

CHALFORD PARISH COUNCIL

CHECKLIST FOR PARISHES ON RISK ASSESSMENT 2020/21

Potential Risk Areas

Insurable Risks

- | | | | |
|----|---|----------------------|--|
| 1. | Fixed Assets | protection | __ Valued by AXA _____ |
| | | maintenance | __ Regular attention _____ |
| | | security | __ Security at both Parish Centre and
Cemetery Workshop reviewed annually__ |
| | | register maintenance | __ Reviewed annually _____ |
| 2. | Public Liability to third parties as a result of service amenities for public or property ownership | | __ £10 million _____ |
| 3. | Consequential Loss of income following damage by third parties or loss of services | | __ N/A _____ |
| 4. | Employee Dishonesty | | __ £183,000 _____ |
| 5. | Officers Liability (Councillors/Employees) | | __ £500,000 _____ |
| 6. | Legal Expenses | | __ £500,000 _____ |
| 7. | Internet & Email | | __ £500,000 _____ |

External Assistance

- | | | |
|-----|-----------------------|--------------|
| 8. | Market Management | __ N/A _____ |
| 9. | Investment Management | __ N/A _____ |
| 10. | Trading Units | __ N/A _____ |
| 11. | Hiring in of services | __ N/A _____ |

Statutory Requirements

- | | | |
|-----|---|--------------|
| 12. | Have borrowings been properly authorised | __ N/A _____ |
| 13. | Compliance with PAYE regulations | __ YES _____ |
| 14. | Compliance with VAT regulations | __ YES _____ |
| 15. | Adoption of codes of conduct | __ YES _____ |
| 16. | Register of Members interests | __ YES _____ |
| 17. | Appointment of Internal Auditor | __ YES _____ |
| 18. | Maintenance of accounting records | __ YES _____ |
| 19. | Adoption of Standing Orders/Financial Regulations | __ YES _____ |

Self Controlled Areas

- | | | |
|-----|--|--|
| 20. | Ensuring adequacy of Precept budget | __ Reviewed by Finance and Management
__ Committee _____ |
| 21. | Monitoring of expenditure with Precept budget | __ Monthly _____ |
| 22. | Legality of payments being made | Recommended by the Finance and
Management Committee and authorised and
agreed by Council _____ |
| 23. | Proper use of grants and CIL payments | __ Monitored by Council _____ |
| 24. | Preservation of Voters Rights | __ Compliance with legal aspects _____ |
| 25. | Safety of documents including Minutes | __ Computer backup and filing system _____ |
| 26. | Documentation regarding dealings with the Public | __ In accordance with Freedom of
__ Information Act _____ |
| 27. | GDPR | __ Administered according to ICO _____ |
| 28. | Standby arrangements for absence of Clerk | __ Procedure in place _____ |

May 2021