

RISK ASSESSMENT AND MANAGEMENT 2011

Area	Risk	Level	Control (<i>and agreed improvements</i>)
Assets	Protection of physical assets	L	
	Security of buildings, equipment etc	L	No buildings owned by the Town Council. Lap top computer and printer secure.
	Maintenance of buildings, equipment etc	L	No building maintenance liability for the Town Council at present. Repair/renew as required.
	Allotment Sites	L	External fencing contribution only – budget as required. Both sites leased long term to Association which maintains and manages. Public liability insurance in place for Council and Association.
	Seasonal Lighting	L	Equipment stored and erected by specialist certified contractors.
Finance	Banking	L	Accounts in place with Barclays Bank requiring 2 out of 3 member signatories. Basically only precept received from NCC. Nominal bank charges and interest earned. Investment to consider depending on project decisions.
	Risk of consequential loss of income	L	Little income apart from precept, nominal rent from allotment lease and Farmers' Market when operated.
	Loss of cash through theft or dishonesty	L	Very little cash handled and cheque payment encouraged. Fidelity guarantees cover up to £5,000.
	Financial controls and records	L	Financial Regulations in place. Regular bank reconciliation and budgetary control reports prepared by Clerk and reported to Council/Finance Committee. Two members' signatures on cheques. Expenditure approved by Council or Town Clerk within budget under delegated powers. Internal and external audit.
	Comply with Customs and Excise Regulations	L	VAT payments and claims calculated by Clerk. Open to inspection by members. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	L	Council receives detailed budgets in December. Precept derived directly from this. Significant input from Chairperson of Finance Committee. Income & Expenditure against budget reported to Finance

			Committee quarterly.
	Complying with borrowing restrictions	L	No borrowing at present.
Liability	Risk to third party, property or individuals	L	Public Liability insurance in place. Existing cover of up to £10m.
	Legal liability as consequence of asset ownership	L	No assets owned other than allotment sites.
	Libel and Slander	L	Members and clerk - standard cover incorporated in public liability £10,000,000. Statements on behalf of TC to be checked with Clerk or Chair and seek to omit names.
	Officials Indemnity	L	Cover for members and clerk for any negligent act, accidental error or omission committed - standard cover up to £250,000.
Employer Liability	Comply with Employment Law	L	Advice sought from Local & National Association of Local Councils when required. Existing insurance cover up to £10m.
	Comply with Inland Revenue requirements	L	Clerk declares salary to Inland Revenue. PAYE conducted through NCC Payroll. Internal and external auditors carry out annual checks.
	Safety of Staff and visitors	L	Low level of visitors to Town Council office.
Legal Liability	Ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposal. External legal advice to be sought when necessary.
	Proper and timely reporting via the Minutes	L	Council meets monthly with ad hoc Finance and Grant committees with delegated powers. Minutes of meetings submitted to Council. Minutes made available to public and members – published at Library, Post Offices and on web site.
	Proper document control	L	Leases and legal documents (none at present) to be held in office or in Clerk's home. Future deeds, leases, documents to be stored securely. Compliance with the Data Protection Act, Freedom of Information Act scheme adopted.
Councillor Propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Members to declare any gifts or hospitality (over £25 in value) as and when received. None received to date.

	Declaration of members' interests	L	Specific item on each agenda and advice available when necessary.
	Risk	Level	Control (<i>and agreed improvements</i>)
Town Plan Projects & Services	Regular programme of Farmers' Markets	M	Availability of site. Engagement of traders and hire and erection of stalls by NCC. Competent management throughout market.
	Play Areas transfer of responsibility	M	Suitable terms and conditions agreed for inspection regime with NCC and insurance cover. Work towards transfer of assets and future options for joint delivery.
	Public Toilets improvement of standards and availability	H	Working Group to identify suitable options and locations with capital and revenue costs. Continued contribution from NCC for strategic visitor toilets.
	School Crossing patrol re-instated	H	NCC co-operation recruitment and employment. Suitable candidates willing to participate.
	Dedication Garden identified, planted and opened	L	Site and scheme agreed with NCC and participation with early preparation. Strong local "Friends Group" needed at early date. Arrangements for first dedication service and profile.
	Leisure & community events	M	Identification and priority of events to be hosted for local people through partners.
	Training & learning schemes	M	Partnership work essential from experts in field.
	Environmental schemes	M	Identification and priority of initial projects with locations and resources.

This risk management assessment considered by the Finance Committee on 16 February 2011 and will be reviewed again within 12 months.