

**HAZLEMERE PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2016**

Adopted by Full Council 6 September 2016

Risk	Level	Control
Protection of physical assets	M	Buildings insured, with the value increased annually
Security of buildings, equipment, etc	H	Alarm in Parish Office. Remainder of Cedar Barn not alarmed. Regular security inspections by Warden. Internal fire risk assessment carried out. Police asked to monitor Cedar Barn Complex regularly
Maintenance of buildings, etc	M	Buildings currently maintained when necessary
Banking	M	Bank account with Lloyds Bank, electronic banking policy reviewed August 2016
Risk of consequential loss of income	L	Insurance cover. 3 office computers backed up remotely
Loss of cash through theft or dishonesty	L	Receipts issued
Financial controls and records	M	Monthly reconciliation prepared by Clerk, signed by The Chairman of Finance and General Purposes Committee. Two signatories on payments
Comply with HMRC	M	VAT claims calculated by Office
Sound budgeting to underlie annual precept	M	Full Council receive detailed budgets in late autumn. Precept derived directly from this. Expenditure against budget reported to every Finance Committee and Full Council
Complying with borrowing regulations	L	NALC Borrowing Checklist policy
Risks to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Any reported injury is investigated and reviewed
Legal liability as a consequence of asset ownership (open spaces, closed churchyard, war memorial, Cedar Barn, stable block, Hazlemere	H	Insurance in place. Daily checks of playgrounds. Annual checks of play equipment. Buildings checked by Warden. Open spaces checked by

Memorial Hall)		Councillors annually.
Comply with employment law	M	Membership of SLCC, BALC, NALC and Green Book
Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue, internal auditor carries out twice yearly annual checks
Safety of Staff and Visitors	M	Entry system at front of building to restrict access to building. Doors are kept locked, with bells to alert office. Regular H&S risk assessment checks of Cedar Barn. Lone Working Policy likelihood is low, impact high
Ensuring activities are within legal powers	H	Clerk clarifies legal position on new proposals. Legal advice to be sought where necessary
Proper and timely reporting via the minutes	M	Council meets once a month and receives and approves minutes of meetings held in interim. Minutes made available to press and public on Council's website
Proper document control	M	Leases and legal documents held in Parish Office
Registers of interests and gifts and hospitality in place	L	Register of interests completed and available to view on Parish Council website
Loan made	M	Loan to Hazlemere Memorial Hall CIO Trust to be repaid May 2017

Reviewed September 2015 and August 2016
Review September 2017