



# Cantley with Branton Parish Council

## RISK MANAGEMENT SCHEDULE 2024/25

AREA OF RISK	INTERNAL CONTROL MEASURES	REVIEW DATE/ FREQUENCY	COMMENTS AND REMEDIAL ACTIONS
1) <u>Insurance Cover</u>	Value inflated annually by Insurance provider at 1 September	Annual review an agenda item prior to renewal	Premiums are compared for best value when policy due (2024)
Public and Products Liability } Employers Liability }	Cover £10,000,000 each (excess £125) Cover £10,000,000	1 September	
Fidelity Guarantee	Cover : £150,000	March meeting for 1 April and/or 1 September	
Hirers Liability	Cover £2,500,000	1 September	
Officials Indemnity (Libel and Slander)	Cover £500,000 Cover £250,000	1 September	
Personal Accident (Age 16-75) Personal Accident Death/Loss of Limb/Disablement Commercial Legal Protection Data Breach	Capital Benefit £100,000 Schedule of benefits £100,000 Capital Benefit £250,000 Cover £25,000	1 September	Covers members, employees and volunteers
Money (Cash)  Cheques etc	Cover £350 Receipted and shown on monitoring report Up to £250,000 (Excess £50)	1 September	Currently there are no lettings but any cash or cheques are banked as soon as practicably possible Direct bank payments are requested
Buildings	£750,000	1 September	An Independent Valuation should be carried out of Kilham Hall every 3 years. Last carried out 2022
Contents	£33,000	1 September	
Other property insured away from the Premises (All physical assets as per inventory and stated on Asset register)	Cover as per schedule. £350,591 Inventory maintained for all items	1 September	Clerk arranges cover for new items following instruction from the parish council
2) <u>Security provisions:</u>			

Meeting Rooms and Store Room Building	Buildings have locked external doors, locked metal shutters and CCTV. Security alarm fitted in 2015. List of key holders retained All new key holders sign on receipt	Agenda item for monthly meeting .	Handyman checks weekly. Security alarm – Annual service Shutters serviced annually from June 2019
Children’s Playground and Outdoor Equipment	Handyman checks weekly for visible damage and cleans as necessary. DMBC carry out a detailed check every 3-4 months and occasional general checks in between and advise on any maintenance/repairs .(Email dated 15 June 2011 – A Simms) and S Racjan. Annual ROSPA inspection scheduled. CCTV coverage from cameras attached to rear of buildings	Agenda item for monthly meeting	Painted with lead free paint Urgent H&S repairs arranged by Clerk in consultation with members. Other repairs agreed by parish council. Occasional checks by members and Clerk if Handyman absent.
Recreation Ground	Handyman clears litter and checks for damage and tree maintenance weekly. Agenda item for monthly meeting. Tree Inspections arranged when required. CCTV covers area from cameras attached to buildings	Agenda item for monthly meeting Tree Officer visited site in October 2022 Tree work carried out Dec 21 and hedge cut Jan 24	Occasional checks by members and Clerk if Handyman absent  Report circulated with agenda
General Health and Safety	H&S Questionnaire to New Contractors and insurance liability checked. Fire extinguishers Electrical emergency lighting, fire alarm and portable appliances Fixed wired electrical items Fire alarm system upgraded	As and when required  Serviced annually Checked annually.  Checked every 5 years Checked Annually	Work carried out by local contractor with H&S certificates subject to best value. Policy Document Fire extinguishers checked Nov 2023 Portable appliances and emergency lighting checked Nov 2023 Fixed wiring all renewed 2015 Due to conversion of building Checked 2020
<b>3) <u>Financial Matters</u></b>			
Audit Arrangements	Internal Auditor appointed External Annual Return presented for approval and report considered	Annually. AGAR presented to May meeting. Internal auditor annual report presented in June meeting	Recommendations are implemented with immediate effect

		External audit report presented to next available meeting	
Banking Arrangements (All Direct Bank Transfers)	New account opened with Unity Trust to ensure dual authorisation		Reviewed if required
Budget and Precept Setting	Three year analysis used and allowances reviewed	Annually December or January	
Expenditure Approval	In accordance with Financial Regulations. All payments certified by two members. All payments listed in minutes	Regulations review May. Effectiveness of systems of internal control reviewed March each year	Clerk is authorised to make payments where goods/services have been verified as received.
Financial Records	Kept in accordance with Audit Regulations and Governance and Accountability Practitioners Guide	Receipts and payments reconciliation checked by Council Auditors quarterly and Internal Auditor annually	Regulations also reviewed as advised by NALC/YLCA
Income and Expenditure Control/ Budget Monitoring	All expenditure approved by pc in advance. Budget monitoring reports and bank reconciliations presented and signed by council auditors. Income receipts reported	Quarterly report presented to all members of the council.	Bank statements presented with quarterly reconciliation certified by Council auditors
VAT Claims	In accordance with Financial Regulations	Claims submitted each quarter if exceeding £100 or on reaching £500 or at year end	Claim balanced to accounts book
Proper use of expenditure granted under Section 137 of the Local Government Act 1972	Identified in minutes and recorded separately in accounts records.		
Salary payments	Clerk and Handyman's timesheets are an Agenda item monthly Once timesheets approved, sent to Warrens GBC to prepare payroll Upon receipt of payroll information from Warrens GBC, sent to Chairman for approval prior to paying salaries	See Section 6 on Employees	HMRC and YLCA advice included in correspondence
4) <u>Record Keeping</u>			
Minutes of Meetings	Items and pages numbered. Minutes are approved at the next meeting and signed by the Chairman at the meeting. Current Minute book is available at	Ongoing	Minutes are kept in four year cycles and archived when five years old.

	each meeting.		
Electors Right to Inspection	Public notices displayed denoting inspection arrangements.	As advised by External Auditor	Notices are displayed on two council notice boards.
Asset register and inventory	Agenda Item. Copy circulated to members.	Annually March/April Meeting	Updated by Clerk on receipt of new items. Parish Council agrees deletion of items – have now formed disposal register
Policies and Procedures	Formulated as advised by YLCA or the needs of the council	Reviewed annually in May or as required	Copies are displayed on the council's website and available for viewing from the Clerk's Office.
Security of Computer records	Computer is password protected	Password changed at least annually and when computer maintenance is undertaken.	Clerk backs up to a hard disc. Chairman has a sealed envelope of passwords
Filing System	Clerk maintains a manual filing system	Ongoing	Items disposed of in accordance with advice received from YLCA.
Data Protection Requirements	New regulations considered and compliance understood. Council documents stored in locked cabinet in locked room in locked building/Clerk's home	As advised in respect of legal changes. Emails containing any personal data deleted after six months. Other filed for reference	ICO registration paid by direct debit from October 2018.
<u>5) Members' Responsibilities</u>			
Register of Members Interests	Documents provided and completed. Subsequent agenda item	First meeting after four yearly elections and ongoing Forms uploaded on website in June 2021/Updating ongoing	All members completed in June 2021 Agenda item for updating Training provided Nov 2021. New declarations completed May 2022 New Members completed declarations and members interests upon appointment
Declarations of Gifts and Hospitality	DMBC request details for submission to Monitoring Officer. Minutes of meetings. Item on March agenda	March /Ongoing	Forms available at each meeting.
Declaration of Interests	Agenda item and documented in minutes	Ongoing	Training provided by DMBC in 2021
Ensuring all business activities are within the Council's powers	Controlled through minutes Advice from Clerk	Ongoing	All members are supplied with a copy of the 'Good Councillors

			Guide' and members are encouraged to attend training.
Meeting the requirements for Quality Parish status or other accreditation	Clerk informs members and the Handyman of training available	Ongoing	Members and the Clerk are encouraged to attend training
Adoption of Code of Conduct	Code of Conduct Adopted Standing Orders in Place	As required Standing Orders Reviewed when changes are identified	Revised code adopted in July 22
6) <u>Employees</u>	Contracts of Employment and Job Description updated for new Clerk on 1 April 2021 and for new Handyman January 2023. Issues raised as agenda items or at appraisal meetings	Clerk meets regularly with Chairman to discuss issues and concerns Clerk reports to pc monthly with her timesheets and working hours Clerk and Handyman liaise daily	All action is in accordance with Employment Law and/or HMRC regulations. Clerk and members attend training and provide reports at meetings Documentation is included in correspondence file at meetings
Salary reviews/allowances	Paid with Local Government scales in accordance with contract of employment. Changes documented in minutes.	Annually as part of budget setting for implementation on following 1 April	
Health and Safety	Office equipment is tested as part of annual testing arrangements Clerk is aware of requirement for breaks when using computer. Handyman has training and previous experience, has been provided with protective clothing, notified in writing this must be worn and does not work at height beyond a step ladder.	Ongoing and in accordance with any government guidance and statutory requirements.	Policy Document
Absence of Clerk	A member can minute the meeting if an alternative Clerk is not available. A locum Clerk would be required in the event of long term absence of the substantive Clerk.		A serving or former Clerk in the Finningley Ward could be approached as a short term measure

This document was considered and approved at the parish council meeting on 3<sup>rd</sup> April 2024.