

**BILSDALE MIDCABLE PARISH COUNCIL  
ANNUAL RISK ASSESSMENT 2021**

I have looked for hazards, decided on how they might be harmful, evaluated the risks and made recommendations on additional precautions to reduce particular risks. I will present a risk assessment to the council annually, and risk management policy statements in respect of all new activities of the council as necessary.

C Goodall, Clerk and Responsible Financial Officer

<b>RISKS IDENTIFIED</b>	<b>HOW RISKS ARE MANAGED, Existing Minimisation</b>
Risk of financial mismanagement.	<p>All expenditure shall be in accordance with the requirements Laid out in the BMPC Financial Regulations.</p> <p>All expenditure to be approved at Council meetings and recorded in the minutes.</p> <p>Requirements for two named parish councillors to sign all cheques, and to initial the cheque stub to confirm the details on both are the same.</p> <p>Single signature of online payments limited to £600</p> <p>Whilst the potential for fraud cannot be eliminated, the bank account has no arranged overdraft which puts an absolute upper limit on the value of the Council financial risk</p> <p>Up to date financial statement to be presented to every full meeting of the Council. Full financial records to be made available to a member of the Council every quarter.</p> <p>The financial statement given to a council meeting shows the balance in the current account separately, to ensure that there are adequate funds in that account before payments are authorised.</p> <p>Ensure the adequacy of the annual precept within sound budgeting arrangements.</p>
Risk of non-compliance with legal and other obligations.	<p>Proper financial records to be kept in accordance with statutory requirements including VAT. Proper and accurate document control is made.</p> <p>Membership of YLCA to ensure regular update of changes to legal requirements and other obligations</p> <p>Compliance to legal requirements and other obligations will be a biannual agenda item on the council meeting</p> <p>In order to comply with GDPR, the clerk will be the only person to hold personal details of parishioners and will delete these records when the information is no longer required.</p> <p>Councillors stepping down will delete all parish records and information and confirm in writing to the clerk that this has been completed</p> <p>Content on the parish council website will be displayed with the relevant permission of parishioners when required</p> <p>Attendance on training courses for Councillors and Clerk where relevant</p>
Risk of harm to public.	<p>Annual inspection of the War Memorial and the Bilsdale plinth at Clay Bank top. Quarterly inspection prior to every council meeting of the two public bench seats, at Chop Gate Village Hall and opposite Seave Green road junction, and maintenance as necessary.</p> <p>Police presence for traffic control requested when a council service is conducted in the vicinity of the war memorial. The Council will take all reasonable steps to minimise the risk of a road traffic accident.</p> <p>Self employed contractors employed by the council, e.g. for cutting the bye road verges, provide proof of their current liability insurance</p>

	<p>including appropriate insurance cover for the particular type of work, before work commences.</p> <p>Self employed contractors to complete a risk assessment form for the Clerk to hold prior to any work being started</p>
Risk of litigation against the council or its employees.	<p>The council maintains insurance for the council and its employees.</p> <p>Membership of YLCA to provide resources and information to support the council or its employees in the event of litigation</p>
<p>It is risk, in itself, for the council not to comply with its own agreed minimisation of an identified risk.</p> <p>Risk of damaging the council's reputation by non-compliance with regulations, individually as well as collectively.</p>	<p>Make reasonable effort, individually as well as collectively, to ensure compliance with regulations applying to parish councillors/councils.</p> <p>All parish councillors supplied with Good Councillors Guide 2018 and Guidance for New Councillors</p>

Date submitted to Council 1<sup>st</sup> September 2021

Signature.....

C Goodall