

**MILTON MALSOR PARISH COUNCIL
RISK MANAGEMENT 2020**

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	M	All assets insured. Value increased annually by RPI. Insurance market tested and assess insurance values.
	Security of buildings, equipment etc	M	The Parish office is alarmed & has a fire extinguisher installed. All files are kept in metal filing cabinets & equipment is maintained & insured.
	Maintenance of buildings	M	Only buildings owned by the PC are 2 bus shelters which are regularly maintained & situated in Lower Rd & High Street
Finance	Banking	M	2 bank Accounts held at NatWest Bank, Northampton
	Risk of consequential loss of income	M	Insurance cover: Held with Aviva Insurance Plc via Came & Co
	Loss of cash through theft or dishonesty	H	Insurance cover: Liability Insurance – AXA via Came & Co. Fidelity guarantee £150,000.00
	Financial controls and records	M	Quarterly reconciliation undertaken & reported to Finance working group & Council. 2 signatures needed to sign cheques. Internal NCALC independent annual audit & annual external audit undertaken by Audit Commission nominees
	Comply with HMRC Regulations	H	Use help line when necessary. VAT payments and claims on a spreadsheet. Annual claim undertaken. Council uses a payroll services provider

	Sound budgeting to underlie annual precept	M	Council receives detailed budget suggestions from the Finance Group in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council.
	Complying with borrowing restrictions	L	No borrowing at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Risk assessments of individual events carried out as necessary
	Legal liability as consequence of asset ownership (especially burial ground & playgrounds.	M	Insurance in place. Weekly checks of playground & trees, written records kept. Annual check by ROSPA of playground equipment. ROSPA also carrying out risk assessments of playground.
Employer Liability	Comply with Employment Law	M	Clerk is a member of SLCC & Council is a member of NCALC
	Comply with Inland Revenue requirements	M	Regular advice from HMRC. Internal and external auditors carry out annual checks. PC uses a professional payroll service for the Clerk's PAYE / Tax returns.
	Safety of Staff and visitors	M	Alarm fitted to clerk's office. Fire extinguisher fitted.
Legal Liability	Ensuring activities are within legal powers	M	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets monthly and always received & approves Minutes of meetings held in interim. Minutes made available to press & public on request & on Website

	Proper document & data control	M	Original leases now stored at bank. Copies kept in the office. Data backed up on an external hard drive & kept separately from main PC office
Councillors propriety	Registers of Interests and gifts and hospitality in place	M	Register of interest completed. Gifts and hospitality register is present at each Council meeting. Agenda item annually.

Updated on 15th May 2020 & Adopted by Parish Council