

**BILSDALE MIDCABLE PARISH COUNCIL  
ANNUAL RISK ASSESSMENT 2019**

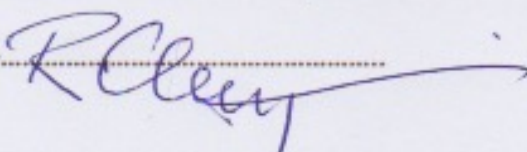
I have looked for hazards, decided on how they might be harmful, evaluated the risks and made recommendations on additional precautions to reduce particular risks. I will present a risk assessment to the council annually, and risk management policy statements in respect of all new activities of the council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

R Chapman, Clerk and Responsible Financial Officer

<b>RISKS IDENTIFIED</b>	<b>HOW RISKS ARE MANAGED, Existing Minimisation</b>
Risk of financial mismanagement.	All expenditure to be approved at Council meetings and recorded in the minutes. 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. Up to date financial statement to be presented to every full meeting of the Council and a bank reconciliation to be presented quarterly. Full financial records to be made available to a member of the council every quarter. 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 cheques are signed. Ensure the adequacy of the annual precept within sound budgeting arrangements.
Risk of non compliance with legal and other obligations.	Proper financial records to be kept in accordance with statutory requirements including VAT. Proper and accurate document control is made.
Risk of harm to public.	Annual inspection of the War Memorial and the Bilsdale plinth at Clay Bank top. 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. 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. Self employed contractors employed by the council, e.g. for cutting the bye road verges, provide proof of their current liability insurance including appropriate insurance cover for the particular type of work, before work commences.
Risk of litigation against the council or its employees.	The council maintains insurance for the council and its employees.
It is risk, in itself, for the council not to comply with its own agreed minimisation of an identified risk. Risk of damaging the council's reputation by non-compliance with regulations, individually as well as collectively.	Make reasonable effort, individually as well as collectively, to ensure compliance with regulations applying to parish councillors/councils.

Date submitted to council 29<sup>th</sup> May 2019

Signature



R Chapman