

EYDON PARISH COUNCIL: RISK MANAGEMENT

Area	Risk	Level	Controls
Assets	Protection of physical assets	M	Bus shelters. Value increased annually by RPI.
	Security of buildings, equipment etc		
	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis
Finance	Banking	M	Accounts kept in Unity Trust Bank. No petty cash kept
	Risk of consequential loss of income	M	Insurance cover. Sum insured
	Loss of cash through theft or dishonesty	L	No cash kept
	Financial controls and records	M	Quarterly inspection of accounts and procedures by Internal Controller and reported to Council. Two signatories on cheques. Internal and external audit carried out on regular basis.
	Comply with Customs and Excise Regulations	M	VAT payments and claims completed on annual basis as activity of Council low. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Finance subcommittee and Parish Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to
	Complying with borrowing restrictions	L	No new borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Risk assessments of individual situations carried out
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds and	H	Insurance in place. PC own no land

Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation. Clerk is member of SLCC Advisory Group
	Comply with Inland Revenue requirements	M	Regular advice from IR Internal and external auditor carry out annual checks.
	Safety of Staff and visitors	L	No staff. Clerk's house- risk assessed for individual villagers. Disabled access limited.
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets every month and always receives and approves Minutes of meetings held in interim. Minutes made available to press and public at the Clerk's house
	Proper document control	M	Records stored in metal cabinet.
Councillors propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed.