaimed on an annual basis in Feb/March | | | | | | | |

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| 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. | | | | | | | |
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| 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 | | |

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| Legal expenses | " | 250K | | Fidelity Guarantee - Limit of Indemnity | 250K | | |
| Public Liability | | 10m | | | | | |
| RISK ASSESSMENT - FINANCIAL | | | | | | | |
| Refer to Financial Regulations document adopted by the Council at its meeting held on March 2023 | | | | | | | |
| This document covers the following: | | | | | | | |
| 1. General - RFO | 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 | | | | | | |
| 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 a | | | | | | |
| 9. Income | DD / Banked promptly | | | | | | |
| 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 | | | | | | |
| 16. Review of Finance Regulations | Reviewed annually | | | | | | |

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