

PRESTON PARISH COUNCIL: RISK MANAGEMENT

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	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
Finance	Banking	M	Money held in Lloyds Bank in 2 accounts: Treasurers and Instant Access.
	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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Liability	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.
Employer Liability	Comply with Employment Law	M	Changes to legislation received from GAPTC. Clerk keeps up to date by attending regular training.
	Comply with Inland Revenue requirements	M	Clerk liaises directly with HMRC. Internal and external audits carry out annual checks.
	Safety of Staff	M	Appropriate precautions taken for lone working.
Legal Liability	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.
Councillors propriety	Registers of Interests and gifts and hospitality in place	M	Register of interests completed. Gifts and hospitality registered if and when appropriate.