



# HENSTRIDGE PARISH COUNCIL

**Clerk:** Emma Curtis, 14 Everlanes Close, Milborne Port, SHERBORNE, DT9 5FT

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## RISK ASSESSMENT AND MANAGEMENT

Area	Risk	Level	Control ( <i>and agreed improvements</i> )
Assets	Protection of physical assets	L	Recreation Ground, Burial Ground, Allotment site and other outdoor assets (e.g bins, seats etc) included on insurance policy. Maintenance arrangements in place. Asset Register kept by Clerk.
Finance	Banking	L	All sums received to be banked by the Clerk within a week of receipt.
	Risk of consequential loss of income due to business interruption	M	Insurance cover. Sum insured £20,000 (to cover loss of income and increased cost of working). Important documents backed-up. <b>Review back-up arrangements annually.</b>
	Loss of cash through theft or dishonesty	L	Receipts of cash very rare. Any cash to be banked by the Clerk within a week of receipt and a receipt issued to the payer.
	Financial controls and records	M	Monthly reconciliation prepared by Clerk and reported to Council. Two signatories on cheques. Internal and external audit.
	Comply with VAT Regulations	L	Use help line when necessary. VAT claims calculated by Clerk. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council at least quarterly.
	Complying with borrowing restrictions	L	No new borrowing likely at present
Liability	Risk to third party, property or individuals	L	Insurance in place. Recreation Ground, including skate park, outdoor gym and play area checked weekly.
	Legal liability as consequence of asset ownership		Insurance in place.



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Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation.
	Comply with HMRC requirements	M	Regular advice from HMRC. Internal and external auditor to carry out annual checks.
Legal Liability	Ensuring activities are within legal powers	M	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 month (sometimes excluding August) and receives and approves Minutes of the previous meeting. Minutes made available to press and public via the web site or on paper by request to the Clerk (charges may apply).
	Proper document control	M	All documents stored at Clerk's home. <b>Old minute books to be lodged at County Records Office.</b> Other data storage to comply with Data Protection Act and <b>General Data Protection Regulations 2018.</b>
Councillor propriety	Registers of Interests and gifts and hospitality in place	M	Register of interest completed. <b>Gifts and hospitality register to be present at each Council meeting.</b>

This risk management paper was considered by the Council on 01/05/2018 and will be reviewed again in 12 months.

Document reviewed 06/07/2020