

WILLINGTON PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2024-25

Area	Risk	Likelihood Level - L, M, H	Control (with agreed and recommended improvements)
Assets	Protection of physical assets	L	Telephone box which houses a defibrillator, two additional defibrillators at Willington Hall and The Boot with carry cases and external cabinets, two notice boards, a brick bus shelter, two standalone benches, a picnic bench and table, mirror and post on Roughlow, an Information Board, a traffic mirror and post at Boothsdale, Bushnell speed gun, a set of Xmas lights and an artificial Xmas tree. Regular checks are carried out of the condition of these items by the Clerk and Councillors.
	Maintenance of Assets	L	Regular checks are carried out and any maintenance is carried out by appropriate contractors/persons
	Maintenance of Equipment	L	Computer and printer are covered by Insurance. Annual PAT tests of laptop, printer and other relevant electrical equipment will be performed.
	Security of Equipment	L	Equipment is normally kept in one room in a residential property. When outside that environment the laptop is secured with a Kensington lock
Finance	Banking	L	One Current Account and one Business Savings Account with Nat West Bank Plc. Two councillor signatures are required on all cheques. Passcode and password controlled access for the Clerk to online banking (for reporting and funds transfer only, not payments). Funds protected by FSCS Compensation Scheme.
	Loss of cash through theft or dishonesty	L	No Petty Cash. No cash payments. Receipts issued for any cash received. Fidelity cover of £150,000 is in place.
	Financial controls and records	L	Monthly bank reconciliation is prepared by the Clerk. All payments are approved by Council. Receipts and Payments Account (Management Accounts) are reviewed by the Council on a bi-monthly basis at each scheduled meeting. The Cash Book and Bank Statements are checked at least on quarterly basis by a councillor and the outcome reported to Council. JDH Business Services Ltd has been appointed Internal Auditor. External audit is no longer required; an exemption certificate is signed annually and held by PKF Littlejohn LLP
	Comply with Customs and Excise Regulations	L	Clerk must be competent with VAT. Use VAT Helpline when necessary. VAT payments and claims calculated by Clerk. Internal auditor will provide check.

	Sound budgeting to approve annual precept	M	Council receives draft detailed budget for consideration each year. Precept is derived directly from this. Expenditure against budget reported to Council at each full meeting of the Council. General reserves are maintained at a figure that is at least 25% of the annual precept and will be regularly reviewed. Reserves can only fall below 25% temporarily following agreement by the Council.
	Unexpected variations in income streams	L	The council has no other significant income than the precept. Other income may be received via events and grants (e.g. CWaC Members' Budget, CIL). These income streams are not considered when calculating the precept figure.
	Complying with borrowing restrictions	L	There is currently no borrowing.
	Payroll – loss of data on PC	L	Sage One Online is used so it is not necessary to back up data. Hard copies of payroll records are kept.
	Laptop – loss of data	L	All files are backed up to USB drive each month and via the OneDrive backup service. In addition all files held on Microsoft OneDrive and are backed up to the Microsoft 'cloud'.
	Business continuity and disaster recovery	L	The Parish Council has considered the risk of Council not being able to continue its business due to an unexpected or tragic circumstance. Back up data covering all areas of the business is kept at the Clerk's premises. Data is transferred on a monthly basis.
	Business Continuity – long term non-availability of the Clerk.	L	Reciprocal arrangements are in place with Tarvin PC for the Tarvin Clerk to undertake the key legal, financial and administrative duties of Willington's Clerk on a temporary basis if necessary.
General Liability	Risk to third party, property or individuals	L	Insurance in place. Insurance arrangements are reviewed annually.
Employer Liability	Comply with Employment Law	L	Councillors are competent with Employment Law. Membership of various national and regional bodies. Clerk's contract and conditions of employment and duties reviewed as and when recommended by the National Association of Local Council Clerks or by the Council.
	Comply with HMRC requirements	L	Clerk is competent with PAYE. Regular advice from HM Revenue and Customs and Sage. Internal auditors carry out annual checks.
	Comply with Health and Safety Requirements	M	Clerk must be conversant with Health and Safety Regulations and seek guidance as required. Carry out written risk assessments and recommend any appropriate action. Periodic training updates will be undertaken if required.
Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary from the solicitor of Cheshire West and Chester Council, the

			Cheshire Association of Local Councils or the Society of Local Council Clerks.
	Proper and timely reporting via the Minutes etc	L	Council meets at least six times per year, and receives and approves minutes of meetings. Minutes are available to press and public, and are published on Council's website. To keep residents informed, minutes of meetings are prepared within 28 days of the meeting and placed on the Noticeboard and website.
	Proper document control	L	Legal documents are held in Clerk's filing cabinet.
	Comply with Data Protection	L	Council considers that it meets the requirements of the Data Protection Act 1998. Steps are being taken which include training plus guidance from NALC and ICO to ensure that Council complies with legislation that applies from 25th May 2018.
Councillor Propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Register is presented at each Council meeting if there are any updates.
	Declaration of Interest	L	At each meeting all Councillors are asked to declare <ul style="list-style-type: none"> - Disclosable Pecuniary Interests - any "Pecuniary Interest", "Outside Body Interest", or "Family, Friend, or Close Associate Interest" on any items on the agenda. They will if necessary leave the meeting prior to discussion of that item.

Approved 21st May 2024 Minute 24/???
Next review November 2024