

Lindal and Marton Parish Council

Risk Assessment and Management, Lindal and Marton Parish Council. (as amended, October 2022)

The Council will assess the risks associated with its activities on a yearly basis. This will normally occur in the Autumn, with the Clerk advising the members whether there have been any material change of circumstances to warrant any change to the Council's approach to its risk management policy.

The following areas will normally be considered:-

1 The protection of physical assets.

- *Other than two notice boards (outside the Buccleuch Hall and at Marton Park) the Council currently does not have any assets – no buildings, land or equipment, except the two ex-BT telephone kiosks in Lindal and Marton which are used as Information Points. They are automatically covered as to Public Liability insurance (see item 7 below) and the need for additional insurance to cover matters such as damage to property and/or contents was assessed during the Council meeting held on 6th May 2010 (minute 66/10 (d)) when it was agreed that no additional insurance was required..*

2 The banking of cash.

- *The only income received by the Council is the annual precept and routine vat refunds, with both of them being bank transfers. Occasional donations in connection with developments such as the refurbishment of the War Memorials are usually in the form of cheques. This latter income is recorded in the minutes. All financial transactions are routinely checked by the internal auditor. **Money is a mandatory item of cover within the Council's insurance arrangements.***

3 Fraudulent activities of the Clerk. (The Council's only employee.)

- *All financial payments by the Council are supported by invoice, are paid either by cheque or bank transfer and all are subject to council approval and minuted. All cheques require two signatures as authorisation. Minor purchases are by petty cash and are identified in the cash book, with appropriate receipts. All transactions are subject to internal audit. **Fidelity Guarantee is a mandatory item of cover within the Council's insurance arrangements.***

4 Financial controls and records.

- *Routine assessment by the internal auditor ensures that the cash book, cheque book, bank statements etc are maintained in an appropriate manner by the Clerk.*
- *The Council will assess the arrangements for Internal Audit, usually in the autumn, to confirm that these are satisfactory.*

5 Maintenance of vat records.

- *Vat is calculated routinely in respect of all expenditure by the council (including minor petty cash purchases) and separate records are maintained in the cash book. Routine claims are made, perhaps annually where amounts are minimal but more frequently if and when more substantial sums are involved. The internal auditor ensures that calculations and claims are accurate and up-to-date.*

6 Annual creation of budget.

- *The Clerk will produce, no later than the February meeting, a forecast of predicted expenditure for the coming financial year, based on previous expenditure and on known additional commitments. This will be assessed by the council before the total amount is notified to the Borough Council as the precept.*

7 Public Liability.

- *It is highly unlikely that the council will ever be faced with any problem in respect of Public Liability because the council does not own or control any land, buildings or equipment which might give rise to any claim (other than the ex-BT kiosks – see item 1 above). The Village Green, which the council nominally controls on a day-to-day basis, is owned by Barrow Borough Council and the parish council would have no responsibilities therein. Nevertheless **Public Liability is a mandatory item of cover within the council's insurance arrangements.***

8 Employers Liability.

- *In the unlikely event that the Clerk (or any councillor) should suffer any injury whilst carrying out their duties, and should this result in any claim against the council, it should be noted that **Employers Liability is a mandatory item of cover within the council's insurance arrangements.***

9 Compliance with employment law.

- *The Clerk will advise the council of any changes in employment law which would affect his employment with the council.*

10 Compliance with Inland Revenue requirements.

- *The Clerk is required to create a PAYE system and to declare to Her Majesty's Revenue and Customs, HMRC, the amount of remuneration and any appropriate deductions, including income tax and National Insurance, in respect of the Clerk and any other person's employment. The current Clerk has a personal arrangement with HMRC for income tax due on his remuneration (£600 p.a., 2021) to be deducted from his main source of income, a pension from the NHS. It does not qualify for NI contributions.
A declaration is made in March and September of payments of £300 without any deductions. From September 2022 this is via an accountancy firm.
The annual honorarium to the Internal Auditor (£37 p.a., 2021) is different and is classed as a fee for services rendered.*

11 Compliance with legal requirements.

- *There is a legal requirement for the council to hold its Annual General Meeting in May and to have at least a further three meetings per year. The council meets this obligation. Minutes are produced in a timely fashion, usually within seven days of the meeting. Other basic requirements are met, such as holding the meetings in public and giving three clear days' notice of a meeting. The Clerk keeps abreast of developments in this field by regular contact with the Borough Council and subscriptions to local government periodicals.*

12 Other legal protection.

- *In the unlikely event that the council has to defend itself against any claim, (e.g., a claim by any employee for unfair dismissal) it should be noted that **Legal Expenses have been taken as an optional additional cover within the council's insurance arrangements.***