

RISK ASSESSMENT FORM:-

COUNCIL:- CROMHALL PARISH COUNCIL

DATE:- 9th May 2018

Potential Risk Areas

Insurable Risks

- | | |
|---|--|
| 1) Fixed Assets protection: | Insurance—Hiscox Insurance Co 11600.WD-HSP-UK-PAC-PYB(3) |
| | Maintenance: Monthly Inspections |
| | Security: N/A |
| | maintenance: Yes in Inspection Book |
| 2) Public Liability to third parties as a result of services,
amenities for public or property ownership | £10 million |
| 3) Consequential Loss of income following damage by
third parties or loss of services | N/A |
| 4) Fidelity Guarantee | £500,000 |
| 5) Employers Liability arising from employees | £10 million |

External Assistance

- | | |
|--------------------------|---|
| 6) Market Management | N/A |
| 7) Investment Management | N/A |
| 8) Trading Units | N/A |
| 9) Hiring in of Services | Reference Checks
Proof of insurance
including public liability.
Certification for using
equipment |

Statutory Requirements

- | | |
|---|--|
| 10) Having borrowings been properly authorised | No borrowings |
| 11) Compliance with PAYE regulations | Yes |
| 12) Compliance with VAT regulations | Yes – VAT recorded in separate
column |
| 13) Adoptions of Codes of Conduct | Yes |
| 14) Register of Member's Interests | Yes |
| 15) Appointment of Internal Auditor | Yes |
| 16) Maintenance of accounting records | Yes |
| 17) Adoption of Standing Orders / Financial Regulations | Yes reviewed annually |

Self-Controlled Areas

- | | |
|---|--|
| 18) Ensuring adequacy of Precept Budget | Yes Annual Budget
meeting |
| 19) Monitoring of expenditure with Precept Budget | Yes monthly accounts |
| 20) Legality of payments being made | Yes monthly accounts,
payments require 2 signatures |
| 21) Proper use of grants & S.137 payments | Yes recorded in separate column |
| 22) Preservation of Voters Rights | Yes |

23) Safety of documents including Minutes

Yes lockable steel filing cabinet and PC back-up

24) Documentation regarding dealing with the Public

ICO

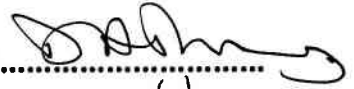
25) Standby arrangements for absence of Clerk

Yes liaise Chair/vice chair and Ward Councillor

SIGNED : CHAIRMAN.....



CLERK & RFO.....



DATE:

9/5/18

8/5/18

Note:- Comment should be made on all headings with 'N/A' where the headings are not applicable.