

**OLD CLEEVE PARISH COUNCIL**  
**RISK MANAGEMENT REPORT 2021/2022**

Agreed: March 21st 2022

**Assets**

1) Protection of Physical Assets **Level Medium**

All assets insured. Insured value checked annually at renewal date.

2) Maintenance of Assets **Level Medium**

- i. Play equipment and MUGA inspected annually professionally and subject to regular visual checks. Repairs carried out promptly when identified
- ii. War Memorial inspected quarterly and subject to regular visual checks
- iii. Maintenance work such as grass cutting and other grounds maintenance contracted out
- iv. Bus shelters inspected annually and subject to regular visual checks
- v. Any repairs required to any asset are carried out promptly when identified
- vi. Notice boards checked visually on a monthly basis
- vii. Benches inspected annually and subject to regular visual checks
- viii. Inspect defibrillators weekly and report monthly on all 3 sites

**Finance**

1) Banking **Level Medium**

- i. All sums banked at High Street bank
- ii. Precept and grants from District Council paid by BACS direct to bank account
- iii. Monthly bank reconciliations provided by RFO
- iv. No petty cash float maintained
- v. Payments requested by cheque and any cash received is immediately banked

2) Financial Controls **Level High**

- i. Budget continuously monitored and reported to Council monthly with reconciliations
- ii. Original bank statements inspected by Members
- iii. Two Member signatories on cheques and counterfoils initialled

- iv. All payments minuted in full and details entered on invoices
  - v. RFO provides advice on legality of payments, when in doubt seek advice of SALC
- 3) Comply with Customs and Excise Regulations **Level Low**
- i. VAT payments and claims calculated on an annual basis by RFO
  - ii. Internal Auditor provides check
- 4) Sound Budgeting Process leading to Annual Precept **Level Medium**
- i. Actual income and expenditure monitored against budget heads throughout the year
  - ii. Council considers draft detailed budget in November and agreed in December
  - iii. Precept derived directly from this, ensuring adequate levels of reserves are maintained in case of unexpected expenditure
- 5) Compliance with Borrowing Restrictions **Level Low**
- i. No new borrowing is anticipated
- 6) Liability – risk to third party, property or individuals **Level Medium**
- i. Insurance in place
  - ii. Reviewed annually

### **Legal Liability**

- 1) Ensuring activities are within legal powers **Level Low**
- i. Clerk to clarify legal position on any new proposal and to seek advice when necessary, from SALC
- 2) Unlawful Meeting **Level Low**
- i. Clerk to ensure that summons and agenda are properly issued and notices are displayed
- 3) Document Control **Level Low**
- i. Historical records stored at Somerset County Records Office
  - ii. Other important records stored in locked metal fireproof filing cabinet or digital copies on password protected laptop
- 4) Members Propriety **Level Medium**
- i. Register of interests updated comprehensively every four years
  - ii. Members requested to register any changes to details listed in the register as soon as they occur

5) Data Protection

**Level Medium**

- i. GDPR data protection rules followed
- ii. Privacy statement in place.