

Document Control

<b>Organisation</b>	Addingham Parish Council
<b>Title</b>	Risk Assessment Policy
<b>Version</b>	1
<b>Creator</b>	Sallie Lloyd – Clerk and Reviewed by the Council
<b>Adopted</b>	unknown
<b>Last review Date</b>	December 2023
<b>Owner</b>	Clerk
<b>Next Review date</b>	December 2024

**Risk Assessment Policy**

<b>Risk Identification</b>	<b>Internal Controls</b>	<b>Evidence of controls</b>
Insurance Cover.	Review of Insurance schedule each year to ensure all assets are included.	Insurances reviewed by Finance Cttee; schedule filed, and Certificate displayed.
Assets	A register of assets is maintained, updated and reviewed. A physical check is made of all assets held on the register.	Minuted review of insurance cover
Public Liability Insurance	Ensure, by annual review, level of cover is sufficient.	Annual review
Fidelity Guarantee	Ensure that access to funds is controlled by Authorised Signatories.	Control procedures reviewed annually by F/Cttee; reported to full Council

Use of external bodies to provide services.	<p>Ensure wherever possible that Standing Orders relating to supply of goods and services and tendering for their supply is adhered to.</p> <p>Ensure any maintenance contracts are carried out by reputable companies.</p> <p>Ensure that estimates are consistent with final invoices and explanations for variances are obtained and documented.</p> <p>Ensure that all contractors have adequate insurance cover.</p>	<p>Minute books</p> <p>Copies of tender docs/quotes retained.</p>
<p>Self Management of risk</p> <p>Keeping proper financial records</p> <p>Ensure compliance with HM Revenue and Customs regulations, maintaining records and correct treatment of Vat items</p> <p>Precept budget is set using past financial information and sound accounting concepts.</p> <p>Receipt of grants</p>	<p>Ensure all financial records are maintained in accordance with statutory requirements.</p> <p>Ensure regular bank reconciliations are performed.</p> <p>Ensure Monitoring Statements are reviewed.</p> <p>Regular completion of VAT return</p> <p>Monitoring Statement prepared and budget forecast set accordingly. Use of Scribe Software to improve accuracy.</p> <p>Grants received are promptly banked and all reports requested are delivered on time.</p>	<p>Minuted review by Finance Committee, reported to full Council.</p> <p>Prepared by Clerk monthly for CI.</p> <p>Reviewed quarterly by CI</p> <p>Reclaim submitted 2x year</p> <p>Monitoring Statement prepared and used to agree precept budget. Council agree all budget entries and explanations</p> <p>Minute Books hold records of reporting of grants</p>

Register of Members Interests kept up to date	Changes notified to Monitoring officer	All relevant documentation filed.
-----------------------------------------------	----------------------------------------	-----------------------------------

Additional assessments

Allotments:

Physical inspection of allotments by Property and Maintenance Committee	Issues notified to clerk And reported to P&M
-------------------------------------------------------------------------	-------------------------------------------------

Allotment Agreements in place	Annual review when Invoices sent out
-------------------------------	-----------------------------------------

Old School

Use of school room by other groups	Regular review at Cl mtgs Letting agreement in use with rules/req's clearly identified
------------------------------------	-------------------------------------------------------------------------------------------

Parish Council Owned/controlled land.

Members of the Property & Maintenance Committee will carry out an annual physical inspection of land and buildings, both owned or under the control of Addingham Parish Council. Regular inspections by Lengthsman.

Recommendations for maintenance works will be brought to the attention of the P&M Committee or Council at the next Meeting following inspections.

The Property & Maintenance Committee will also undertake an inspection of all trees situated on Parish Council owned/controlled land. Any issues which affect the health & safety of individuals or potential cause of damage to third party property will be brought to the attention of the Parish Council at the next Council Meeting.

Engagement of Lengthsman – added March 2015

Contract signed by both parties.

Duties clearly defined. Contract re-tendered periodically

All necessary Insurances will be in place, held independently by the Contractor- Clerk to hold a valid Insurance Document on File

All necessary training undertaken and kept up to date – details of qualifications held/training courses attended provided by the Contractor and kept on file by Clerk.

Public Conveniences - added March 2015

Ensure adequately insured by PC

All H & S matters reported to Clerk who will take appropriate action to rectify

Physical Inspection of facilities daily by Lengthsman and by members of the Property & Maintenance Committee on an annual basis.