

# BARRINGTON PARISH COUNCIL

## Risk Management

*Updated 11 December 2020*

AREA	RISK	LEVEL OF RISK	CONTROLS IN PLACE
<b>PHYSICAL ASSETS</b>	Bus Shelter	Low	Insurance in place
	Great Barrington BT Telephone Box	Low	Recently refurbished. Installation of Community Heartbeat Trust Defibrillator in progress.
	Little Barrington BT Telephone Box	Low	Purchased August 2018. Houses a defibrillator provided and insured by Community Heartbeat under their Managed Solutions Agreement.
	Maintenance of Assets	Low	Regular programme of surveillance including required weekly reported assessment of the defibrillators.
<b>FINANCE</b>	Banking Loss of cash through theft or dishonesty	Medium	One bank account. Cheques signed by two Councillors when appropriate and financial statement presented to Council at each meeting together with latest bank statement for initialising. No cash handled.
	Financial controls and records	Medium	Reconciliation prepared by Clerk and presented to Council at every meeting. Two signatories on cheques. Clerk uses Internet Banking and reports all regular payments to Council at each meeting. Authority for one-off or unusual payments is requested by email. Internal and External Audit.
	Comply with Customs and Excise Regulations	Low	The Parish Council is not VAT-Registered. Refund of VAT payments on Form 126 is applied for when appropriate.
	Sound budgeting to underlie annual precept	Low	Council receives detailed budget in December each year. Precept derived directly from this.
	Complying with borrowing restrictions	Low	No borrowing likely at present

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<b>INSURANCE LIABILITY</b>	Risks to third parties, property, Clerk and Members	Medium	Public Liability Insurance in place.
<b>EMPLOYER LIABILITY</b>	Comply with Employment Law	Medium	Membership of National and Regional bodies. Clerk is member of SLCC and holds the CiLCA Qualification. NALC Recommended Employment Contract for Clerk and Pension Administration (NEST) is in place.
<b>LEGAL LIABILITY</b>	Ensuring activities are within legal powers	Low	Clerk clarifies legal position on any new proposal. Legal advice will be sought where necessary.
	Proper and timely reporting via the Minutes	Low	Council meets four times a year and receives and approves Minutes of Meetings. Minutes are made available to the press and public via public noticeboards and the Parish Council website within one month of each meeting in accordance with the Transparency Code for Smaller Authorities 2014.
<b>COUNCILLORS' PROPRIETY</b>	Registers of Interests.	Medium	Register of Interests for each Councillor in place and available to view on both Parish Council and District Council websites.