

SOULBY PARISH COUNCIL

Risk Assessment

Item	Risk to Council	Risk Level	Management of Risk	Action
1	<p>Loss or damage to property:</p> <p>Village Green maintenance</p> <p>Bus Shelter</p> <p>Cemetery</p>	LOW	<p>Consult TPO Officer (EDC) Trees observed by councillors, specialist Tree surgeon contacted if needed. Grass cutting carried out seasonally by competent personnel</p> <p>Repairs carried out as needed, shelter inspected regularly. Good hygiene practiced.</p> <p>Inspected regularly by the caretaker</p>	<p>Public Liability Insurance Cover Council also requests adequate insurance cover from successful contractors</p> <p>Insured</p> <p>Insured</p>
2	Loss or injury to public	LOW	Careful observation	Public Liability Insurance
3	Emergency cover for clerk if necessary	LOW	Ensure cover is available by competent person	Covered by budget
4	Adequacy of precept	MEDIUM	Reviewed at every meeting	Members check
5	Banking cheques etc	MEDIUM	Bank reconciliation at every meeting, all cheques signed by two signatories	Members check
6	Loss of money from the Council by fraud or dishonesty	LOW	Internal and external audit Finances checked at all meetings	Insurance

7	Grants claims procedure and receipt	LOW	Clerk/RFO action as required	Members check
8	Salary rate & hours	LOW	Contract rate & hours	Members check
9	Invoices and cheque payments	LOW	Clerk/RFO checks invoice is correct, payment authorised by Council and minuted	Members sign check
10	VAT	LOW	VAT analysis in cash book Clerk/RFO applies for VAT refund at least annually	Members check
11	Adequacy of reserves	MEDIUM	Reviewed at every meeting	Members
12	Financial records	LOW	Clerk/RFO maintains up to date and accurate records which are presented at every meeting	Internal Audit & Members