

WITHERSFIELD PARISH COUNCIL

Risk Assessment

Assets	Protection of physical assets	Structures insured.
	Maintenance of structures	Structures (eg Bus shelters, notice-boards, benches) are currently maintained whenever necessary.
	Legal liability	Council meets a minimum of six times a year and minutes are approved of the previous meeting at that time. Approved minutes are then posted on the noticeboard and on the One Suffolk Withersfield website.
	Proper document control	Legal documents are stored at the Clerk's house. Data backed up regularly and a copy given to the chair person. Other data storage to comply with the Data Protection Act.
	Risk to third party, property or individuals	Insurance in place.
	Legal liability as a consequence of asset ownership	Insurance in place.
Councillor propriety	Registers of interests	Register of interests completed and submitted to St Edmundsbury Borough Council.
Finance	Banking	Sum of less than £25,000 at high street bank
	Loss of cash through dishonesty or theft	Receipts issued. No cash taken. Insurance cover.
	Financial controls and records	Two signatories on cheques. Internal and external audits.
	Comply with VAT Regulations	VAT repayment claims calculated by Clerk and submitted bi-annually. Internal and external audits.
	Sound budgeting to underlie annual precept	Council agrees draft budgets in November or December. Precept derived directly from this. Clerk provides Budget updates at every meeting, together with income and expenditure summaries.
Employer liability	Compliance with employment law	Insurance via Zurich Municipal Clerk has Job Description and Employment Contract Membership of NALC/SALC and SLCC
	Compliance with Inland Revenue	Clerk's salary paid net as advised by SALC.
New regulations for Data Protection	Requirements for compliance with new regulations	Ongoing briefings and agreed steps to be taken prior to implementation in May 2018.

Approved at the meeting held on 21 November 2017

Chairman

