

# Burton & Winkton Parish Council

## Risk assessment

### January 2024/25

	Financial Risks Identified	Action Taken
1.	Have books of account have been properly kept throughout the year?	Yes by the Clerk.
2.	Have all financial regulations been met and all payments supported by invoices and expenditure approved? Was VAT accounted for and reclaimed?	All payments made against invoice. Three signatures on cheques or bank payments. VAT refund claimed annually.
3.	Has the Parish Council assessed the significant risks to achieving its objects and reviewed the adequacy of arrangements to manage these?	Yes
4.	Did the annual precept requirement result in an adequate budgetary process and was progress measured against the budget? Were reserves appropriate at the time?	Yes. Budget agreed at December meeting. Reserves considered appropriate at the time.
5.	Was expected income fully received, properly recorded and promptly banked?	Yes
6.	Was the general insurance cover seen as adequate regarding buildings, third party etc?	Yes. Reviewed and agreed annually.
7.	Is there sufficient insurance cover to indemnify members from legal costs arising from defending an allegation in respect of breaching the Code of Conduct?	Yes.
8.	Were the honorarium, allowances and expenses to members and the Clerk paid with council approval?	Yes. Payments agreed at Payment of Accounts at each Parish Council meeting.
9..	Were asset registers complete, accurate and properly maintained?	Yes updated when necessary and agreed annually.
10.	Were periodic and year-end bank reconciliations properly carried out?	Yes carried out throughout the year on receipt of Bank Statements. Confirmed by Internal Auditor.
11.	Were year-end accounts prepared on the correct accounting basis (income & expenditure prior to 2023/4 when converted to receipts & payments), agreed with cash book, supplied with an adequate audit trail and where appropriate debtors & creditors properly accounted for?	Yes. Completed by Clerk and agreed by Internal Auditor.

12.	Are there adequate provisions in place to prevent fraud & corruption?	Yes. Internal Audit, payments as above, regular bank reconciliations, Code of Conduct and declarations of interests.
13.	Is there adequate provision to ensure there is no improper expenditure under S137?	Yes.
14.	Are there sufficient precautions taken to ensure that monies on deposit are as safe as possible?	Agreed that although money on deposit was all with the same bank, National Westminster, the amounts involved would not be of significant risk. Government guarantee up to £85k.
	<b>Other Risks Identified</b>	<b>Action Taken</b>
1.	Is there adequate insurance cover for possible claims on the council connected with the annual litter picks or any other activities and functions?	Yes re-assessed annually or when necessary.
2.	Are adequate health & safety precautions taken to safeguard residents taking part in bi-annual litter picks and other activities in order to minimise risk and insurance claims? Are risk assessments in place to minimise risk?	Yes regularly reviewed and up-dated. Safety clothing and tools supplied to those taking part in activities when necessary and risk assessment reviewed and updated. Risk assessment form given to participants.
3.	Are electors' rights being followed correctly?	Yes. Publication of Notice of Meetings at correct time. Minutes of meetings made available. Public participation at meetings.
4.	IT. Are there adequate back up arrangements for accounting and other records in place in the event of fire or breakdown of computer hardware?	Yes. Copies of computer records are made on a regular basis and placed in a safe. Laptop is stored away from the office.
5.	Are there back up arrangements in place should the Clerks normal place of work is destroyed by fire?	Yes as above.
6.	Is insurance cover adequate to cover the loss or damage to Civic Regalia.? What are the arrangements for safe keeping?	Cover reviewed annually. Retained in locked safe.
7.	Is there proper, timely and accurate reporting of council business in the minutes?	Yes. Draft minutes sent out within 14 working days of meetings. Minutes properly agreed and signed as true record at meetings.
8.	Is the Register of Members' Interests & Gifts & Hospitality in place, complete, accurate and up to date?	Yes and members reminded frequently of the requirement to amend if necessary.
9.	Are members & the Clerk given adequate opportunity for training?	Yes. Members are regularly informed of training opportunities. The Clerk regularly attends training sessions.

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## Risk assessment

### For Litter Pick

**Area to be covered to be marked out on map at start of event.**

**All participants must wear Hi-Visibility Clothing at all times.**

**Briefing at start to ensure all Participants are aware of Fly Tipping, Heavy or Dangerous items that should not be disturbed or picked.**

**Copy of form to be given to each team.**

	<b>Risk</b>	<b>Action</b>	<b>Responsibility</b>
<b>Health &amp; Safety</b>	RTI - Personal Injury	Hi-Viz jackets to be worn at all times	All participants
<b>Possible Dangerous Objects</b>	Personal Injury	Do NOT pick up. Inform organiser ASAP	All participants
<b>Hygiene</b>	Personal Hygiene	Wear protective gloves at all times and use picker. Avoid rubbing eyes or mouth while working. Wash hands and forearms before eating or drinking.	All participants
	Exposure to leptospirosis	Cover any cuts with waterproof plaster or surgical tape.	All participants
<b>Heavy lifting</b>	Musculoskeletal Injuries	Do not attempt to lift heavy objects. Report to organiser.	Organiser/Clerk to report to BCP.
<b>Hazardous Waste</b>	Syringes –Stick injuries	Do NOT pick up. Report location to organiser.	Organiser/Clerk to report to BCP.
	Gas Canister - Injuries.	Do NOT disturb. Report location to organiser.	Organiser/Clerk to report to BCP.
<b>Fly Tipping</b>	Personal Injury	Report location to organiser.	Organiser/Clerk to report to BCP.

