

# RISK MANAGEMENT

LINKINHORNE PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT 2007

Area	Risk	Level	Control ( <i>and agreed improvements</i> )
Assets	Protection of physical assets: Bus Shelter at Rilla Mill Bus Shelter at Minions (uninsured) 5 noticeboards (uninsured) Play equipment at Rilla Mill and Upton Cross Public toilets Burial ground Various seats around the parish (uninsured) War Memorial (uninsured and ownership unknown) Sterts Recycling Centre	L	Assets insured. Value increased annually by RPI.  <i>Clerk to establish whether seats at Rillaton, Minions and Rilla Mill have ownership plaques. Bench at civic burial ground to be fixed in place. Clerk to place notice at recycling centre about appropriate use of containers. Clerk to write to Caradon requesting mixed plastic and can recycling container.</i>
	Security of buildings, equipment etc	L	External doors to public toilets require locks to enable closure in event of health and safety issues arising.
	Maintenance of buildings etc – public toilets	L	Currently cleaned 3 times a week and maintained as required. Regular structural checks to be undertaken on the building and consideration to be given to accessibility requirements.  <i>Clerk to put no smoking signs in public toilets and bus shelter at Minions Cllr Todd to undertake annual drain check for root growth at public toilets</i>
			.
Finance	Banking	M	Sums with high street bank
	Risk of consequential loss of income	M	Important documents backed-up and taken off premises. Archives stored with Cornwall County Council.
	Loss of cash through theft or dishonesty	M	Receipts issued.
	Financial controls and records	M	Monthly reconciliation prepared by Clerk and checked by Chairman and reported to Council. Two signatories on cheques. Internal and external audit.
	Comply with Customs and Excise Regulations	M	Use help line when necessary. VAT payments and claims calculated by Clerk and checked by Chairman. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual	M	Council receive detailed budgets in the late autumn.

## RISK MANAGEMENT

	precept		Precept derived directly from this. Expenditure against budget reported to Council monthly.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly.
	Legal liability as consequence of asset ownership (burial ground, playgrounds and toilets, Jubilee Field etc)	M	Insurance in place. Weekly recorded checks of playgrounds, reported to Parish Council monthly. Annual checks by ROSPA of playgrounds. Clerk annual check of burial ground re anchoring. Toilets checked on a frequent basis.
Employer Liability	Comply with Employment Law	L	Membership of various national and regional bodies including Employees Organisation.
	Comply with Inland Revenue requirements	L	Internal and external auditor carry out annual checks.
	Safety of Staff and visitors	L	
Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary. Membership of Cornwall Association of Local Councils and Society of Local Council Clerks.
	Proper and timely reporting via the Minutes	L	Council meets once a month and receives and approves Minutes of meetings held in interim. Minutes made available to the public via the web site, at subsequent meetings and on request.
	Proper document control	L	Leases and legal documents stored with Caunter's in Liskeard.
Councillor propriety	Registers of Interests and gifts and hospitality in place	M	Register of interest completed and returned to Caradon District Council. Gifts and hospitality register for items valued over £25 in place.

This risk management paper was considered by the Council on 9<sup>th</sup> July 2007 and will be reviewed again in 12 months.

Signed

Chairman

Signed

Deputy Chairman