

KEEVIL PARISH COUNCIL – RISK ASSESSMENT & MANAGEMENT  
2015/2016

Area	Risk	Level	Control <i>(and agreed improvements)</i>
Assets	Protection of physical assets	M	Playing Field equipment insured. Increased annually by RPI.
Finance	Banking	L	Bulk of funds in high street bank deposit account.
	Risk of consequential loss	M	Insurance cover for Business Interruption of £500 (data loss) and £2,500 for office contents.
	Loss of cash through theft or dishonesty	L	Insurance Fidelity Guarantee of £25,000.
	Financial controls & records	L	Two-monthly reconciliation prepared by Clerk and reported to Council. Two signatories on cheques. Internal & External audit.
	Comply with Customs & Excise Regulations	M	Use Help Line when necessary. VAT payments and claims calculated by Clerk. Internal & External auditor to provide double check.
	Sound budgeting to underlie Annual Precept	L	Council receives detailed budget in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council at each meeting.
Liability	Risk to third party, property or individuals	M	Insurance in place. Playing Field checked regularly. Trees investigated when damage reported.
	Legal liability as a consequence of asset ownership i.e. Playing Field and War Memorial	H	Insurance in place (£6M). Weekly checks of Playing Field. Annual Inspection by ROSPA. Written records of weekly checks kept by Councillor Kevan. Insurance in place (£18K) for rebuilding of War Memorial,
Employer Liability	Insurance cover for Clerk and Councillors	L	Insurance in place. (Employers Liability £10M and Personal Accident (Clerk & Councillors £25,000).

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Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets bi- monthly and receives Minutes of meetings held in the interim. Minutes made available to the press and public via the Parish Magazine and the web site.
	Proper Document Control	M	Documents kept by Clerk in garage. Key documents are kept by Council's solicitor (Goughs).
Councillor propriety	Register of Interests	H	Register of Interests completed. Included as an Agenda item each May.

**Last reviewed May 2016**