

Quarnford Parish Council

Risk Assessment 2025 – to be reviewed each January

ASSETS

Adequate Insurance Cover for Council

Building and Contents –Cover included as per Asset register and increased to match

Fidelity – ensure it covers least one and half time precept (currently £25k)

Property/Equipment – Covered for loss or damage

Public Liability – Covered

Slander/Libel- To confirm if covered

Personal Accident –To confirm covered

Insurance to be reviewed annually in June

Office equipment and files stored at Clerk's home.

Files backed up on a regular basis with back up stored online.

Asset Register is maintained and accurate.

FINANCE

Banking Arrangements

All income to be banked within two days of receipt in Natwest Account or where possible for income to be paid by BAC's transfer.

Interest bearing accounts to be continually monitored by Clerk.

Cheques and payment orders to be signed by two members.

VAT – All payments to be recorded accurately and claim made annually

Budgeting, Financial Controls and Records –

- a) Maintain accurate accounts to control budgets.
- b) Reconciliation to be carried out by Clerk and statement of payments and accounts reported to regular meetings of Parish Council.
- c) All payments to be approved by the Council.
- d) Internal and external audits* to be carried out (* if applicable).

Annual precept to be based on sound budgeting process. Detailed budgets to be submitted to October/November meetings of Council, where possible and reviewed periodically throughout year.

Grant Funding-Maintain system for applications for funding to the Council and subsequent monitoring.

Salary payments-Paid in accordance with contract of employment and PAYE/NI dealt with appropriately.

PUBLIC LIABILITY

Defib and 3 Noticeboards and Playing field –Adequate Insurance

Councillor to carry out quarterly inspections of noticeboards and report to Clerk.

Councillor to carry out monthly inspection of playing field to check for hazards, boundary and gates are secure

To be reviewed at every meeting

BYE LAWS

Not applicable

CHARITIES

None administered

LEGAL LIABILITY

Meetings- Clerk to ensure are conducted legitimately and Councillors are aware of responsibilities.

Minutes- Signed and retained appropriately.

Agendas- Sent out in time and give sufficient detail of business to be transacted.

Training- Continual Development

MEMBER LIABILITY

Declarations of Interest- Register accurate and lodged with monitoring officer at District Council.

Agenda items - To be declared at each meeting and recorded in minutes

Hospitality – To be declared on each agenda

Resolutions – Chair to summarise resolutions before members vote on them.

Where members disagree with the advice of the Clerk, such disagreement must be recorded.

COUNCIL LIABILITY

Contract of Employment – Comply with employment law and issue contract of employment and job description to Clerk.

Duty of Care – To employees.

Councillors – Adequately advised of their responsibilities.

Code of Conduct – Reporting of interests and Code of Conduct issues administered by District Council.

TOWN and COUNTRY PLANNING

Consultation on planning applications – Submitted to monthly meeting of Parish Council.

CONTRACTS

Letting – Compliance with legislation.

Monitoring – Check on performance and payments accord with contract

Conditions – Reviewed and are placed with contractors who hold their own insurance and will have conducted their own risk assessments.

ADMINISTRATION

Meetings – Scheduled for quarterly meetings

Public Accessibility – Clerk's to take telephone calls at all reasonable times and appointments can be made at convenient times on Mondays – Fridays.

Archiving – All records required to be kept to be forwarded to County Council Records Office.

Standing Orders – Reviewed yearly

Data Protection – Ensure compliance with legislation.

COMMUNITY CENTRES/VILLAGE HALLS

Not Applicable

PANDEMICS

Delegated Authority – include sufficient authorities in Financial regulations and Standing Orders to ensure that business can continue.

Keep abreast of legislation changes, in the event that meetings in person cannot be held Ensure the appropriate licences are in place to allow remote meetings.

Set aside a budget and taskforce to work with other organisations where possible to deliver support to those in need.