

## WOULDHAM PARISH COUNCIL RISK IDENTIFICATION AND MANAGEMENT SUMMARY 2019

IDENTIFICATION	INTERNAL CONTROL	ACTION TAKEN	ACTION REQ'D
<u>Protection of Physical Assets owned by the Parish Council</u> <ul style="list-style-type: none"> <li>• Buildings – Wouldham Village Hall</li> <li>• Street Furniture – Wouldham Village</li> <li>• PC owned Office equipment</li> <li>• General PC contents</li> <li>• Gates and fences</li> <li>• Sports surfaces – Recreation Ground</li> <li>• Play equipment – Recreation Ground</li> </ul>	Insured: Zurich (Policy YLL 2720845553)		Reviewed at renewal
<u>Protection for the Loss of Revenue</u>	Insured: Zurich		
<u>Protection of Security of Building and Contents</u> <ul style="list-style-type: none"> <li>• Village Hall</li> </ul>	Insured: Zurich(Policy YLL 2720845553)		Reviewed at renewal
<u>Safety of Play Areas</u> <ul style="list-style-type: none"> <li>• Recreation Ground Play equipment</li> </ul>	Equipment insured: Zurich (Policy YLL 2720845553 ) Monthly equipment/area inspections with rolling repair programme Annual independent inspection		Reviewed at renewal Reported at PC Meeting RoSPA Play inspection
<u>Protection for Legal Liabilities</u> <ul style="list-style-type: none"> <li>• Public &amp; Products</li> <li>• Hirers' Indemnity</li> <li>• Officials indemnity</li> <li>• Employers Liability</li> <li>• Libel &amp; Slander</li> <li>• Personal Accident</li> <li>• Commercial Legal Protection</li> <li>• Fidelity Guarantee</li> </ul>	Insured: Zurich (Policy YLL 2720845553 )		Reviewed at renewal
<u>Protection for Village Events (under the PC's wing)</u>	Individual event organiser to undertake a		

risk assessment  
Check insurance cover

<b>INDENTIFICATION</b>	<b>INTERNAL CONTROL</b>	<b>ACTION TAKEN</b>	<b>ACTION REQ'D</b>
<u>Health and Safety</u> • Village Hall	On-going risk assessment of the Village Hall according to current legislation.		Report monthly at PC meeting
<u>Fire Training and Fire Emergency Plan</u> • Village Hall	Fire emergency details given to all hirers with booking information Plan displayed prominently in building	Standard Terms and Conditions of Hire	Reviewed annually
<u>Banking Arrangements</u>	Monthly bank reconciliations. Parish Councillors to see Financial Statement every month. A Councillor to verify and sign the bank statement at every meeting. Cheques received are recorded and banked promptly.	<b>Review Financial Regs. annually.</b>	<b>To be adopted July 2019</b>
<u>Petty Cash</u>	No petty cash kept. Receipts required for expenses. Insurance against theft -	Cash expenses reclaimed by RFO and authorised by 2 signatories	
<u>Keeping Proper Financial Records</u>	Accounts for payment – agreed at Parish Council Meeting. All cheques/standing orders/BACS agreements to be signed by 2 signatories Accounts records recorded on spreadsheet Financial Statement – presented to PC prior to monthly meeting. Quarterly accounts – presented to PC Year end accounts are prepared on a correct accounting basis and supported by an adequate audit trail. Independent Internal Audit for the Annual Return – once a year		

End of year accounts – prepared by an independent Accountant

<b>IDENTIFICATION</b>	<b>INTERNAL CONTROL</b>	<b>ACTION TAKEN</b>	<b>ACTION REQ'D</b>
<u>Ensuring adequacy of Annual Precept</u>	PC Budget/Annual Precept meeting held in Dec/Jan each year.		Recorded in PC minutes
<u>Accurate reporting of Council Business in Minutes</u>	Meetings and minutes properly numbered.		
<u>Adoption and Adherence to the Code of Conduct, Standing Orders, Financial Regulations, Complaints Procedure, Terms of reference for Committees and Acts of Parliament</u>	Each Councillor is provided with copy of the Code of Conduct. Standing Orders, Financial regulations, Complaints Procedure and Terms of reference are in place and reviewed on an annual basis. Members are updated on new Acts of Parliament affecting the Council Information pack provided for all new Members	<b>Reviewed annually</b>	<b>To be adopted July 2019</b>
	Ensure Clerk/RFO has appropriate publications and training to ensure compliance with regulations	Updates from KALC circulated regularly to all councillors	
		Clerk to attend KALC as necessary	
<u>Computer Failure</u>	Back-up on a memory stick and Microsoft one drive weekly. Occasional check that back-ups can be restored		
<u>Areas of Public Access which the Parish Council is responsible for:</u>			
<ul style="list-style-type: none"> <li>Recreation Ground, Knowle Rd</li> </ul>	Monitor:- Litter Pickers duties, litter and dog bins to ensure collections, trees, holes/ruts in the recreation ground, rolling repair programme for street		Monthly inspection

- Recreation Ground Car Park and Recycling area

furniture/fences  
Check for damage and recycling area is tidy and rubbish not dumped here

Monthly inspection

**IDENTIFICATION**

- Bus Shelter, Knowle Road
- PC owned streetlights
- PC employed contractors

**INTERNAL CONTROLS**

Check for damage  
Rolling repair programme  
Contractors must be insured  
Volunteers must adhere to safe working practises as detailed by councillor responsible for the project.  
Rolling repair programme  
Inspect for damage / litter /maintenance  
Rolling repair/maintenance programme  
Review contractor’s quality of work throughout the contract

**ACTION REQ’D**

Annual Inspection  
Monthly Inspection

- Allotments
- Wouldham Common
- Valley of Visions Community Trail
- Grounds maintenance for PC owned open spaces and regular maintained areas:- Recreation Ground, Sculpture site, Village Hall, Wouldham Common and footpaths MR6, MR9 and MR179.
- Village Hall
- Defibrillator and cabinet through the side gate At the village shop and Village Hall

Rolling repair programme / review cleaning contractor’s quality of work  
Check battery and pads are in date And operational. Check cabinet for Damage.

Monthly report  
Monthly report  
Monthly report  
Fortnightly inspection

Monthly report  
Weekly inspection for damage and battery charge, yearly inspection for use by dates

Compliance with Audit Requirements

Annual Return completed annually  
End of year bank reconciliation produced  
Independent internal audit check  
Create an Asset Register in accordance with the Audit Commission  
The effectiveness of the internal controls are reviewed annually

**To be reviewed**

**To be adopted July 2019**

Communication

- Church Magazine (PC Newsletter), Chairman’s Report, PC Website and Notice Boards

Insure against accusations of slander  
Create effective use of communication

Review insurance annually

- Contact with other organisations/businesses

lines to parishioners. Ensure all communications are non-provocative  
Delegate responsibility for specific contacts to individual councillors

Record in minutes