

## **RISK ANALYSIS OF OUR ACTIVITIES**

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# **PAULERSPURY PARISH COUNCIL**

## **RISK ANALYSIS OF OUR ACTIVITIES**

### **1. RESPONSIBLE OFFICER**

The Council have appointed a Responsible Financial Officer (R.F.O.) to carry out the Financial duties of the Council.

The current Parish Clerk, Maggie Down, Scots Corner, High Street Paulerspury Northamptonshire has been appointed to carry out this role.

### **2. RISK ASSESSMENT**

The Council and the R.F.O. are responsible for ensuring that the financial management of the Council is adequate and effective, and that there is a system of Internal control and Internal Audit which facilitates an effective system of Risk Management . At least once a year the council shall conduct a review of the effectiveness of the internal control system which shall be in accordance with proper practices. as stated in the Governance and Accountability in Local Council in England and Wales - a Practitioners Guide published by NALC and SLCC jointly. The Parish Council will each year review its Risk Analysis Document.

#### **2.1 Risk managed through adequate insurance**

**Zurich Municipal Insurance U K      Policy Number. YLL - 2720447633**

Public Liability      £12 million

Employers Liability      £10 million

Libel and Slander and Officers Indemnity      £250,000

Fidelity Guarantee      £250,000.

Protection of Council's Assets from damage and loss Re: Insurance schedule / Assets register details

Street Furniture -	£15,743.90
War Memorials	£64,544.37
Wooden Community Shelter Building	£8,034.00
Bus Shelter and Associated Costs	£8,100

£

Lamp posts, Spinnals Field equipment, Notice Boards not to be insured for loss or damage

**Insurance cover to be kept up to date and reviewed each year “on the renewal of the Policy”**

## **2.2 OTHER RISKS**

All contractors who provide services to the Council must have adequate Public Liability insurance to carry out their work. A figure of £5,000,000 is required. Evidence of insured status will be required before commencement of work.

## **3. PERFORMANCE OF DUTIES WITHIN PARISH COUNCIL LEGAL POWERS**

The R.F.O. and the members of the Council are to ensure that all duties are carried out within the Legal Powers of the Council as required by Law.

## **4. FINANCIAL MANAGEMENT OF THE COUNCIL.**

The Council is responsible for ensuring that their Financial Management is adequate and effective and that there is a sound system of controls in place to monitor its accounting records in accordance with proper internal audit practices.

### **4.1 External Audit**

The Council has appointed Northamptonshire CALC to oversee this role via the appointment of External Auditors

### **4.2 Internal Audit**

The Council applies to the Northamptonshire branch of the National; Association of Local Councils for an Internal Auditor to be appointed - reviewed annually.

### **4.3 Internal Control**

The Council annually appoints a member of the Council, to carry out Internal Control checks on a quarterly basis. The result of the checks to be reported back to the Council.

All internal control checks to be minuted.

## **5. BUDGET**

The Budget will form the basis of financial control for the year.

The R.F.O. prepares a draft estimate of expenditure for the October meeting and presents it to the Council for consideration.

The Council shall fix the Precept for the forthcoming year no later than January.

The R.F.O. to submit the Precept to the District Council.

Expenditure and Budget variances to be reported regularly to the Council.

## **6. CONTRACTS**

Risks emanating from contracts are ameliorated by following Paulerspury Parish Council

**Version 1 Financial Regulations** derived from the National Association of Local Councils MODEL 2 approved by Paulerspury Parish Council.....

Any other aspects of risk are covered by the current Standing Orders of Paulerspury Parish Council.

## **7. PETTY CASH**

Paulerspury Parish Council does not hold a Petty Cash Account.

## **8. DEBTS**

Monitoring of debts to be executed at the end of each month.  
All outstanding debts are to be reported to the Council and appropriate action decided.  
If debts are not recoverable a minute must record that the debt be written off.

## **9. VAT**

VAT is recorded and a claim made at least every 6 months unless there has been additional purchasing over and above the norm.

## **10. BANKING ARRANGEMENTS**

### **10.1 Payment authorisation**

Paulerspury Parish Council operates with four authorised signatories. Cheques and stubs are to be signed by two authorised signatories and the R.F.O.  
A list of cheques corresponding to accounts presented for payment to be drawn up and presented to the Council at the monthly meeting for approval.

### **10.2 Receipts**

All income to be promptly banked.  
Charitable awards from village sources to be monitored by the R.F.O. and the Council to be kept informed.

### **10.3 Payments**

The relevant cheque no. is to be recorded on all invoices presented for payment.

### **10.4 Bank reconciliation**

Receipts/payments to be reconciled with the bank statements at the end of each month.  
A random independent check to be carried out as part of the internal audit control.

### **10.5 Assets**

The Asset Register is maintained by the R.F.O. and kept up to date. All asset valuations are to be reviewed annually, prior to the Annual Meeting, and the insurance value adjusted accordingly.  
Decisions made by the Council not to insure particular assets to be minuted.

## **11. PROPERTY**

### **11.1 Allotments – Plumpton End Paulerspury**

Rent and water accounts are to be issued at the end of the financial year (March 31 ) to the allotment holders by the R.F.O. Payment to be received by

30 April.

The paths are to be kept mown and in good order by the Parish Council.

The upkeep of the fence surrounding the Allotment Ground is the responsibility of the Parish Council. An inspection as to its state of repair will take place each year prior to the Budget Setting process.

The Council's Public Liability insurance covers only the paths and hedges. Plot holders have been advised of this .

### **11.2 Spinnals Field – High Street Paulerspury**

Individual rental charges for the use of Spinnal's Field to be fixed by the Parish Council, accounts to be rendered by the R.F.O.

All hirers to show evidence of Public Liability (£5m) insurance to the R.F.O.

A weekly checking system is undertaken by councillors against a check list. Faults discovered are reported directly to the clerk for action.\*

The council has an overall £12m Public Liability Cover for Spinnals Field and the Allotments.

See Risk Assessment for Spinnals Field

### **11.3 Paulerspury War Memorial**

Situated outside St James the Great Church

Paulerspury, the memorial has accidental damage insurance cover to the value of £64,544.37

### **11.4 Village Signs**

The three village signs ( The Green, Paulerspury and the Swan Lane entry to Pury End and exit on Westy Road) are insured against accidental damage – value re assessed annually prior to insurance renewal.

### **11.5 Seat opposite Paulerspury C E Primary School**

This seat is insured against accidental damage. *Needs the addition of the seat at Westy Road*

## **12. EMERGENCY MEASURES**

### **12.1 Loss of precept**

The Council always maintains an end of year balance sufficient to cover the expenses of the Council for the first three months. *6 months better*

### **12.2 Loss of clerk and illness of clerk**

Two CiLCA qualified clerks -Linda Paice (Shutlanger and Silverstone PC) 01327 353622 or Catherine Camp Hophorne Cottage, 16 Kilsby Road Rugby 01788891184

### **12.3 Loss of facilities**

The Council is well placed for venues should our usual one be unavailable.

Documents are backed up to a hard drive and back up discs are kept in a different location

**12.4 Loss of phone**

Mobile phones available

**12.5 Change of stationery suppliers**

Several suppliers available locally.

**12.6 Breakdown in postal services etc**

Car available or email option.

**12.7 Theft of equipment**

The Parish owns a printer valued at purchase at £80.00.

**12.8 Loss of lampposts**

The Council is of the opinion that insurance of all the lamp posts would not be cost effective and that they will therefore carry the risk of replacement cost – reviewed annually.

**13. HEALTH AND SAFETY ISSUES**

**13.1 Parish Council Office**

The clerks home has been inspected as to the H & S issues of working conditions and recommendations have been made concerning suitable seating and screen arrangements. The inspection to be done annually.

**13.2 Parish Council Meetings**

These are held in public buildings which comply with all statutory legislation governing public buildings .

**13.3 Meetings with the Clerk**

The clerk, following consultation with the chairman, may hire a public meeting place for a meeting with one or more members of the public and request the presence of a member of the Parish Council if a need is perceived.

Date approved by council.....

Signed..... Chairman of the Parish Council

Signed..... R.F.O to Paulerspury Parish Council

## RISK ASSESSMENT FOR SPINNALS FIELD

### SAFETY TO PLAY

The field is overseen on behalf of the Parish Council by a voluntary group – The Spinnals Playing Field Group.

The field is inspected each week by a member of the Parish Council (see rota held by Clerk). Once a month a more thorough inspection takes place – see inspection sheet attached to Risk Assessment.

All boundaries are maintained to a high standard with regard to their condition and safety.

The ditch is kept free from debris and drains naturally into a pipe and thence into a road drain. The main drainage system conveys water off the field via an underground pipe.

A sign at the entrance informs users of the restrictions placed on users and where to find assistance in the case of an emergency

Dogs are not allowed on the field and notices at all entrances advise users of this rule.

Equipment is maintained to a high standard and reports, based on the inspection sheets, are presented to the Parish Council on a monthly basis.

The grass is mown regularly and the surface monitored for trip hazards.

Three litter bins are provided for rubbish and are emptied by councillors during their weekly inspection procedure.

The main entrance on the High Street has a bollard which is kept locked to prevent unauthorised motor vehicles entering the field.

### INSURANCE

The Parish Council has Public Liability insurance to the value of £12m

Contractors must have their own public liability which must be for at least £5m

Contractors must also show that they have had the necessary training for the job they have been contracted to undertake. *A Risk assessment must be carried out by the proposed contractor and a copy to be given to the parish council for their approval.*

All hirers of the field must produce evidence of current liability insurance prior to an event taking place.

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