

Weston with Gayton Parish Council Risk Assessment

Weston with Gayton Parish Council
Risk Assessment
Reviewed 11 June 2019

| Physical Assets and Equipment | | | | | | | |
|--|---|---|----------------|---|---|--------------------|----------|
| Item/ subject | Location | Risk Identified | Classification | Measures in place | Measures to be taken to reduce/minimise/control | Responsible Person | Review |
| Office equipment inc. Laptop and Printer | Home of Clerk | Loss or damage to physical assets | Low | Maintain and update register of assets. Ensure location is secure. Amend Insurance accordingly. | none required | Clerk | Annually |
| Filing Cabinet | Village Hall | Loss or damage, unauthorised access | Low | Building is secure. Filing cabinet is locked and Clerk and Councillor Wray have the only keys. | Inspect monthly. | Clerk | Annually |
| Children's Play Area and MUGA | Village Green and Village Hall | Risk or damage to third party property or individuals | Med | Formal Playground maintenance inspections three times each year and monthly checks by grounds maintenance contract. Public Liability Insurance in place. Clear notices displayed with a 24hr telephone number to call in the event of an accident or incident at the play area. | Detailed consideration of recommendations of inspection reports at full council. Action taken swiftly when necessary. | CLRs & Clerk | Annually |
| War Memorial | Green Road | Loss or damage to physical assets. Risk to individuals. | Low | Covered by Parish Council Insurance | Visual inspections monthly by Ground Maintenance contractor | CLRs. | Annually |
| Village Hall | Council Property | Loss or damage to physical assets and risk or damage to third party property or individuals | Low | Insurance including public liability insurance arranged by Weston Village Hall Management Committee, together with maintenance and repair of the building. | Quarterly joint meetings with Weston Village Hall Management Committee | Weston VHMC | Annually |
| Benches | The Green, War Memorial Bus stop (A518) & hidden garden | Loss or damage to physical assets and risk or damage to third party property or individuals | Low | Regular inspection by Ground Maintenance Contractor, repairs undertaken as part of routine Grounds Maintenance Contract. Covered by Parish Council Insurance. | Grounds Maintenance Contractor to feedback to full council via the Parish Clerk. | CLRs. | Annually |
| Waste bins and dog bins | Village Hall, Village Green, Canal | Loss or damage to physical assets and risk or damage to third party property or individuals | Low | Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda | Grounds Maintenance Contractor to feedback to full council via the Parish Clerk. | CLRs. | Annually |
| Notice Boards | Village Green, Old Road, Gayton | Loss or damage to physical assets and risk or damage to third party property or individuals | Low | Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda | Grounds Maintenance Contractor to feedback to full council via the Parish Clerk. | CLRs. | Annually |
| Bus Shelter | A518 and Gayton | Loss or damage to physical assets and risk or damage to third party property or individuals | Low | Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda | Grounds Maintenance Contractor to feedback to full council via the Parish Clerk. | CLRs. | Annually |
| Phone Box | Gayton | Loss or damage to physical assets and risk or damage to third party property or individuals | Low | | | | |
| Flagpole | Village Green | Loss or damage to physical assets and risk or damage to third party property or individuals | Low | Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda | Grounds Maintenance Contractor to feedback to full council via the Parish Clerk. | CLRs. | Annually |
| Christmas Tree Lights | Village Hall | Loss or damage to physical assets and risk or damage to third party property or individuals | Low | Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda | Grounds Maintenance Contractor to feedback to full council via the Parish Clerk. | CLRs. | Annually |

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| Land | Village Green, Private Road, Land fronting Woolpack | Damage to surface/path/Grass/contamination | Med | Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda | Grounds Maintenance Contractor to feedback to full council via the Parish Clerk. | Cllrs. | Annually |
| Trees | Village Green | Loss or damage to trees and risk or damage to third party property or individuals | Med | Regular Tree Inspections. Any reports of damage, disease to be included on the next Agenda. | Grounds Maintenance Contractor to feedback to full council via the Parish Clerk. | Cllrs. | Annually |

Financial and Administration

| Item/ subject | Area of Risk | Risk Identified | Classification | Measures in place | Measures to be taken to reduce/minimise/control | Responsible Person | Review |
|----------------------|---------------------------|---|----------------|--|---|-------------------------|----------|
| Insurance | Adequacy/Cost/ Compliance | Not all appropriate areas covered and/or inadequate levels of personal and public liability insurance in place. | Low | Annual Review by full council of insurance documents and level of cover. Three yearly review of provider to ensure value for money. | None required | Cllrs & Clerk | Annually |
| Financial | Budgeting/setting precept | Overspend/Inadequate funds for essential activities. | Low | Clerk monitors spending & reports receipts and payments to Council monthly and full budget position statement quarterly. Annual Budget setting as part of the Council Meeting and budget planning for the year ahead held in October and November. Expenditure authorised in accordance with financial regulations. Healthy reserves and ring fenced funds maintained. | Councillors to ensure they are familiar with the full content of the Finance regulations and apply accordingly. | Cllrs & Clerk | Annually |
| Financial | Financial Records | Inadequate or incorrect records | Low | Monthly bank reconciliation by Clerk. Two signatures on cheques. All payments approved by the Council. Internal and external audits. Minutes reviewed, signed and dated at following meeting | None required | Cllrs & Clerk | Annually |
| Financial | Financial Records | VAT and HMRC payments not made/claimed | Low | VAT and HMRC payments and claims calculated by Clerk. Internal and external audit provide further checks | None required | Clerk & auditors | Annually |
| Financial | Loss of money | Loss through theft or dishonesty of Staff or Members | Low | Monthly reconciliation by Clerk. Two signatures on cheques. All payments approved by the Council. Internal and external audits. Fidelity insurance in place | None required | Clerk, Cllrs & auditors | Annually |
| Financial | Reserves | Inadequacy of reserves e.g. for Election/emergency | Low | Consider at budget setting meeting. Hold healthy reserves and ring fenced funds for elections. | Maintain healthy reserves and ring fenced reserves for elections. | Councillors | Annually |
| Financial | Staff Expenses | Wrong Expenses Paid | Low | Clerks expenses presented to Council monthly and Chairman to scrutinise claim. Receipts provided and mileage to be checked by Chairman. Full itemised breakdown of expenses and dates provided. | None required | Cllrs & Clerk | Annually |
| Councillor Propriety | Training of Councillors | Illegal decisions could be made | Low | Review training required for Councillors | Councillors to attend training as required. | Cllrs & Clerk | Annually |
| Councillor Propriety | Training of Clerk | Illegal decisions could be made | Low | Clerks training ongoing. Review annually. Make effective use of advice and guidance provided by SPCA and SLCC | Clerk to attend training as required. | Cllrs & Clerk | Annually |
| Councillor Propriety | Declarations of interest | Risk of bringing Council into disrepute | Low | Pecuniary Interests forms completed and held by monitoring officer. Declaration of office signed by all Councillors | Ensure compliance by agenda item on each agenda. | Cllrs & Clerk | Annually |
| Governance | Legality of actions | Ensuring activities are within legal powers | Low | Clerk clarifies legal position on new proposals. Legal advice sought if required. | Consider formal training for Councillors and Clerk as required | Cllrs & Clerk | Annually |
| Governance | Legal requirements | Proper and timely reporting via the minutes | Low | Council meets monthly and approves the previous months minutes. Minutes available on website and displayed on noticeboards | None required | Clerk | Annually |
| Governance | Planning Consultation | Meeting deadlines for response | Low | Meet between normal meetings if necessary | None required | Cllrs & Clerk | Annually |
| Staff | Staff | Loss of key personnel - Clerk through ill health, long term sickness or even death | Low | Clear procedures and guidance notes in place for key duties and logical filing system to enable ease of hand over. | Review duties and responsibilities annually | Cllrs & Clerk | Annually |

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| General | Document security | Inappropriateness of existing facilities/non adherence to records and retention requirements. | Med | Current and recent records stored at the home of the Clerk. | Historical records to be deposited with County archive service. Records to be reviewed in light of GDPR | Clerk | Annually |
| General | Disaster Recovery | Loss of computer records. Council unable to operate due to loss of key records | Med | Computer backed up monthly to memory stick and dropbox | Investigate further external safeguards | Clerk | Annually |
| Contracts and Contractors | Management of Contracts | Inadequate awarding or management of contracts | Med | Finance Regulations and Standing Orders in place to govern awarding of contracts. Detailed service specifications provided to ensure ease of management of delivery. | Training for Clerk in contract law and management if required. | Clerk & Cllrs. | Annually |