

# **WOODNEWTON PARISH COUNCIL**

## **RISK ASSESSMENT**

**REVIEW DATE January 2021**

<b>SUBJECT</b>	<b>RISK(S) IDENTIFIED</b>	<b>H / M /L</b>	<b>MANAGEMENT/CONTROL OF RISK</b>	<b>REVIEW/ASSESS</b>
<b>FINANCIAL</b>				
Precept	Adequacy	L	Budgetary procedure	Adequate
Financial controls & records	Inadequate checks	L	Accounts presented at each meeting 2 signatories on cheques and BACS Internal & external audits All payments minuted NALC-approved financial regulations in place	Cllr Guttridge has taken on an internal audit role
Insurance	Adequacy Compliance Came & Co guarantee	L L L	Clerk checks policy	Councillors to review compliance annually
Banking	Inadequate checks	L	Financial regulations in place Monthly reconciliations	Adequate
Cash	Dishonesty Theft	L L	Allotment rents received in cash are recorded on register & reconciled to banking or paid in directly to bank via BACS Petty cash book kept separately. Fidelity guarantee insurance	Adequate  Councillors to check book when approving reimbursement

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Council records (paper)	Loss thro' theft, fire, other damage	L/M	Papers are at the clerk's home on shelves, in a filing cabinet & in the attic	Most things now on computer with one drive back up.
Council records (electronic)	Loss thro' theft, fire, computer corruption	L	Stored on the clerk's home computer	Regular back up to the cloud via one drive
Meeting location	Health & safety	L	Village hall conducts its own risk assessment	Adequate
<b>ASSETS</b>				
Noticeboard	Injury to third parties	L	Clerk inspects regularly Insurance	Adequate
Playground equipment incl. seating	Injury to third parties	L	RoSPA annual report Maintenance budgeted annually Insurance	Checked monthly on a rota basis, updates each monthly meeting, clerk to file monthly reports
Village sign	Injury to third parties	L		

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<b>COUNCIL CONTROLLED</b>				
Street lights	Injury to third parties	L	All faults reported quickly and dealt with by electricity company	Newly installed lights with guarantee
Cemetery	Injury to third parties	L	Tight regulations on what can be in cemetery mean little risk from headstones etc. Walls,gates etc. pose low risk Insurance	Adequate Inspection Feb & Sept for referral to clean-up day
Chuch yard	Injury to third parties	L	Policy of inspection in place Walls,gates etc. pose low risk Insurance	Adequate Inspection Feb & Sept for referral to clean-up day
Allotments	Injury to third parties	L	Insurance	Inspection Feb & Sept for referral to clean-up day
Playing field	Injury to third parties	L	Insurance	Inspection Feb & Sept for referral to clean-up day
Trees	Injury to third parties	L		Inspection Feb & Sept for referral to clean-up day