COWLEY PARISH COUNCIL RISK ASSESSMENT

The Parish Council has carried a risk assessment of its activities and responsibilities and has developed the plan to be reviewed annually. Reviewed 18 May 2022 **SIGNED**

AREA	SUBJECT	RISK	CONTROLS
FINANCE	Adequate Funds	Running out of funds mid year	Setting a realistic budget prior to precept and keep an emergency reserves. Providing **twice yearly** budget updates
FINANCE	Financial Irregularities	Illegal Payments	RFO ensures all payments are legal. RFO not cheque signatory. Invoices always produced and signed by both signatories. All cheques signed by two Parish Councillors. No cheque issued without first being recorded on the meeting Minutes. Bank Statements taken to each meeting. Bank Reconciliation reviewed by PC **twice a year.** No Petty Cash operated. Cash received which has not occurred in the Receipts to be banked within three days Parish Council to appoint Member to check financial records **twice a year in** Spring & Autumn: **Cllr Eileen McKay**
FINANCE	Insurance	Inadequate cover held.	The Insurance is reviewed annually to ensure still adequate cover maintained. All essential cover taken.
FINANCE & EMPLOYMENT	HMRC/PAYE/NI	Non compliance to HMRC law	The PC has engaged the services of a Payroll Bureau to deal with this on their behalf.
EMPLOYMENT	Health & Safety	The Clerk works from home for four hours a week and attends PC meetings and other training courses etc	New laptop to be purchased and will be PAT tested annually. All other equipment owned personally. Travel in personal car with a mileage allowance paid.
EMPLOYMENT	Employment Law	Poor performance, inadequate training and remuneration.	The **Vice** Chair and one other PC serve as a Employment committee to deal with all aspects. A contract has been given to the Clerk and a payscale agreed within the nationally recognised SLCC payscales. Clerk's salary to be agreed annually and minuted
MANAGEMENT	Business Conduct	Legality and accuracy	Minutes and Agenda are produced in the prescribed method. Minutes are approved and signed at the following PC meeting. Standing Orders adopted at Annual Parish Council meeting and adhered to. Declaration Of Interest asked at every meeting and Register of Members Interest forms completed annually.
EMERGENCY PLANS	Natural or man made disasters	Ensuring the Community are served.	All PCs have contact details for each other so that in the event of a disaster the PC can act quickly to provide assistance where applicable. The floods of 2007 tested the resilience of the community as afterwards was reviewed and found to have worked very well. No mains water was available to most of the community for several weeks and due to the size of the Parish all residents were delivered bottled water etc from community volunteers including Neighbourhood Watch who the PC work closely with.
MEETINGS	Health & Safety	Disability Access, Fire Safety and General well being.	All members of the public are treated with respect and care. All PCs act in an appropriate and courteous manner during meetings. Premises used are not owed by PC but operated by charities. Both appear sound with adequate fire escapes and equipment.
PREMISES	Property owned	Operation of Bus Shelters, kiosk & defibrillators. Public benches and v	The PC own three bus shelters, one Perspex and two stone with tiled roofs. 2 defibrillators & cabinets are owned. The former BT kiosks in Cowley and Birdlip are owned by the PC These are inspected monthly (Birdlip & Air Balloon - Clerk, Cowley - Resident Stuart Drysdale to report condition to Clerk monthly) and after severe weather to ensure the fabric of the building remains safe. Defibrillators - Birdlip checks Elaine Lavington, Chairman Juliin Lavington. Cowley checks: Stuart Drysdale. Benches and Birdlip Village signs - Julian Lavington