

FULFORD PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2020

Area	Risk	Level	Control (<i>and agreed improvements</i>)
Assets	Protection of physical assets	M	Buildings insured.
	Security of buildings, equipment etc	H	Shutters on Parish Office, insured
	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis.
Finance	Banking	M	Banking account held with Nat West
	Risk of consequential loss of income	M	Fidelity Insurance included in insurance policy
	Loss of cash through theft or dishonesty	H	Receipts issued. Monthly Bank Reconciliations checked at full council
	Financial controls and records	M	Monthly reconciliation prepared by Clerk and checked by two Councillors at full council Three signatories on cheques. Internal and external audit.
	Comply with VAT Regulations	H	Use help line when necessary. VAT payments and claims calculated by Clerk and checked by a Councillor. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	F & GP Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to F & GP Cttee twice a year.
	Complying with borrowing restrictions	L	No new borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Risk assessments on events as and when required
	Legal liability as consequence of asset ownership	H	Insurance in place. H&S checklist operated at Grindley Park. Weekly checks of playgrounds. Written records kept. 6

			monthly checks by ROSPA qualified technician of playgrounds
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 carry out annual checks.
	Safety of Staff and visitors	M	Regular H&S risk assessment checks of Parish Office. Clerk keeps door locked when present in office on own.
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary from SPCA / SLCC
	Proper and timely reporting via the Minutes	M	Council meets once a month and receives and approves Minutes of meetings held in interim. Minutes made available to press and public at the Parish Office and via the web site.
	Proper document control	M	. Key documents, deeds etc to be copied and originals stored in safe. Reduce the need to keep paper documentation by registering ownership of land and buildings with the Land Registry. Other data storage to comply with Data Protection Act. Changes needed.
Councillor propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed. Gifts and hospitality register is present at each Council meeting. To be included as an agenda item in May and October.

This risk management paper was considered by the Council on and will be reviewed again in [12 months].