

ACTON BRIDGE PARISH COUNCIL
RISK MANAGEMENT

Part 1 Insured risks

Part 2 Seconded risks

Part 3 Direct risks

Signed

Parish Clerk M C Holt (Mrs)Date 3rd April 2017

Chairman C R HoltDate 3rd April 2017

Part 1 Insured risks

Risk	Affects	Control/Mitigation
Public liability)	All risks covered by Zurich through Policy Number YLL -2720405503.
Employers liability)	
Money)	
Fidelity guarantee)	
Property damage (See Note below and also Information detailed in Part 2.)) High expense, Loss of ability to discharge Council duties.)	
Officials indemnity)	
Libel and slander)	
Personal accident)	
Legal expenses)	

Note

The property insured by the Parish Council consists of the former bus stop site and equipment located on Station Road Acton Bridge.

Part 2 Seconded risks

Risk	Affects	Control/Mitigation
Damage or destruction of Parish assets The assets that are seconded to a second party consist of; <ul style="list-style-type: none"> i) Parish Rooms ii) Car park iii) Recreation facilities' iv) Adjoining land and are as listed and valued in the asset register.	Loss of amenities and facilities for residents, various organisations and hirers.	The control and management of the identified assets are vested in the Acton Bridge Community Association. See Notes below.
Maintenance of the Parish Rooms.	Expense of renewal replacement of any of the listed assets.	The control and management of the identified assets are vested in the Acton Bridge Community Association. See Notes below..
Financial commitment to upkeep and maintenance of Parish Rooms	Contributions to costs of major renewals refurbishments.	The rental agreement commits the Parish Council to certain capital costs. See Notes below

The Acton Bridge Community Association (ABCA) is a registered charity. It is a voluntary body composed of officers and members drawn from the village of Acton Bridge and adjoining areas. It operates to a constitution, holds annual elections for all positions. The Chairperson of the Parish Council is the ex officio President of the Association. Two Parish Councillors are non –elected appointees to the Association.

The Parish Council, as owners of the assets, let the complete assets to the Association for a pepper corn rent of £5.00 per annum under the terms of a renewable lease agreed by both parties. The current lease is operative from June 2010 to May 2025.

ABCA has conducted its own risk assessment and has satisfied its Committee that it has covered losses, damage and destruction by adequate insurance. This insurance also covers personal and public liabilities.

ABCA has a maintenance programme for upkeep and renewal as necessary of the assets.

The Parish Council is committed to the periodic external painting of the Parish Rooms and to the cost of renewal of the central heating when necessary. The Parish Council will, when requested and in order that ABCA can attract grants from the Local Authority for various works, also support and contribute to the cost of the works.

Part 3 Direct risks

Risk	Affects	Control/Mitigation
Failure to provide services		The Parish Council is not responsible for any services. All services are provided by the Local Authority.
Failure to keep proper financial records in accordance with statutory requirements	Prosecution	The accounts are audited internally and externally on an annual basis and made available to the public for examination once every year.
Failure to ensure proper control of expenditure	Poor functionality of Council. Loss of confidence by public in conduct of Parish business.	All expenditure is approved in Council and cheque authorisations are signed by two people appointed by the Council and other than the Clerk.
Failure to maintain control of ‘Petty Cash’	Poor functionality of Council. Loss of confidence by public in conduct of Parish business.	All expenditure is approved in Council and cheque authorisations are signed by two people appointed by the Council and other than the Clerk.
Failure to ensure all requirements are met under employment law and Inland Revenue regulations	Prosecution	The Parish Clerk is the sole employee. The Clerk is responsible for compliance with ‘Real Time Information’ for PAYE and also submits a Self Assessment tax return declaring the Clerk’s salary. The level of salary does not fall within the NI requirements.
Failure to ensure all requirements are met under Customs and Excise regulations (especially VAT)	Prosecution	The Parish Council is not VAT registered.
Failure to ensure that the annual precept is set within sound budgeting arrangements.	Inability to carry out the Council functions and to meet obligations to the ABCA.	The Council examine the anticipated expenditure in January preceding the precept for the following financial year. The Council base its budget on past expenditure, any anticipated additional expenditure and also make allowance for reserves in-hand.

Risk	Affects	Control/Mitigation
Failure to keep accurate reporting of Council business in minutes	Poor functionality of Council. Loss of confidence by public in conduct of Parish business.	Minutes are prepared after each meeting and distributed for consideration before the following meeting. Minutes are then corrected if necessary and signed by the chairperson on behalf of the Council. The minutes are published on the web site.
Failure to maintain proper control of documents	Poor functionality of Council. Loss of confidence by public in conduct of Parish business.	The Parish Clerk maintains files of minutes, planning applications and decisions, correspondence on all matters and miscellaneous publications.
Failure to register members and spouses or partners interests, gifts, hospitality and in an up to date, complete and accurate state.	Prosecution. Poor functionality of Council. Loss of confidence by public in conduct of Parish business.	Compliance with adopted Code of Conduct. The Parish Clerk maintains records and submits same to the Local Authority