

## Kirby Bellars Parish Council

### Risk Assessment and Management 2023

Area	Risk	Level	Control <i>(and agreed improvements)</i>
<b>Assets</b>	Protection of physical assets	M	All assets insured. Value increased annually by RPI. (Bus Shelters, Benches, Village Gates, Notice board, Salt Bins, Dog Waste Bin, Cupola and Clock, Defibrillator, Computer, Printer)

<b>Finance</b>	Banking	L	All sums placed with high street bank
	Risk of consequential loss of income.	L	No regular creditors.
	Loss of cash through theft or dishonesty.	L	No cash used.
	Financial controls and records	M	Reconciliation prepared by Clerk and checked by Chair and at least one other councillor at each Parish Council meeting.
	Comply with Customs and Excise Regulations	M	Use help line when necessary. VAT claims calculated by Clerk and submitted on a regular basis.
	Sound budgeting to underlie annual precept	M	Parish Council receives detailed budgets in the late autumn, revised early in new year. Precept derived directly from this. Expenditure against budgets is reported at each Parish meeting.
	Complying with borrowing restrictions	L	No existing loans and no new borrowing likely at present
<b>Liability</b>	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Benches checked annually by Chair.
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds).	H	Insurance in place.
<b>Employer Liability</b>	Comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation.
<b>Legal Liability</b>	Ensuring activities are within legal powers	H	Insurance in place. Legal advice to be sought where necessary.

	Proper and timely reporting via the minutes	M	Council meets 5 times a year and receives and approves minutes of meetings. Minutes made available to public via Parish Notice Boards & Parish Website.
	Proper document control	M	All current records retained by Clerk and historic records kept in Kirby Village Hall.
<b>Councillor propriety</b>	Registers of Interests and gifts and hospitality in place	H	Register of interest completed and updated annually. Gifts and hospitality register is present at each Council meeting.

This risk management paper was considered by the Council on 15<sup>th</sup> May 2023 and will be reviewed again in 12 months.