



TARSET & GREYSTEAD PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT 2019

Area	Risk	Level	Control (<i>and agreed improvements</i>)
Assets	Protection of physical assets	M	Bus Shelter and Orchard on asset register and insured £10k. Value increased and depreciated annually accordingly. Precept to include repair/replacement of bus shelter.
	Maintenance of physical assets	M	Bus Shelter currently maintained on an ad hoc basis. Orchard maintained quarterly.
Finance	Banking	M	Currently no large investments. Sums of less than about £20,000 with high street bank
	Financial controls and records	M	Monthly reconciliation and cash flow budget forecast prepared by Parish Clerk and reported to Council. Two signatories on cheques. Online banking access for view only. Internal and external audit.
	Comply with VAT Regulations	H	VAT claims calculated by Parish Clerk. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Parish Council receive detailed budgets in the late autumn. Precept derived directly from this.
	Complying with borrowing restrictions	L	No borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place for personal accident £50k and public liability £10 million. Risk assessment for Litter Pick.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies SLCC & NALC. Regular advice from HMRC. Insurance covers Employers Liability £10 million.
	Comply with HMRC requirements	M	Regular advice from HMRC.
	Safety of Staff and visitors	M	Village Hall has compiled own H&S risk assessment where Parish Council

			meetings are held. Insured for public liability £10 million.
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets every two months and receives and approves Minutes of the previous meeting. Minutes made available to press and public via the web site and Parish Clerk.
	Proper document control	M	Key documents, plans, minute books etc stored at Clerk's home office. Other data storage to comply with Data Protection Act. Archived material annually sent to Woodhorn.
Councillor propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed. Gifts and hospitality register can be completed if required at any Council meeting. To be included as an agenda item in May.

This risk management paper was considered by the Council on March 20th 2019 and will be reviewed again in 12 months.