

### Stutton cum Hazlewood Parish Council Risk Assessment & Management 2021

| Area               | Risk   | Level | Control   |
|--------------------|--|-------|---|
| Assets             | Protection of physical assets                | M     | Buildings and street furnishings are insured.   |
|                    | Maintenance of buildings, etc.               | M     | Seats maintained on an ad hoc basis with repairs completed as and when. Underpass lighting inspected monthly and defects reported. Dog bins and Grit bins maintained. |
| Finance            | Banking                                      | M     | Two accounts held (current, business reserve). Any excess funds in the current account are regularly transferred to the business reserve account.                     |
|                    | Loss of cash through theft and dishonesty    | M     | Receipts issued. Insurance cover for fidelity guarantee.  |
|                    | Financial Controls and Records               | M     | Two signatories on cheques. Internal Audit. Monthly reconciliation prepared and reported to the Council at each meeting.  |
|                    | Sound budgeting to underlie annual precept   | M     | Precept derived to sustain expenditure. Expenditure against budget reported to Council every 6 months.  |
| Liability          | Risk to third party, property or individuals | M     | Insurance in place.   |
| Employer Liability | Comply with employment law                   | M     | Membership of Yorkshire Local Council Associations and Society of Local Council Clerks  |
|                    | Comply with Inland Revenue requirements      | M     | Clerk paid – PAYE account set up with Autela.   |
| Legal Liability    | Ensuring Activities are within legal powers  | H     | 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 monthly (except August) and receives and approves minutes of meetings. Minutes are made available to press and public |
|                      | Proper document control                                   | M | Leases and deeds kept by Clerk  |
| Contractors          | Undertaking work for the PC                               | M | Contractors must have Public Liability Insurance, Health & Safety Codes.  |
| Councillor Propriety | Registers of Interests and gifts and hospitality in place | H | Register of Interest completed and held by Clerk and notified to Selby District Council   |

Reviewed by Council

Date \_\_\_\_\_ Signed \_\_\_\_\_