

DENTON PARISH COUNCIL: RISK MANAGEMENT

Area	Risk	Level	Controls (<i>bold indicates areas where work is needed</i>)
Assets	Protection of physical assets Only buildings owned: 3 bus shelters	M	Buildings insured. Value increased annually.
	Security of buildings, equipment etc	H	Clerk's office at 33 Friars Avenue, Delapre, Northampton. NN4 8PY.
	Maintenance of buildings etc	M	Notice boards and bus shelters currently maintained on an ad hoc basis.
Finance	Banking	M	2 bank Accounts held: Barclays Bank – current account and Business Premium Account. 2 signatories required
	Risk of consequential loss of income	M	Insurance cover: Held with Came and Co Council Insurers
	Loss of cash through theft or dishonesty	H	No cash held – Insurance cover – liabilities cover from Came and Co
	Financial controls and records	M	Quarterly reconciliation to be undertaken & reported to Council. 2 signatures needed to sign cheques and pay by bank transfer. Internal NCALC independent annual audit & annual external audit undertaken.
	Comply with Customs and Excise Regulations	H	Use help line when necessary. VAT payments and claims on a spreadsheet. Annual claim undertaken
	Sound budgeting to underlie annual precept	M	Council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council.
	Complying with borrowing restrictions	L	No new borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Risk assessments of individual events carried out as necessary
	Legal liability as consequence of asset ownership Playground	H	

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			Insurance in place. checks of playgrounds carried out by councillors and written records kept. Annual check of the playground is carried out by The Play Inspection Company.
	Closed churchyard, old school playground, village green and rec		Paths , hedges and walls assessed annually and resultant reports acted upon to ensure they are safe.
Employer Liability	Comply with Employment Law	M	The Council is a member of NCALC.
	Comply with Inland Revenue requirements	M	Regular advice from IR. Internal and external auditors carry out annual checks.
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets monthly and always received & approves Minutes of meetings held in interim. Minutes made available to press & public on request and posted on website.
	Proper document control	M	Original leases now stored at bank. Copies kept in the office.
Councillors 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. Agenda item annually.
Health	Spread of COVID19 amongst the Parish Council members and those who attend meetings	M	All Covid 19 regulations in place in the village hall will be adhered to by Parish Council members. This including wearing of face masks and ensuring social distancing guidelines are followed where necessary.

Adopted 11th May 2022 - Minute reference 69/22/H

Reviewed May 2024 Minute ref: 319/24/I – Next review May 2025

POLICY ADOPTED BY DENTON PARISH COUNCIL ON 11TH MAY 2022