

**ACTON BRIDGE PARISH COUNCIL**  
**RISK MANAGEMENT**

**Part 1 Insured risks**

**Part 2 Seconded risks**

**Part 3 Direct risks**

**Signed**

**Parish Clerk M C Holt (Mrs) .....Date 13<sup>th</sup> May 2019**

**Chairman C R Holt .....Date 13<sup>th</sup> May 2019**

**Part 1 Insured risks**

Risk	Affects	Control/Mitigation
Public liability	)	All risks covered by Zurich through Policy Number YLL -2720405503.
Employers liability	)	
Money	)	
Fidelity guarantee	)	
Property damage (See Note below and also Information detailed in Part 2.)	) High expense, Loss of ability to discharge Council duties. )	
Officials indemnity	)	
Libel and slander		
	)	
Personal accident		
	)	
Legal expenses		

**Note**  
**The property insured by the Parish Council consists of the former bus stop site with the equipment located on Station Road, Acton Bridge and the post and equipment of the interactive sign installations comprising the four mounting posts with solar panels and the three signs.**

## **Part 2 Seconded risks**

### **Section 1 – Parish Rooms and Facilities**

<b>Risk</b>	<b>Affects</b>	<b>Control/Mitigation</b>
<b>Damage or destruction of Parish assets</b>  The assets that are seconded to a second party consist of; i) Parish Rooms ii) Car park iii) Recreation facilities' iv) Adjoining land and are as listed and valued in the asset register.	<b>Loss of amenities and facilities for residents, various organisations and hirers.</b>	<b>The control and management of the identified assets are vested in the Acton Bridge Community Association. See Notes below.</b>
<b>Maintenance of the Parish Rooms.</b>	<b>Expense of renewal replacement of any of the listed assets.</b>	<b>The control and management of the identified assets are vested in the Acton Bridge Community Association. See Notes below..</b>
<b>Financial commitment to upkeep and maintenance of Parish Rooms</b>	<b>Contributions to costs of major renewals refurbishments.</b>	<b>The rental agreement commits the Parish Council to certain capital costs. See Notes below</b>

The Acton Bridge Community Association (ABCA) is a registered charity. It is a voluntary body composed of officers and members drawn from the village of Acton Bridge and adjoining areas. It operates to a constitution, holds annual elections for all positions. The Chairperson of the Parish Council is the ex officio President of the Association. Two Parish Councillors are non –elected appointees to the Association.

The Parish Council, as owners of the assets, let the complete assets to the Association for a pepper corn rent of £5.00 per annum under the terms of a renewable lease agreed by both parties. The current lease is operative from June 2010 to May 2025.

ABCA has conducted its own risk assessment and has satisfied its Committee that it has covered losses, damage and destruction by adequate insurance. This insurance also covers personal and public liabilities.

ABCA has a maintenance programme for upkeep and renewal as necessary of the assets.

The Parish Council is committed to the periodic external painting of the Parish Rooms and to the cost of renewal of the central heating when necessary. The Parish Council will, when requested and in order that ABCA can attract grants from the Local Authority for various works, also support and contribute to the cost of the works.

## Section 2- Gorstage Cemetery

<b>Risk</b>	<b>Affects</b>	<b>Control/Mitigation</b>
<b>Damage or destruction of assets</b>	<b>Loss of amenities and facilities for residents, various organisations and users.</b>	<b>The control and management of the assets are vested in the Joint Cemetery Committee. See Notes below.</b>
<b>Maintenance of the Cemetery.</b>	<b>Expense of renewal replacement of any of the listed assets.</b>	<b>The control and management of the assets are vested in the Joint Cemetery Committee. See Notes below..</b>
<b>Financial commitment to upkeep and maintenance of the Cemetery</b>	<b>Contributions to costs of major renewals refurbishments.</b>	<b>The JCC Constitution commits the Parish Council to a pro-rata cost. See Notes below</b>

### Notes

The operation and management of the Gorstage Cemetery is shared between the Parish Councils of Weaverham, Cuddington & Sandiway and Acton Bridge. The operation and management is seconded to a Committee, called the Joint Cemetery Committee, comprising members from each of the Parish Councils and under the control of a Constitution approved by all member Parish Councils.

### **Part 3 Direct risks**

<b>Risk</b>	<b>Affects</b>	<b>Control/Mitigation</b>
<b>Failure to provide services</b>		<b>The Parish Council is not responsible for any services. All services are provided by the Local Authority.</b>
<b>Failure to keep proper financial records in accordance with statutory requirements</b>	<b>Prosecution</b>	<b>The accounts are audited by the Council and internally by an independent auditor on an annual basis. The accounts are made available to the public for examination once every year. Being under the stipulated limit of £25,000 annual turnover the Council is not subject to external audit.</b>
<b>Failure to ensure proper control of expenditure</b>	<b>Poor functionality of Council. Loss of confidence by public in conduct of Parish business.</b>	<b>All expenditure is approved in Council and cheque authorisations are signed by two people appointed by the Council. The Clerk is not an approved signatory.</b>
<b>Failure to maintain control of ‘Petty Cash’</b>	<b>Poor functionality of Council. Loss of confidence by public in conduct of Parish business.</b>	<b>All expenditure is approved in Council and cheque authorisations are signed by two people appointed by the Council. The Clerk is not an approved signatory.</b>
<b>Failure to ensure all requirements are met under employment law and Inland Revenue regulations</b>	<b>Prosecution</b>	<b>The Parish Clerk is the sole employee. The Clerk is responsible for compliance with ‘Real Time Information’ for PAYE and also submits a Self Assessment tax return declaring the Clerk’s salary. The level of salary does not fall within the NI requirements. The current Clerk is not eligible for the Workplace Pension Scheme.</b>
<b>Failure to ensure all requirements are met under Customs and Excise regulations (especially VAT)</b>	<b>Prosecution</b>	<b>The Parish Council is not VAT registered. The Parish Council can claim refund of VAT payments.</b>
<b>Failure to ensure that the annual precept is set within sound budgeting arrangements.</b>	<b>Inability to carry out the Council functions and to meet obligations to the ABCA.</b>	<b>The Council examine the anticipated expenditure in January preceding the precept for the following financial year.</b>

Risk	Affects	Control/Mitigation
		The Council base its budget on past expenditure, any anticipated additional expenditure and also make allowance for reserves in-hand.
Failure to keep accurate reporting of Council business in minutes	Poor functionality of Council. Loss of confidence by public in conduct of Parish business.	Minutes are prepared after each meeting and distributed for consideration before the following meeting. Minutes are then corrected if necessary and signed by the chairperson on behalf of the Council. The minutes are published on the web site.
Failure to maintain proper control of documents	Poor functionality of Council. Loss of confidence by public in conduct of Parish business.	The Parish Clerk maintains files of minutes, planning applications and decisions, correspondence on all matters and miscellaneous publications.
Failure to register members and spouses or partners interests, gifts, hospitality and in an up to date, complete and accurate state.	Prosecution. Poor functionality of Council. Loss of confidence by public in conduct of Parish business.	Compliance with adopted Code of Conduct. The Parish Clerk maintains records and submits same to the Local Authority