

Thornley with Wheatley Parish Council Risk Assessment 2024

Risk area	Type of risk	Risk level	detail	Actions
Meeting location	Adequate Health and Safety	low	Meetings are held in the Old Thornley School, which is managed by Thornley Community Space. Fire and safety procedures are followed.	Existing procedure adequate
Council Records	Loss through theft, fire , damage	low	All record are kept on the Parish Clerk's laptop which is secured by McAfee virus protection. Any paper copies are kept in a cabinet at the Clerk's home.	A backup of the Clerk's laptop would be beneficial. However, copies of all documents are printed and safely stored at the clerk's home.
FINANCE Precept	Adequacy of precept	medium	Sound budgeting helps to determine annual precept. The PC receive regular budget updates from the RFO. The parish council hold reserves adequate to meet some unforeseen or uninsured risks.	Existing procedure adequate
Insurance	Adequacy of insurance	medium	Insurance is reviewed annually to ensure adequate arrangements are in place. Employers' liability (<i>although not applicable at the current time</i>), Public Liability and Fidelity Guarantee are a statutory requirement.	Review provision and compliance annually. <i>Consider review of insurance provision and compliance as an annual agenda item</i>
Banking	Adequacy of controls	low	The council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Existing procedures adequate. Review Financial procedures as necessary
Financial Controls and Records	Adequacy of controls, risk of loss through dishonesty, Fraud risk involved with the use of electronic banking	Low/medium	Quarterly reconciliations prepared by RFO, checked with the Clerk and presented to the PC. Two signatories required for cheques. On line payments are requested by the Clerk and completed by the RFO. Internal and External Audit.	<i>Consider providing virus control software for RFO's and Clerk's laptops.</i> <i>Consider providing Clerk's access to on line banking</i> Review Financial Regulations regularly.

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			<p>Any financial obligation must be resolved and clearly minuted before any commitment.</p> <p>Codes and passwords confidential.</p> <p>Clerk's computer secured with McAfee virus control.</p> <p>All Financial Regulations are followed.</p>	
<p>ASSETS</p> <p>Thornley School</p> <p>Land at Thornley School</p> <p>Planters, benches , dog poo bins.</p>	<p>Adequacy of insurance.</p> <p>Damage to equipment and benches</p> <p>Maintenance of Old School and Land</p>	Medium	<p>Insurance cover is reviewed annually by Clerk.</p> <p>Regular checks are made on all equipment by members of the Parish Council</p> <p>Maintenance of the Old School is delegated to Thornley Community Space.</p> <p>Maintenance of the land is delegated to the tenant farmer.</p>	<p>Detailed asset register is maintained.</p> <p><i>Consider review of insurance as an annual agenda item.</i></p> <p><i>Consider annual checks by the Parish Council on the maintenance of the Old School for continued public use .</i></p>
<p>LIABILITY</p> <p>Legal Powers</p>	<p>Illegal activity or payment</p> <p>Adequacy of insurance</p>	low	<p>All activity and payments made within the powers of the PC and to be resolved and clearly minuted.</p>	Existing procedures adequate
<p>Legality</p>	<p>Non compliance with statutory requirements</p>	low	<p>Minutes and agendas are produced in the prescribed method and adhere to legal requirements.</p> <p>Minutes are approved and signed at the next meeting.</p> <p>Minutes and agendas are displayed according to legal requirements.</p> <p>Business conducted at Council meetings managed by the Chairman.</p>	Existing procedures adequate
<p>Public Liability</p>	<p>Public Liability Risk to third party , property or individuals</p>	Low	<p>Public Liability insurance is in place.</p> <p>A Risk assessment of trees has been completed.</p> <p>Risk assessments of the Old School are delegated to Thornley Community Space who manage the building and events.</p>	Existing Procedures adequate

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<p><u>COUNCILLORS PROPRIETY</u> Liability</p>	<p>Conflict of Interest</p>	<p>Low</p>	<p>Councillors have a duty to declare any interest at the start of every meeting. Register of Members interests form to be reviewed on an annual basis</p>	<p><i>Councillors to complete a Register of Members Interest</i></p>
<p><u>CLERK</u> Liability</p>	<p>Loss of Clerk Fraud Actions Undertaken</p>	<p>Medium</p>	<p>A temporary clerk should be identified pending advertising for replacement in the event of the clerk resigning, or is ill. Financial Regulations are followed by the Clerk and RFO and reviewed regularly to prevent fraud. The Clerk and the PC have access to information and guidance by subscribing to the Lancashire Association of Local Councils which provides access to the National Association of Local Councils</p>	<p>Review when necessary</p>

Approved by the Council :

Actions completed:

Date to be reviewed: