

WALSINGHAM PARISH COUNCIL

Clerk: Mrs Joanna Otte, Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN Tel. 01328 822366 walsinghampc@googlemail.com
website: <http://www.walsinghamvillage.org/>

Risk Management

The Council is expected to carry out an annual assessment of the risks it is exposed to and identify any actions it considers necessary to minimise those risks, this is also good governance practice. The following table lists the risks involved and recommends necessary actions. The list may not be exhaustive and Members should feel free to consider other risks not identified.

Service Area	Risk	Assessment / Recommendations	Level of Risk High / Medium / Low
Insurance cover: new policy through Came and Co with Hiscox (LTA 2023 - 2026) (excess £250)	Public Liability (statutory)	£10m	low
	Employers Liability (statutory)	£10m	low
	Officials Indemnity	£500,000	low
	Defamation & Intellectual Property Rights	£500,000	low
	Money	Non-negotiable £250,000, negotiable - other £1,000	low
	Fraud and Dishonesty	£150,000	low
	Increased cost of working	£10,000	low
	Loss of income	£10,000	low
	Commercial Legal Protection	£100,000	low
	Office Equipment	£5,000	low
	Personal Accident	capital benefits £100,000, temporary disablement £500pw	low
	Key person Cover	£250 per week up to total of £2,500	low
	Defibrillators	£5,000	low
	Crisis Containment	£25,000	low
	Contract Work	£75,000	low
	Buildings	£768,593 (Village Hall)	medium
	Street furniture	£9,828	
	War Memorials	£45,810	
	General Contents	£27,493	medium
Insurance fund (Barclays savings account)		Items not specifically covered for damage by insurance policy: street lights, playground apparatus, benches, Village Sign, street signs, grit and litter bins, map boards, notice boards.	low / medium
Public injury	Public injury on property owned by Parish Council	Continue with regular inspections of playground apparatus Recommend inspections of street lights and 6 yearly electrical inspection Continue with Annual Fire Safety checks and PAT testing at Village Hall Recommend regular inspection of Village Hall for maintenance Public liability insurance maintained.	low
Operational Risk SAM2	Risk to volunteers	Training provided on use of SAM2 Recommend that operators work in pairs / carry mobile phones Reports provided to PC meeting Insurances in place	Medium

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Service Area	Risk	Assessment / Recommendations	Level of Risk High / Medium / Low
Operational and Financial Risk: Village Hall Project	Risk to Council reputation	- Legal Status established – Walsingham Parish Council (WPC) is Custodial and Managerial Trustee of the Walsingham Recreation Trust. - Project estimates known £750,000 - £1,250,000 - VAT advice obtained through Society of Local Council Clerks regarding the financing of the rebuild by the Parish Council and under what circumstances it would be able to reclaim the VAT. - Outsourced the project to Building Surveyor / Architectural Company. - Provided this Company with a copy of the WPC Financial Regulations and Standing Orders. - Update Financial Regulations and Standing Orders annually. - Will go out to public consultation about the rebuilding of the Hall. - Will review procurement documentation and publishing with appointed Company - Will assess tender returns with the appointed Company - No commitment will be made to the project until funding is secured. - Regular financial reports will be given to WPC on the progress of the project - Will allow for contingencies in project costings	Medium/High
Payroll and other data	Loss of data on PC due to system fault	Filing boxes etc. used to store documents many of which are also held electronically on the computer which is regularly backed up.	low
Employees	Loss of services of employee	Immediately advertise any vacancy (if permanent loss). Request help from other local parish councils or Norfolk Association of Local Councils to provide temporary cover or employ temporary Clerk.	high
Employment	non-compliance	Use model contract Local Gov. Pension scheme Registered with HMRC as employer. Use HMRC RTI for PAYE and NI	low
HR	grievance, disciplinary etc.	Refer to contract and model documents Seek advice from other agencies such as Norfolk Assoc. of Local Councils	low
Administration	Payment arrangements	Continue with requirement to report all payments to Council for approval. Continue to require two signatures on cheques. Record the initials of the two signatories on cheque stubs.	low
Bank	Reconciliation	Continue bank reconciliation to cash book on receipt of each statement. Chairman to confirm balances as reported to Council are as on bank statements.	low
Agency advice	Acting incorrectly	Continue with membership of Norfolk ALC and SLCC	low
Precept	Annual precept not the result of proper detailed consideration Requirements not submitted to the District Council	Council to continue to determine budget in the autumn and complete the relevant form for the District Council.	low

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Bank and Banking (including cash)	Inadequate records financial irregularities Inadequate checks Bank mistakes Loss, Charges	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. These are reviewed when necessary. The bank errors would be discovered when the Clerk reconciles the bank accounts once a month and correction would be requested. No petty cash.	low
Quotes contracts	Non- compliance	Financial Regulation requires items below £1000 – one written quote items between £1000 and £5000 – two written quotes items between £5000 and £10000 – three written quotes items between £10000 and £25000 – out to tender	low
Legal powers	Illegal actions	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings. Clerk has CiLCA qualification and takes training as necessary. The 'Local Council Administration' to be used as reference point. Use of advice from Norfolk ALC, SLCC and Monitoring Officer at NNDC. Solicitor's advice to be taken for specialist projects.	low
Borrowings	non- compliance, inability to repay	Refer to Financial Regulations if required.	low
Salary and associated costs	Payments not made	Registered with HMRC as employer. Pension set up with Norfolk Pension Fund. Monthly electronic reminders for RFO set up. Respond to reminders from HMRC and NPF if payments missed	low
Election Costs	risk of election costs	Adequate funds are ring-fenced and considered with budget	low
VAT	Refunds not claimed	Continue to claim yearly unless amount exceeds £1,000 and if so quarterly. Continue with requirement to report all income to Council.	low
Accounting	Inadequate monitoring of performance	Bank statements confirmed with bank reconciliation reported at Council meetings Nominated councillor to monitor budget and to carry out internal audit checks.	low
	Non-standard and/or non-compliant records kept	Continue to require adequate, complete and statutory financial records and accounts. Continue to carry out internal audit checks.	low
	Non-compliance with statutory deadlines for the completion/ approval/ submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines. Continue to carry out internal audit checks.	low
	Non-compliance with internal audit requirements.	Retain the services of an internal auditor. Council to review all internal audit reports.	low
Section 137	Control of 'free' spending allowance	Amounts separately identified in minutes and cash book and annual budget so that cost centre is never exceeded.	low

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Minutes / Agenda / Notices / Statutory Documents	Accuracy and legality	The Council has Standing Orders which set out the requirements. The Council Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting: all pages initialled and signed by Chairman of meeting, filed sequentially and kept safe. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chairman. Councillors adhere to the Code of Conduct.	low
Members interests	Conflict of interest Register of Members interests	The declaring of interests by members at a meeting is an item on the agenda. Register of Members Interest forms should be reviewed regularly by Councillors.	low
Document control	Loss of documents	Filing boxes used to store documents many of which are also held electronically on the computer which is regularly backed up.	low
Data Protection	failure to comply	Registered with the ICO (ensure annual registration and review as necessary). Data Protection Policy Ensure councillors are adequately trained	low
Freedom of Information Act	failure to comply	The Council has a model publication scheme for Local Councils in place.	low
Electors' Rights	Legal liabilities not followed	Notices of meetings and annual audit posted on notice boards and website and accounts freely available annually or on demand. Public speaking session provided at all Parish Council meetings.	low
Transparency Code	Failure to comply	Put in place 2015. Documents and information upload as required to website	low
Walsingham Recreation Trust	Non-compliance with statutory requirements	Continue to hold separate meetings, maintain minutes and financial records and submit reports to Charity Commission as required.	low
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