

Longhorsley Parish Council Risk Assessment

A. Risks

1. Loss of monies:

- a. By risky investment.
- b. By fraud by councillors, staff or suppliers.
- c. By over-spend.

2. Loss of property:

- a. By damage.
- b. By appropriation of land.

3. Law suits:

- a. Injury to public or councillors or staff on duty.
- b. Misconduct of councillors or staff.

4. Challenge to legality of decisions:

- a. Incorrect procedure.
- b. Acting ultra vires.

5. Loss of data – electronic and hard copies.

6. Inheritance of non-viable schemes from previous council.

B. Safeguards

1. a) Capital and revenue monies held in approved accounts at reputable institutions.
b) Procedure for payment of accounts:
 - Invoices verified by Clerk/Responsible Officer
 - Cheques written by Clerk/Responsible Officer
 - Cheques signed at meetings of full council by two of three approved signatories. Copies of invoices to be checked prior to signing of cheques.
 - Cheque Book Stub signed by authorising signature.
 - Payments in and out read out at meetings and recorded in minutes.
 - Payments which must be made between meetings are approved by the chairman, and cheques signed by him and one other, with explanations to the other signatory. Again invoices to be checked prior to signing of cheques.
- c) Budget analysis and accounts summary, including income and expenditure details, provided to all members at each meeting.
There is insurance cover for the total value of financial assets.

2. a) Regular inspection of playgrounds and documented accordingly.
b) Definitive map of Village Green, and local knowledge of its extent and improper incursions upon it.

3. a) Regular inspection of playgrounds by councillors, and annual inspection by Wicksteads an approved inspector. Insurance cover for injury.
b) Proper procedures, which are followed, should minimise this.

4. a) and b) Proper procedures, which are followed, should minimise this.

5. Paperwork kept in locked, fireproof filing cabinet at Clerks' home.
Hard copies kept of all electronic data, and monthly backup to CD (two copies – one kept by Clerk, and one held at chairman's home.

6. Proper procedures, which are followed, should minimise this.