

Great and Little Plumstead Parish Council

Risk Assessment

The following control systems are in place to ensure that Great and Little Plumstead Parish Council is minimising the risk to the electorate from financial and other risks. The Risk Assessment document will be reviewed annually by the Finance Committee, in January, although elements may be considered at other annual intervals.

Finances

Risk: Accounting errors due to lack of financial control

Procedures to address risk:

1. Responsible Financial Officer (RFO) will be appointed annually at the Annual Meeting or whenever a vacancy arises.
2. Where the RFO is also the Clerk, a Councillor will be appointed by the Parish Council with special responsibility for financial matters.
3. The RFO will maintain an analysed cash book to record all receipts and payments of the Council, with sufficient detail to enable the annual statement of accounts to be prepared, together with all supporting documentation of cheque books, paying in books, invoices, receipts, bank statements and VAT records. The Council bank accounts will be reconciled monthly.
4. All receipts will be banked as soon as possible after they have been received and a record having been kept of all sums owing to the Council, any irrecoverable debt will be reported to the Council.
5. All payments are to be made only after approval by the Council. In an emergency, the Chairman or Vice Chairman may, on the advice of the RFO, authorise payment to be made although such payments must be approved at the next meeting of the Council.
6. All cheques are to be signed by two signatories authorised from time to time by the Council. Where the Clerk is also a signatory, he/she may only counter sign cheques (other than to do with remuneration) with a value of up to £250.
7. The Clerk may on his/her own initiative purchase orders for goods and services to a value of £100.00 or less, subject to receiving prior written confirmation from the Chairman or Vice Chairman or, in their absence, another Councillor who is an authorised signatory. Any such transactions to be declared at the following Council meeting.
8. In making purchasing decisions, the Council will consider whether it's best interest would be served by obtaining competitive tenders, or whether, taking into account quality

of service, reputation and residence in the parish of suitable suppliers, a fair price could be negotiated.

9. The Finance Committee will, with the assistance of the RFO, prepare an annual budget and precept recommendation for each financial year and submit this to the full Council at its January meeting. There will be an annual review of contracts, including that for services of the Clerk, at the January meeting of the Finance Committee.

10. The RFO will report to the Council on its financial situation by way of:

- A monthly list of receipts and payments, together with bank reconciliations;
- Half yearly receipts and payments, compared to budget;
- Annual reports and account.

11. The RFO will prepare the Annual Accounts in accordance with prevailing relevant Regulations and will arrange for the books and records to be made available to the Independent auditors as required.

12. The RFO will make the books and records available to any member of the Council for inspection upon request.

13. The appointment of an Independent Internal Auditor will be reviewed annually at the Annual Meeting of the Parish Council.

Insurance

Risk: Under-insurance of Parish Council assets

Procedures to address risk:

1. Insurance cover will be taken out with an insurance office of good repute and reviewed annually to ensure that adequate cover is maintained.
2. An asset register will be maintained by the Clerk and updated at the time assets are added or removed, and will be available for inspection by any member of the Council on request.

Public Liability

Risk: Liability to the Public to provide a Duty of Care

Procedures to address risk:

1. Parish Council assets are to be inspected regularly to ensure that they are in a good state of repair. Findings are to be reported to the Council at the next meeting unless

immediate action is required. The list of assets to be inspected and the frequency of inspections is on the attached sheet.

2. Risk assessments for all other areas of the Council's activities are to be reviewed annually.

Legal Liability

Risk: Liability to act within the law at all times

Procedures to address risk:

1. The Clerk is to draw attention of all Councillors to relevant legislation and to advise appropriately. External advice is to be sought where necessary and Councillors are to attend training courses and seminars as the Council deems fit.

Last Reviewed:

Next Reviewed:

Great and Little Plumstead Parish Council

List of Parish Assets and frequency of inspection

Asset	Frequency of inspection
Thorpe End	
Bus shelter	Half yearly
Seat and village sign	Half yearly
Padgate Green	Half yearly
Broadmead Green	Half yearly
Bus shelter opposite St Davids	Half yearly
Little Plumstead	Half yearly
Village sign	Half yearly
Slatted seat(near sign)	Half yearly
Bus shelter	Half yearly
Play equipment at Crowes Loke	Quarterly
Seat next to play equipment	Half yearly
Walled Garden	
Great Plumstead	Half yearly
Village shelter	Half yearly
Seat (in grave area)	Half yearly
Seat (nr Middle Rd, Low Road, Broad Lane junction)	Half yearly
Play equipment	Quarterly
Playing field	Half yearly
Allotments	Half yearly

The following assets should be inspected annually by a qualified individual

Play equipment

Trees on parish land