

Swaby Parish Council Risk Assessment Table

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	H	Village Hall – confirmation by Cllr King that new group holds insurance Notice Boards/Parish Seats – list of locations received
	Maintenance of buildings etc	M	Village hall – Group hold insurance
Finance	Banking	M	Council Bank at Lloyds TSB; cheque signatories appointed at Annual Meeting of Council and amended through year as necessary. Three signatories – any 2 to sign.
	Risk of consequential loss of income	L	Income mainly through precept; ensure reserves sufficient to allow for continuance in event of failure to obtain precept.
	Loss of cash through theft or dishonesty	L	No cash held.
	Financial controls and records	M	Bank reconciliation undertaken on receipt of statements; regular reports to Council throughout year including visual production of cash books and bank statements. Payments only made against invoice, no cash payments made.
	Comply with HMRC Regulations	H	VAT claimed properly annually at end of financial year. Council to ensure VAT properly accounted for and claims made in accordance with Regulations pertaining to Parish Councils.
	Sound budgeting to underlie annual precept	M	Regular reports of expenditure against budget provision provided to Council. Budget process undertaken in January to ensure sufficient precept raised.
	Complying with borrowing restrictions	L	No borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place.
	Legal liability as consequence of asset ownership	L	No public play equipment owned;

Employer Liability	Comply with Employment Law	M	Clerk member of SLCC; Council member of NALC –
	Comply with Inland Revenue requirements	M	Regular advice from HMRC where required. Clerk attends SLCC meetings and training on new employment matters. Salary recorded through HMRC RTI system and tax deducted at source; no employers NI liability at present.
	Safety of Staff	L	Any occasion where member of public requires sight of council documents/planning application must be noted to Chairman and Clerk accompanied at all times by one other.
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 regularly and approves draft minutes. Minutes reported on council web site.
	Proper document control	M	
Councillors propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed. Councillors not to accept gifts.

Agreed 7th May 2014
 Agreed 9th March 2015
 Reviewed 11th May 2016
 Reviewed May 23 & July 23
 15th May 2024