



EDLESBOROUGH PARISH COUNCIL

RISK ASSESSMENT 2024

The Parish Council is obliged to have in place a system to help manage risk. The purpose of this document is to record a risk assessment carried out by the Clerk and to make recommendations (*in italics*) for the future management of risk.

1. PHYSICAL ASSETS

- a) Land / Fencing / Property
- b) Children's play equipment
- c) Notice boards.
- d) Parish Benches
- e) Clerk's office equipment
- f) Road Closure signage Insurance to cover risk of theft or damage.
- g) Defibrillators and cabinets.

Current value and level of cover is assessed on renewal of insurance.

Security is provided by fencing and locked access to land.

Maintenance by handyman or specialist contractors is on an ad hoc basis.

Regular checks are carried out by the Clerk with a Councillor acting as back up where necessary.

2. FINANCE

- a) Banking Current account held at Barclays Bank.
Savings Account at Barclays Bank. (*Council is investigating alternative banks for this purpose*).
No cash is held. Cash in transit is covered against loss by the Councils insurance. (Very little cash is handled, some allotment holders' and hall hirers' pay by cash. This is banked ASAP at Edlesborough Post Office).
The Council is required to ensure the savings account and deposits have a reasonable return. This should be done by the Clerk and Councillor responsible for Finance on an annual basis.
- b) Financial controls and records Financial Regulations are reviewed annually and approved by Council.
To be completed/checked at end of financial year. Clerk to report to Council.
There are annual internal and external audits, and accounts made public.
- c) Customs and Excise regulations VAT payments and claims are calculated and recorded by the RFO and checked by internal and external auditors.
- d) Budgeting and Precept the RFO and Finance Working Party present budget recommendations for council approval, the precept demand is calculated from this.
The RFO monitors expenditure against the budget during the year.
- e) Borrowing Records of borrowing and repayments are maintained by the RFO. No new borrowing is planned.

3. LIABILITY

- a) Risk to third parties, property, or individuals. Insurance cover is in place.
 - Buildings, e.g., Bus shelters and open spaces checked regularly.
 - Trees and hedges investigated when damage is reported.
 - Weekly inspections are carried out for the children's play equipment buy the Clerk (or a Councillor when then Clerk is unavailable). Any issues are recorded, and repairs are carried out where necessary.
 - An annual safety inspection of children's play equipment by qualified inspectors.

4. EMPLOYER LIABILITY

- a) Employment Law The council is a member of Buckinghamshire and Milton Keynes Association of Local Councils (BMKALC), and the National Association of Local Councils (NALC and ALCC) and the Association of



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Local Councils. Both organisations monitor the law and make recommendations and publish advice that the council can follow.

The council also supports the Clerk's membership of the Society of Local Council Clerks (SLCC).

- b) Inland Revenue requirements The RFO keeps all records for the Inland Revenue and completes the Employers Annual Return. *The Council uses BrightPay Payroll Software and ensures all duties to HMRC are paid in a timely manner.*

5. LEGAL LIABILITY

- a) Reporting Minutes of all Council meetings are recorded, agreed by Council, and published on the Council website.
A summary report of the Councils activities and minutes is published ten times a year in the local "Focus" magazine (copies of this report are available on the Council website).
- b) Document control The Clerk holds all current documents; archived files are kept in Edlesborough Memorial Hall. Electronic files are stored on the Cloud.
- c) Requirements of the Data Protection Act should be reviewed and acted upon. The Parish Council's registration/subscription with the ICO (Information Commissioner's Office) must be renewed annually.

6. COUNCILLOR PROPRIETY

- a) Registers of Members' Disposable Pecuniary Interests are published on the Councils and Buckinghamshire Council's website.
- b) Individual interests are declared at all Parish Council meetings where relevant and recorded in the minutes.
- c) All Councillors are issued with copies of the Code of Conduct for Councillors.

Signed for and on behalf of Edlesborough Parish Council	
Name	Cllr Rosie Booth
Signature	<i>R Booth</i>
Position	Chairperson
Date	16 th May 2024
Minute Record	Adopted Risk Assessment 16/05/2024