

**GUILSBOROUGH PARISH COUNCIL  
RISK ASSESSMENT - INTERNAL CONTROLS – 2020**

| Area    | Risk  | Level | Control   |
|---------|---|-------|---|
| Assets  | Protection of physical assets               | M     | Buildings insured. Asset register updated as needed, minimum annually. Buildings sum insured £83,051.33. Playground Equipment sum insured £40,197.09. Street Furniture sum insured £96,763.82   |
|         | Maintenance of buildings and other assets   | M     | Regular inspections of parish assets carried out by Councillors. Results are minuted. Concerns actioned.  |
| Finance | Banking                                     | L     | No cash is held on the Clerks property, all receipts are banked within 30 days. No investment accounts containing more than £40,000 are held at any one institution.  |
|         | Risk of consequential loss of income        | L     | Insurance cover. Sum insured £10,000 to cover increased cost of working. Clerk to ensure that precept demand documents are sent to District Council within allowed timeframe. Important documents backed-up and taken off premises.   |
|         | Theft/Loss of money                         | L     | No petty cash used.   |
|         | Financial controls and records              | L     | <ul style="list-style-type: none"> <li>• Internal Control Councillor appointed.</li> <li>• Twice yearly checks by ICC carried out on random sample of records.</li> <li>• No incomplete cheques signed by councillors.</li> <li>• Two signatures on each cheque and on corresponding cheque stub.</li> <li>• Bank Reconciliation is carried out monthly and checked by the Chairman or the Vice chair at every meeting.</li> <li>• Independent internal auditor appointed by NCALC.</li> </ul> <p>The PC will ensure that both external and internal audit reports are examined and that any remedial action is taken.<br/>The PC will follow the adopted Financial Regulations and follow 'Best Practice'.</p> |
|         | Comply with HMRC and the PAYE system        | L     | The Council is registered as an employer with HMRC. The Clerk uses HMRC Basic Tools to calculate PAYE   |
|         | Sound budgeting to underlie annual precept. | M     | Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council at least two times a year.  |
|         | Complying with borrowing restriction        | L     | No borrowing likely at present  |

|                      |  |   |  |
|----------------------|--|---|--|
|                      |  |   |  |
| Business Continuity  | Non availability of the Clerk due to ill health or resignation | L | Chairman or Vice Chairman to contact NCALC for advice and employ a Locum Clerk as required. Key Person insurance cover of £2,500 per 12 month period.  |
|                      | Loss of Core Data due to burglary or fire at Clerk's property. | L | Data is backed up onto a memory stick that is then kept at the Chairman or Vice Chairman's property.   |
| Liability            | Risk to third party, property or individuals                   | M | Insurance in place. Parish property is regularly inspected and the results are recorded. Trees that are owned by the parish council will be inspected every 3 years by a qualified tree surgeon. Inspection is to be minuted and actioned. Councillor will inspect all such trees during the interim period. |
|                      | Legal liability as consequence of asset ownership.             | M | Insurance in place. Designated Councillors will regularly inspect all parish property including street furniture, noticeboards, war memorial, phone box and the bus shelter. Results of the inspections will be minuted and actioned. Streetlights are regularly maintained by Eon.                          |
| Employer Liability   | Comply with Employment Law                                     | M | Covered by Employers Liability insurance £10,000,000   |
|                      | Comply with HMRC requirements                                  | M | Regular advice from HMRC. Internal and external auditors carry out annual checks.  |
| Legal Liability      | Ensuring activities are within legal powers                    | H | Clerk clarifies legal position on any new proposal taking advice from NCALC where necessary and additional legal advice if recommended to.   |
|                      | Proper and timely reporting via the Minutes                    | M | Council meets every month (except August) and receives and approves Minutes of meetings held in interim. Minutes made available to press and public via the website.   |
| Councillor propriety | Registers of Interests and gifts and hospitality in place      | H | Register of interest completed. Gifts and hospitality register is present at each Council meeting.   |

This risk management paper was adopted by the Council on 9 March 2020 and will be reviewed again in 12 months