

WEAVERTHORPE PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT 2019

AREA	RISK	LEVEL	CONTROL
Assets	Protection of physical assets	M	Playground equipment, Notice Board and Street Lights : Insured
	Security of physical assets	M	Playground equipment and N/Board: Robust equipment, fixed to ground
	Maintenance of physical assets	M	Playground equipment: Annual Inspection NYCC maintain lighting
Finance	Banking	L	All monies lodged with Nat West
	Consequential loss of income	L	Income via precept
	Loss of cash through theft or dishonesty	L	No cash held
	Financial controls and records	M	Bi monthly reconciliation by clerk presented and agreed by council. Two signatories on cheques. Internal and External audit.
	Sound budgetting to underlie annual precept.	M	Annual budget agreed with Council Precept request derived from this.
Liability	Risk to third party, property or individuals	M	Insurance in place. Grass cutting contractor has necessary insurance.
	Legal Liability as consequence of asset ownership	M	Insurance in place
Employer Liability	Comply with Employment Law	M	Membership of YLCA and SLCC. Clerk has professional qualification in HR Management.
	Comply with HMRC requirements.	L	Refund of VAT is carried out annually. Payroll managed by third party.
Legal Liability	Ensure activities are within legal powers	M	Clerk would seek legal advice where necessary.
	Proper and timely reporting via the Minutes	M	Council meets bi monthly and approves Minutes. Minutes posted on village notice board and web site.
Councillor Propriety	Register of Interests in place	M	Review annually at AM