

HEYTESBURY, IMBER AND KNOOK PARISH COUNCIL
Risk Assessment 2019/2020

DESCRIPTION	ACTION
Service interruption due to absence of Clerk/RFO	4 (four) parish councillors to sign cheques: Perry; Buttenshaw; Bond and Gould [agreed at the meeting held 28 March 2017] <i>Updated to reflect the resignation of Philip Dale – Dave Bond replaced as signatory</i>
Loss or damage by fire, wind or weather or vandalism of council property	Appropriate insurance cover held and Insurance reviewed annually. Dog and litter bins purchased by PC self-insured as agreed by members 27 June 2006. Appropriate checks carried out on regular basis of the Play area equipment and reported to Parish Council meetings. Monthly written reports carried out by Councillor Fellowes who is a qualified inspector. Post Office holds Blind House key. Ann Perry holds key for table and chairs
Authorisation and control of supply of goods and services to council	All goods and services obtained are authorised by resolution at Parish Council meetings. Strict control over all expenditure is maintained. Internal audit checks sample payments to ensure compliance and payments are supported by vouchers, expenditure is approved and VAT properly accounted for. External Audit: 2018-2019 will fall under the £25K turnover and will not required an external full audit. Internal Audit will be carried out as normal and the AGAR completed and published as required. Exemption certificate submitted in April 2019
Banking and investment arrangements and controls	All banking and investment arrangements are approved by council and minuted. All bank accounts subject to appropriate signatory levels. All bank account withdrawals and transfers are appropriately authorised by council. All bank accounts are reconciled on a monthly basis and signed at Parish Council meetings.
Employment of staff	Approval for employment and annual remuneration levels are reflected in council minutes and updated/recorded as required. Contract of employment is held for clerk.

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Volunteers	Risk Assessment carried with the use of volunteers for Annual litter pick. See attached pro forma Any other volunteer events, new RA to be prepared. Equipment held for the use of volunteers.
Proper, timely and accurate reporting of council business in the minutes	Minutes approved by council, properly numbered and paginated with a master copy in safekeeping.
Failure to register members' interests, gifts etc.	Procedures are in place for recording and monitoring members' gifts and interests in accordance with Code of Conduct.
Lack of maintenance of council-owned property	Regular routine maintenance carried out as necessary. Insurance cover in place.
Ensuring proper use of funds granted to local community bodies under S.137	Grant policy in place from 1 st April 2018. General Power of Competence held and recorded in May 2018
Ensuring adequacy of annual precept within sound budgeting Arrangements	Annual budget provision decided by members before precept request.
Loss of funds through fraud or dishonesty	Current insurance cover £2,000.00.