PITMINSTER PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT

AREA	RISK	LEVEL	CONTROL ***(and agreed improvements)***
Assets	Protection of physical assets	M	Buildings insured. Value increased annually by RPI.
	Security of buildings Security of notice boards Security of mirror	H L L	Bus shelters open 24/7 All locked. Difficult to get at.
	Maintenance of buildings etc	M	Buildings currently maintained on a planned programme
Finance	Banking	M	No investment. Current account handled by Lloyds, never more than approx. £45000.00.
	Risk of consequential loss of income	N/A	Nil
	Loss of cash through theft or dishonesty	L	We do not carry cash
	Financial controls and records	M	Monthly reconciliation prepared by Clerk. Two signatories on cheques. Internal and external audit.
	Comply with Customs and Excise Regulations	H	Use help line when necessary. VAT payments and claims calculated by Clerk. Internal and external auditor provides double check.
	Sound budgeting to underlie annual precept	M	Clerk prepares budget in November. Precept derived directly from this. Expenditure against budget reported if adverse at each meeting.
	Complying with borrowing restrictions	L	No borrowing likely at present.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees inspected when damage reported.
	Legal liability as consequence of asset ownership	L	Insurance in place
Employer Liability	Comply with employment law	M	Membership of various national and regional bodies including Employees Organisation
	Comply with Inland Revenue requirements	M	Internal and external auditor carries out annual checks.
	Safety of Staff and	M	Nil

	visitors		
Legal liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the minutes	M	Council meets once every month and receives and approves Minutes of meetings held in interim. Minutes made available to press and public.
	Proper document control	M	Leases and legal documents in Clerk's house
Councillor propriety	Registers of Interests and gifts and hospitality in place	H	Register of Interest completed. Gifts and hospitality register held by Clerk.

This risk management paper will be reviewed again in 12 months.