

**GRESFORD COMMUNITY COUNCIL**

**RISK ASSESSMENT AND MANAGEMENT 2017-18**

<b><u>Area</u></b>	<b><u>Risk</u></b>	<b><u>Level</u></b>	<b><u>Control (and agreed improvements)</u></b>
<b><u>Assets</u></b>	Protection of physical assets	Low	Equipment insured. Values increased annually in line with RPI
As listed in Asset Register	Security of equipment	Medium	Regular inspections and appropriate forms completed
	Maintenance of equipment	Low	Maintained on ad hoc basis
<b><u>Finance</u></b>	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	Medium	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	Repayments handled by PWLB through BACS. No new borrowing likely at present
<b><u>Liability</u></b>	Risk to third party, property or individual	Low	Insurance in place. Cemetery, play areas, jetty and lake checked regularly
	Legal liability as consequence of Asset ownership	Medium	Insurance in place.

<b><u>Employer Liability</u></b>	Comply with Employment Law	Low	Legal advice sought where necessary.
	Comply with Inland Revenue requirements	Low	Regular advice from Inland Revenue. Internal and external auditors carry out checks
	Safety of staff and visitors	Low	H & S Risk Assessment checks

<b><u>Legal Liability</u></b>	Ensuring activities are within legal powers	Medium	Clerk clarifies legal position on any new proposals. Legal advice sought where necessary.
	Properly and timely reporting via the Minutes	Low	Council meets monthly and receives minutes and reports from other meetings. Minutes are available on application to the Clerk, and on the Council website, but 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 fire proof cabinets. Documents are copied on to a memory stick and kept offsite.

<b><u>Councillor propriety</u></b>	Registers of Interest and gifts and hospitality in place	Medium	Registers completed.
	Councillor Expenses		Details of Councillor expenses claimed or reimbursed are published on the Council's websites to comply with Welsh Government requirements.

This risk management document was approved by the Community Council on 2<sup>nd</sup> March 2017

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Chair

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Clerk of the Community Council