



LANGTREE PARISH COUNCIL RISK REGISTER

11th February 2021

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This document is produced to enable Langtree Parish Council to assess the risks it faces and to satisfy itself that adequate steps have been taken or are in place to minimise the risks identified. The production of the risk assessment will enable the Parish Council to make an adequate declaration on its return to the external auditors. In preparing the Risk Assessment the following plan was followed:

- Identification of areas to be reviewed
- Identification of what the risk may be
- Evaluation of the management and control of the risk and record all findings
- Review, assess and revise if required.

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FINANCIAL & MANAGEMENT				
Subject	Risk(s) Identified	L/M/H	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of the Parish Council not being able to continue due to being inquorate	L	Torrige District Council would take over the running of the Parish Council if insufficient councillors to form a quorum were elected. Although the realistic risk of the above happening is low, not having a plan would leave the Parish Council in a difficult position.	
COVID-19 response	Risk of Parish Council meetings spreading infection – there is a risk if the Parish Council continued to meet face to face in public meetings that Councillors and the public would be put at risk of infection because social distancing guidance could not be followed	M	Parish Council meeting moved to virtual environment until further notice adopting standard national guidance and amendments to Standing Orders	As and when Government Guidance requires
Precept	Adequacy of Precept.	L	To determine the annual precept required the Parish Council receives a budget update report, including actual position and projected position to end of the year and estimated figures for forthcoming year. Budget Report is prepared by Clerk.	Existing policies and procedures are considered adequate.

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			<p>Parish Council holds an annual Budget Meeting as part of its normal meeting which is open to members of the public.</p> <p>Councillors are requested to provide Clerk with any projects they wish to see implemented in the forthcoming year for consideration at the Budget Meeting.</p> <p>At the Budget Meeting the Parish Council maps out the required monies for the day to day running costs together with any projects it wishes to implement for the following year and applies specific figures to budget headings.</p> <p>An agreed Precept figure is then submitted to Torridge District Council by the Clerk. The Precept is paid by Torridge District Council by BACS in two equal instalments, in April and October directly into the Parish Council's Current Account with Lloyds Bank.</p>	
Financial records	Inadequate records Financial irregularities	M	<p>All payments are recorded in the Minutes for the month payments agreed.</p> <p>Financial records are checked annually by the external auditor.</p>	Existing policies and procedures are considered adequate.
Cheques	Possible theft	L	<p>All cheques must be signed by two authorised signatories. Lloyds Bank hold the relevant information relating to the authorised signatories.</p> <p>Clerk does not have authority to sign cheques.</p>	Existing policies and procedures are considered adequate.

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Bank Accounts	Bank mistakes. Loss. Charges. Loss or inability to access accounts through Bank failure	L	The Parish Council has two accounts (Current and Number 2 Account). Bank Summary are advised to Councillors at each meeting. Clerk checks balances on a regular basis. If Current Account balance is too high the Clerk transfers funds to Number 2 Account in order to earn interest. Any errors are identified when balances are checked Clerk and Chairman to ensure that the balance with any banking group does not exceed the limit of the compensation scheme (currently £85,000.00)	Existing policies and procedures are considered adequate. The Auditor will also check bank statements.
Cash	Loss through theft or dishonesty	L	The Clerk does not hold any petty cash or a float. If cash was received for any reason Clerk would bank within 5 banking days	Existing policies and procedures are considered adequate.
Salaries	Salary paid incorrectly	L	The Clerk is paid as per the recommendations of the National Association of Local Councils. The Clerk does not keep a time sheet but has a Contract of Employment and Job Description.	Existing appointment and payment system is adequate. The payment of the Clerk's salary is administered by Torridge District Council (their charges are invoiced twice yearly).
Purchases	Purchases Paid Incorrectly Health & Safety	M L	Supplies of products and services will be paid against suppliers invoice. If the work is for services or activities then the Clerk will check with the appropriate Councillor that work was carried out satisfactorily before releasing payment. As part of	Existing policies and procedures are considered adequate.

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			<p>the payment process the invoices will be detailed in the council meeting minutes and will be approved by the Council for payment by BACS.</p> <p>All contractors will receive a copy of the Council's Health and Safety policy.</p>	
VAT	Re-claiming VAT	L	The Clerk submits a claim to HMRC on an annual basis (January) or when the claim reaches £500 or above.	Existing policies and procedures are considered adequate.
Minutes/Agendas/Notices	Accuracy and legality Business Conduct	L L	<p>Minutes and Agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements.</p> <p>Minutes and Agendas are displayed on the public Notice Board according to the legal requirements and are also uploaded to the Parish Council Website.</p> <p>Minutes are approved and signed at the next Parish Council meeting Business conducted at the Council meetings are managed by the Chairman. In his absence the Vice Chairman manages the meeting.</p>	Existing policies and procedures are considered adequate.
Members Interest Code of Conduct	Conflict of Interest Register of Members interests	L L	Councillors should declare interests, where appropriate at meetings	Agreed Parish Council cannot risk assess individuals
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken of insurance arrangements in place by Clerk. Insurance renewal is agreed by the Council in May / June.	Existing policies and procedures are considered adequate.

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Freedom of Information Act	Policy Provision	L L	Council had received no requests for information to date. Reasonable requests would be considered for information within the public domain.	Existing policies and procedures are considered adequate.
Reporting and Audit	Compliance	L	The Council's accounts are audited annually by external auditors.	Existing policies and procedures are considered adequate.
Best Value Accountability	Work awarded incorrectly Overspend on services	L M	Normal Parish Council practice is to seek more than one quotation for any substantial work required to be undertaken or goods supplied. For major contracts formal competitive tenders will be sought.	Existing policies and procedures are considered adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and Minuted at full Parish Council meeting and include reference to any power used. Any queries regarding a legal issue are directed in the first instance to the Devon Association of Local Councils	Existing policies and procedures are considered adequate.
Council's electronic records	Loss through: Theft Fire Damage Corruption of computer	L L L L	The Parish Council's electronic records are stored on the Parish Council's laptop and public available records are stored on the parish website. The majority of records also have a paper copy stored (copy letters, Minutes, Agendas and financial information) at the Clerk's home	Existing policies and procedures are considered adequate.

PHYSICAL EQUIPMENT OR AREAS

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Assets	Loss/Damage Risk/damage to third party property or individuals	M	Annually reviewed and Asset Register updated	Existing policies and procedures are considered adequate. The Asset Register is reviewed annually prior to the Annual Audit
Maintenance	Risk to third parties Poor performance of assets or amenities	M	All assets to be regularly reviewed and maintained. All repairs and expenditure should be authorised within the correct procedure of the Parish Council. All assets should be insured and reviewed annually. All play equipment is inspected annually by ROSPA	Existing policies and procedures are considered adequate. Ensure inspections carried out.
Meeting location	Adequacy Health & Safety	L L	Parish Council meetings are held at Langtree Parish Hall which is considered adequate for the Clerk, Councillors and members of the public who attend from Health & Safety and comfort aspects. The Parish Hall is run by the Langtree Parish Hall Committee.	Existing location is adequate Note: during current Covid pandemic, and following Government guidelines Parish Council meetings are being held using video conferencing facilities.
Council Records	Loss through theft, fire or damage	L	The Parish Council records are stored at the home of the Clerk.	Damage (apart from fire) and theft is unlikely and therefore provision adequate
Covid-19 Response	Risk of Parish Council owned facilities contributing to spread of infection. There is a risk that the Beach Road and	M	The Parish Council are unable to mitigate this risk because of the number of touch points and open access of the two areas. There are also a limited number of users. National guidance recommends playgrounds should remain open at this time.	The Parish Council to continue monitoring the Government position.

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	Langtree Park Play Areas, could contribute to the spread of infection due to the close proximity of users and frequently touched surfaces		https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms	
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