



## PARISH COUNCIL

### ANNUAL RISK ASSESSMENT

Potential Risk Identified	Control in Place	Action to improve	Actionee	Priority
The financial loss of fixed assets owned by the Council with the exception of children's play equipment and street furniture.	The Council has insurance policy with Aon which covers these identified risks.			
	There are several insurance providers that specialise in Parish Council insurance, Aon is one of them.			
	The Council has agreed and minuted that it will not mitigate against the financial loss of children's play equipment and street furniture.			
Damage to third party property or injury to persons as a consequence of the Council providing services or amenities for the public.	Public Liability cover of £10,000,000 maximum is in place.			
Third party liability as a consequence of fixed asset ownership.	All organisations using Council land or tenants are required to have Public Liability insurance and to indemnify The Council. Copies of PL Insurance is requested from each party before any event.			
Employer's liability.	Employer's Liability cover of £10,000,000 maximum is in place.			
Councillors and Clerks Liability.	Insurance policy extends to cover the actions of Councillors and The Clerk. Libel and Slander cover of £250,000.			
Loss of cash through theft or	Fidelity Insurance to the value of £250,000 is in place.			
	Two signatures are required on all cheques, and cheque book stubs are initialled by The Chairman.			

Loss of cash through theft or dishonesty.	Bank reconciliations are performed by Clerk and confirmed by The Chairman.			
	Loss of money due to damage or theft is covered to a minimum of £300.			
	The Council has a policy of no petty cash.			
Liability, slander and negligence by officials.	Liability, cover of £250,000 maximum is in place. The policy indemnifies officials to the sum of £500,000 in the course of their business.			
The condition and safety of fixed assets.	Monthly safety inspection on playground equipment carried out by Maidstone Borough Council (MBC). Items for action are prioritised and sent to The Clerk.	An independent annual safety inspection of playground equipment to be put in place.	Clk	1
	All doors and gates are kept locked whilst building and amenities are unsupervised.			
	Signs are in place to notify of any potential dangers such as non native species and vegetation.			
	The Council Maintains an asbestos register and schedule of condition as required.			
	There is a three yearly inspection of the condition and electrical safety of street lighting.			
	All tenants have a safety risk assessment in place and copies given to Council.			
	All third parties using Council land for organised events are required to have a safety risk assessment in place and copies given to Council.			
The condition and safety of trees on Council owned and leased land.	There is an inspection by allocated councillors of all Council owned and leased land at least quarterly, this is minuted via full council meetings. The first detailed inspection of the trees was carried out by KCC in 2012. This inspection will be repeated every three years	3 yearly inspection to be organised	Clk	1
	Tree wardens are now in place, they report any issues to The Clerk.			
Liability arising from the provision of services being carried out under agency / partnership agreements with principal authorities.(Kent County Council, Maidstone Borough Council and the Environment Agency).	The Council requires services provided by principal authorities to be carried out in accordance with their own health and safety policy. Any concerns are fed back to them by the Clerk.			

Liability arising from the provision of services being carried out by third party contractors.	The Council buys in services from designated contractors.			
	Contractors have a safety risk assessment in place and copies are held by the Council			
	Performance is monitored regularly by The Clerk and Members of Council.			
	Contractors are required to have Public Liability Insurance and to indemnify The Council.			
	Evidence of Public Liability Insurance has been received from all designated contractors.			
Liabilities arising from non Council organised events using Council Land and facilities.	A sub-committee is appointed where appropriate for day to day management.			
	Insurance arrangements are established and implemented as necessary.			
	Safety risk assessments are provided by the organisers as required.			
Liabilities arising from casual users of Council Land and facilities.	The Council's insurance policy with Aon covers any financial liability.			
	The Council has a housekeeping programme whereby each councillor has area of responsibility to check regularly, identify any issues and report to The Clerk for resolution. All areas are now formally inspected at least quarterly and minuted via the full council meeting.			
Liabilities arising from volunteers on Council Land and facilities.	The Council's insurance policy with Aon covers any financial liability.			
	The Council has a housekeeping programme whereby each councillor has area of responsibility to check regularly, identify any issues and report to The Clerk for resolution. All areas are now formally inspected at least quarterly and minuted via the full council meeting.			
	The Council undertakes to conduct its business in accordance with current legislation and in the best interests of residents of the parish.	The Council is working to achieve The Local Council Award Scheme	Chair/Clk	4

The Council's conduct of its business:	It is The Clerk's responsibility to understand and advise The Council on the legal requirements.	The Clerk will undertake "The Working with your Council" training and obtain "The Certificate in Local Council Administration".	Clk	4
	The Council is a member of The Kent Association of Local Councils (KALC) and refers to them for advice and clarification.			
	The council retains a copy of Local Council Administration by Charles Arnold Baker and The Local Council Clerk's Guide by Paul Clayden and refers to them as necessary.			
	Councillors are made aware of training available.			
	The Clerk undertakes training as appropriate.			
	The Clerk is a member of The Society of Local Council Clerks (SLCC) and takes advice as appropriate.			
Document Control.	Satisfy Internal Auditor checks statutory requirements.			
	A Code of Conduct is in place.			
	Timely and accurate reporting of Council business in the minutes is in place.			
	Responding to electors wishing to exercise their rights of inspection.			
	Ensuring all business activities are within legal powers applicable to local councils.			
	Keeping proper financial records in accordance with statutory requirements.			
	Complying with restrictions on borrowing.			
Registering of members' interests and gifts and hospitality are in place, and are complete, accurate and up to date.	Discloseable Pecuniary Interests of all Councillors are lodged with MBC at the start of the Councillor's term or office.			
	A declaration of interest in any business conducted by The Council is made at beginning of each Council meeting and minuted.			
	Any request for dispensation is agreed and minuted as appropriate at each meeting.			

	A declaration of changes to the registered interests is made at beginning of each Council meeting and minuted.			
	A register of the above declarations has been set up and is available for inspection annually by the Internal Auditor.			
Adequacy of annual precept. The proper use of Council funds and grants to other bodies.	Each Councillor has a list of all council powers and duties.			
	All expenditure is approved and minuted at monthly council meetings.			
	All expenditure presented for approval is annotated with the power allowing it.			
	Regular checks by The Chairman of The Council that all funds allocated for specific purposes have been spent accordingly; this is reviewed by the Internal Auditor.			
	An annual budget is prepared by The Chairman and The Clerk and approved by the full Council and minuted.			
	All finances are reviewed quarterly.			
	Any expenditure outside the scope of the annual budget is approved at a full Council meeting and minuted. Finances are conducted in line with The Councils Financial Regulations and Statement of Internal control.			
Compliance with HM Revenue and Customs regulations.	VAT returns are submitted by the due date.			
	PAYE returns are submitted by the due date.			
	Returns are available for inspection annually by the independent internal auditor.			
Compliance with Employment law regulations.	Contracts of employment for all established staff to be issued within 28 days of their commencement date.			
	All staff to have annual appraisals of their work.			
	It is The Clerk's responsibility to understand and advice The Council on the legal requirements.			
	The Clerk is a member of The Society of Local Council Clerks (SLCC) and takes advice as appropriate.			

made but action is not required in the short term.

**Adopted at the Annual Parish Council Meeting on 17 May 2011.**

**To be reviewed annually at the Annual Parish Council Meeting (see minutes of that meeting).**