



Stoke by Clare

Parish Council

Financial Risk Assessment Stoke by Clare Parish Council 2018

Area	Risk	Level	Control (and agreed improvements)
Assets	Protection of physical assets	L	War Memorial – Renovated 2013(to be cleaned 2019) Village Hall – Insured Playground equipment – Insured and inspected. Playground fencing - Insured Contents of village hall – Insured by PC and Hall Cttee. Seats - Insured Grit Bin – Insured Ground Surfaces - Insured Dog Bins-Insured Lap top-Insured by clerk, held at his home
	Security of Buildings, equipment etc	M	Key Register kept of keyholders for The Barn by Hall Committee.
	Maintenance of buildings	L	Village Hall and playground currently maintained on an ad hoc basis. Hall by Management cttee, playground using monthly reports by PC and volunteers.
Finance	Banking	L	Accounts all held with Lloyds. All cheques written require two authorised signatories and invoices to be initialled. Agreed at council meetings.
	Financial controls and records	L	Bank reconciliation prepared by RFO and reported at each PC Meeting and also at Finance Sub Committee meetings and to entire Parish Council at year end.
	Comply with Customs and Excise Regulations	L	VAT reclaimed by RFO on ad hoc basis. At least annually to 31 st Dec.
	Sound budgeting to underlie annual precept	L	Finance sub committee review budget. Precept discussed at committee then reported and agreed by full Council. Expenditure against budget reported to Finance sub committee by RFO.

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Liability	Risk to third party, property or individuals or councillors Public Liability	L/M	Insurance cover by Zurich Insurance. Coverage in accordance with their policy. A qualified inspector to be appointed to review village trees, also via annual walk
	Legal liability as consequence of asset ownership (burial ground, playing field)	L/M	Insurance Cover. Play area inspected regularly and annually. Burial ground inspected on ad hoc basis by the church warden and Parish Clerk
Employer Liability	Comply with Employment Law	L	Membership of Society of Local Council SALC., we use their pay service.
Legal Liability	Proper and timely reporting via the Minutes	L/M	Full Council meets approx. every 6 weeks and receives and approves minutes of meetings held. Minutes available to public via Website and Notice Board. Data Protection law to be followed. Flooding of ditch and pond- Insured Fly Tipping- Old Railway Cutting. Review on ad hoc basis
	Proper document control	M	Legal documents at Clerk's home. Computer back up of documents done automatically. All e mails relating to Council to be sent by Clerk via secure e mail account. (only used for Stoke by Clare PC business)
Councillor propriety	Register of Interests and gifts of hospitality in place	M	Register of interests completed at each meeting.

L = Low Risk
M = Medium Risk
H = High Risk

Overall assessment: Low

This risk management paper was considered by the Finance Sub Committee and reported to the full Council on 10th December 2018 and will be reviewed again in approx 12 months, or sooner if the risk changes

Signed: -----
Cllr G Dadd
Councillor and chairman of
Stoke by Clare Parish Council

Chris Turner
Clerk/RFO
Stoke by Clare Parish Council