

GRESFORD COMMUNITY COUNCIL

RISK MANAGEMENT DOCUMENT 2018-19

AREA	RISK	LEVEL	CONTROL
Assets	Protection of physical assets	Low	Equipment insured. Values increase annually in line with RPI
	Security of Equipment	Medium	Regular inspections and appropriate forms completed.
	Maintenance of Equipment	Low	Maintained as required
	Identification and track of assets and values	Low	Maintained Asset register. Approved by Finance Committee. Deletions require sign off of Council.
Finance	Banking	Low	Accounts maintained with HSBC Investment handled by HSBC in consultation with the Clerk of the Council
	Risk of consequential loss of income	Low	Insurance cover. Main income processed by BACS
	Financial controls and records	Low	Quarterly reconciliation prepared by the Clerk. Two signatures required on cheques. Internal and external audit. Bank reconciliations checked by a member
	Comply with Custom and Excise Regulations	Low	Use help line when necessary. VAT claims made by the Clerk. Internal and External audit provide a double check
	Sound budgeting to underline precept	Low	Council receives budgets from which the precept is prepared
	Comply with borrowing restrictions	Low	No new borrowing likely at present. Any future BACS payments to be approved by Full Council.
Liability	Risk to third party, property or individual	Low	Insurance in place. Cemetery, play areas, jetty and lake checked regularly by Members. Risk assessment carried out by appointed members. SLA in

	Legal liability as consequence of Asset ownership	Medium	place concerning Street Lighting inspections and Play area Inspections. Insurance in place. Inspections regime in place.
Employer Liability	Comply with Employment Law	Low	Legal advice sought where necessary.
	Comply with HMRC requirements	Low	Clerk checks HMRC notifications. Webinar advice. PAYE system followed. Internal and external auditors carry out checks.
	Safety of staff and visitors	Low	H & S Risk Assessment checks
<u>Legal Liability</u>	Ensuring activities are within legal powers	Medium	Clerk clarifies legal position on any new proposals. Legal advice sought where necessary. Clerk and Councillor Training opportunities are taken up where appropriate. Council has Standing Orders and Financial regulations in place. Committees have Terms of Reference.
	Properly and timely reporting via the Minutes	Low	Council meets monthly and receives minutes and reports from other meetings. Minutes are available via the Council website and noticeboard. Where a copy is requested from a member of the Public, a charge may be levied where a hard copy is requested.
	Proper document control	Low	Leases and legal documents kept with solicitors or at the Clerk's home in lockable and fire proof cabinets. Clerks home has fireproofing measures in place to recent Building regulations. Documents are backed up to a memory stick and kept offsite. Cemetery documents are kept at the Cemetery assistant's home in a lockable cabinet. Data Protection guidelines are followed in the keeping and destruction of personal data.
<u>Councillor propriety</u>	Member's actions	Medium	Code of Conduct is in Place. Social Media Policy is in place. Standing Orders and Financial Regulations are in place and regularly reviewed. Members are reminded at each meeting of the need to declare an interest. Declarations of interest are minuted and a register is kept and published online
	Registers of Interest and gifts and hospitality in place		Details of Councillor expenses claimed or reimbursed are published on the Council's

			websites to comply with Welsh Government requirements. Registers compiled and published on website.
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This risk management document was Approved by the Community Council on 8th March 2018

Clerk of the Community Council