

NEWBIGGIN BY-THE-SEA TOWN COUNCIL

RISK ASSESSMENT AND MANAGEMENT 2019

	Risk	Level	Control (<i>and agreed improvements</i>)
Assets	Protection of physical assets	L	Arrangements for inspection and maintenance regime in place through Local Service Agreements and local contractors for assets transferred.
	Security of buildings, equipment etc	L	New office leased at 76 Front Street, with nominal maintenance charge only, alarm controlled door entry and CCTV operating. Desk computer and printer installed in office with back up off site. Lap top computer secure with Town Clerk. The Bungalow security locks, shutters and alarms in place and maintained with CCTV operating.
	Maintenance of buildings, equipment etc	L	Repair/maintain as required from budget.
	Allotment Sites	L	25 year Lease in place with Association managing and maintaining sites. Rent reviewed and phased increase agreed. Public liability cover.
	Seasonal Lighting	L	Equipment stored tested and erected by specialist certified contractors.
Finance	Banking	L	Accounts in place with Barclays Bank requiring 2 out of 4 member signatories. Precept received from NCC 2 instalments. Bank charges and nominal interest earned on short-term deposit pending project decisions.
	Risk of consequential loss of income	L	Nominal income throughout year and rent from leases paid into bank.
	Loss of cash through theft or dishonesty	L	Very little cash handled and cheque payment encouraged. Nipper transport pass nominal income banked after receipt. Fidelity guarantees cover up to £5,000 cash.
	Financial controls and		Revised Financial Regulations implemented

	records	L	01/04/18. Regular bank reconciliation and budgetary control reports prepared by Clerk. Reports to Council/ Finance Committee and voluntary publication on-line of payments. Two members' signatures on cheques. Expenditure approved by Council or Town Clerk within budget under delegated powers. Internal and external audit completed.
	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	Councillors receive detailed budget information by December. Budget and Precept developed with input from Mayor and Chairperson; Finance Committee; EWG agreed at January Council. Income & Expenditure against budget considered by Finance Committee.
	Complying with borrowing restrictions	L	No borrowing at present.
Liability	Risk to third party, property or individuals	L	Public Liability, buildings, financial loss, officials' indemnity insurance in place. Cover of up to £10m.
	Legal liability as consequence of asset ownership	L	Allotment sites covered by existing arrangements. Transferred assets public seats; litter bins; bus shelters; play areas covered as above.
	Libel and Slander	L	Members and Officers - 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 Officers 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. Earmarked contingency fund for solicitors advice. Existing insurance cover up to £10m.
	Comply with Inland		Officer's salaries declared to HMRC, PAYE

	Revenue requirements	L	conducted through NCC Payroll. Internal auditor carries out annual checks and reconciliation.
	Safety of Staff and visitors	L	Property repaired as required. Low level of visitors to Town Council office. Entry control system in place.
Legal Liability	Ensuring activities are within legal powers	L	Officers clarify 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 regular Finance and Grant committees with delegated powers. Minutes of meetings submitted to Council. Minutes circulated to Members and available to public – published at Office and on web site.
	Proper document control	L	Leases and legal documents held in office or in Clerk's home. Compliance with the General Data Protection Regulations, Freedom of Information scheme adopted.
Councillor Propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed and published on-line by NCC. 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.
Councillor Propriety	Conduct	L	Code of Conduct adopted in line with County scheme and new declarations submitted to Monitoring Officer.
Town Plan Projects & Services	Local assets play areas; bus shelters; public seats; litter bins.	L	Local Service assets inspected and maintained through agreement with NCC now incorporated in Enhanced Services Partnership Agreement. Dedicated employees provided for summer months to undertake priority works.
	Public Toilets improvement of standards and availability	M	Review of County service to commence shortly. New strategic Town Centre toilets operated by NCC for standard hours but improvement project cancelled.

	Leisure & community events	L	Events Calendar being compiled for web site publication. Publication and regional distribution of generic promotional leaflet being prepared.
	Floral bedding and planters	L	Incorporated in enhanced services.
	Environmental schemes	L	Small schemes to be developed.
	Play Park refurbishment	L	Central Park refurbishment completed. Consideration of further Atlee Park refurbishment to be considered including safety surfaces.
Neighbourhood Plan	Preparation of a Neighbourhood Plan for the whole Parish	L	Process agreed through County Planning Authority and with support from Planning Officers. Steering Group established and overseeing process with public consultation proceeding. Reports back to Town Council at appropriate points.

This risk management assessment considered by the Town Council on 20 March 2019 and will be reviewed again within 12 months.

D Earl Town Clerk Newbiggin by-the-Sea Town Council March 2019