

# Misterton with Walcote Parish Council

## RISK ASSESSMENT AND MANAGEMENT 2020-2021

Area	Risk	Level	Control
Assets	Loss or damage to physical assets		Assets are listed and reviewed annually Insurance cover is held for play equipment, office equipment etc Insurance level is reviewed annually
Finance	Loss of cash through error or theft		Bank reconciliation carried out and statement issued for every meeting Two signatures required for all cheques Insurance cover for up to £500 cash in clerk's or councillor's homes Employee Dishonesty cover of £100,000 held
	Failure to budget for expenditure		Budget meeting held annually and precept calculated accordingly Contingency fund of at least £1000 held
	Failure to account properly for spending		Invoices checked by clerk and all payments approved at each meeting Vouchers made out for all expenses Refundable VAT checked by clerk and return submitted annually
	Failure to put adequate controls in place		Internal audit procedures and Internal Auditor's report reviewed annually
Public Liability	Risk to individuals, third party or property		Public liability insurance cover £10,000,000 Full inspection of play areas and risk assessment carried out on annual basis and visual inspections carried out on monthly basis Clerk and one councillor have completed playgrounds inspection course
Employer's Liability	Failure to comply with employment law		Employer Liability insurance cover of £10,000,000 held Council holds membership of NALC and L&RALC Clerk is member of SLCC Clerk's salary and terms and conditions reviewed annually
Legal Liability	Failure to ensure activities are within legal limits		Advice taken from clerk, further advice sought from L&RALC if necessary Legal liability insurance cover held
Councillor Propriety	Failure to comply with code of conduct		Register of Interests completed and kept updated, Reminder for Councillors to declare interests at the start of every meeting Libel & Slander cover of £250,000 held