

## CHURCH FENTON PARISH COUNCIL RISK ASSESSMENT 2019

Service Area	Risk	Action
Insurance	Public Liability (Statutory)	Continue existing cover (£10M)
	Employers Liability (Statutory)	Continue existing cover (£10M)
	Money	Continue existing cover (£250K)
	Legal liability and expenses	Continue existing cover (£500K)
	Property	Existing cover for assets (Properties, Outside equipment, Playground equipment, Office contents, Street furniture) £1,715K All risks - £5K
	Business interruption	Continue existing cover (£10K)
	Officials indemnity	Continue existing cover (£500K)
	Liber and Slander	Continue existing cover (£250K)
	Personal accident	Continue existing cover (up to £100K)
Staff and Payroll	Loss of data	Council PC backed up regularly.
	Loss of staff	Immediately advertise any vacancy. Use YLCA locum service if necessary
Financial Administration	Payment arrangements	Budget minute recorded for each payment. Payments reported to Council. Cheques signed by 2 Councillors with stubs initialled
	Reconciliation	Carried out on receipt of Bank Statements
	Cash Flow	Monitor monthly. Maintain adequate current account balance
Precept/ Budget	Level of precept inadequate	Detailed budget considered before setting precept
	Inadequate performance monitoring	Finance report considered at each Council meeting
	Illegal expenditure	Use of General Power of Competence, and awareness of limitations.
	Revenue reserve	Monitor annually as part of budget process
Accounting	Non-compliant records kept	Continue to require adequate, complete and statutory financial records and accounts
	Non-compliance with statutory deadlines for the completion, approval, submission and advertising of Financial Return.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements	Appoint Internal Auditor and review annually
Administration	Loss of Records	Internet based accounting package Computer backed up by removable hard disc drive Archives stored in Village Hall safe.

Contracts	Ensure continued value for money coupled with continuity of work	Appoint contractors in line with Financial Regulations
	Liability	Ensure contractors hold appropriate insurance
Buildings	Rental Income	Monitor monthly to ensure payment received Bond held should there be a default on the Shop
	Lease terms	Monitor activity to ensure lease conditions are met
Playgrounds and open spaces	Playground equipment faults	Annual full professional inspection Quarterly interim professional inspection Monthly visual inspection
	Other hazards	Sites inspected at least monthly by lengthsman, and appropriate action taken
Street Lights	Condition of street lights	Regular inspection by NYCC Column replacement programme.
Other assets	Benches, Bus Shelter	Regular visual inspection by lengthsman
	Defibrillator	Regular visual inspection Equipment replaced in accordance with recommended cycle