

## PRESTON PARISH COUNCIL: RISK MANAGEMENT

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
<b>Assets</b>	Playground Equipment and Surfacing	M	Annual Inspection by ROSPA and regular inspection by Members of the Council. Covered by Public and Products Liability insurance to £10,000,000
	Goal Posts	L	Regular inspection by Members of the Council and covered by Public and Products Liability insurance to £10,000,000
	Millenium Stone	M	Regular Inspection by Members of the Council and covered by Public and Products Liability insurance to £10,000,000
<b>Finance</b>	Banking	M	Money held in Lloyds TSB in 2 accounts.
	Loss of cash through theft or dishonesty	L	No Cash handled. Any risk covered by Insurance.
	Financial controls and records	M	Reconciliation prepared by Clerk / RFO and reported to Council at each meeting. Two signatories on cheques and BACS payment authorisations. Internal and external audit.
	Comply with Customs and Excise Regulations	L	Clerk uses HMRC help line when necessary. VAT payments and claims and PAYE contributions calculated by Clerk /RFO. Internal and external auditor to provide double check.

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<b>Liability</b>	Risk to third party, property or individuals	M	Insurance in place and reviewed annually.
	Legal liability as consequence of asset ownership	M	Insurance in place and reviewed annually.
<b>Employer Liability</b>	Comply with Employment Law	M	Changes to legislation received from GAPTC and SLCC. Clerk keeps up to date by attending regular training.
	Comply with Inland Revenue requirements	M	Clerk liaises directly with HMRC. Internal and external auditors carry out annual checks.
	Safety of Staff	M	Appropriate precautions taken for lone working.
<b>Legal Liability</b>	Ensuring activities are within legal powers	M	Clerk clarifies legal position on any new proposal and legal advice is sought where necessary.
	Proper and timely reporting via the Minutes	L	Council meets every 2 months and always receives and approves Minutes of meetings. Minutes are made available to the public on noticeboards and via the web site.
<b>Councillors propriety</b>	Registers of Interests and gifts and hospitality in place	M	Register of interests completed. Gifts and hospitality registered if and when appropriate.