

Holywell-cum-Needingworth Parish Council

RISK MANAGEMENT

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	M	Buildings - Cemetery shed/cemetery/play area/open spaces/allotments/church/war memorial and all structures within (fences/walls/benches/bins/play equipment) and street lights insured. Value increased annually by RPI. Regular inspections. Insurance cover reviewed annually. VHT to arrange insurance for village hall- PC to receive copy Register of assets on 'everything I own'
	Security of buildings, equipment etc	H	CCTV PAT testing of equipment in line with policy. Computer back up in place including off site. Keys to buildings kept secure.
	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis. Planned programme of electrical and safety equipment in place. Annual fire inspection Millfields. Weekly fire call point check. Monthly emergency lights check.
Finance	Banking	M	Sums split between accounts to be covered by FSCS No more than £120,000 with any one institution. Cash banked on receipt. Cheques banked within 3 working days.
	Risk of consequential loss of income	M	Insurance cover. Documents backed-up off premises by KTS Computers Ltd. Acronis report received bi-monthly from KTS Computers Ltd Cyber insurance held.

	Loss of cash through theft or dishonesty	H	Receipts issued. Fidelity insurance in place. Cash/cheques paid in promptly.
	Financial controls and records	M	Monthly reconciliation prepared and reported to Council. triple authority on accounts on issue of Cheques. BACS: checked by 2 Councillors. Seen by Council at a meeting prior to payment. Input by Clerk, released by another Councillor. Internal and external audit.
	Comply with HMRC Regulations	H	Use help line when necessary. VAT payments and claims submitted quarterly, prepared by AC and checked by PC. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Committees and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to committees as required and Council monthly.
	Complying with borrowing restrictions	L	None at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Groundsman has completed Basic Tree Safety Inspection course (Jan 2013). Risk assessments of individual events carried out as necessary. Accident book, First aid kit in office. AED's. First Aid kits also at Millfields and in tractor.
	Legal liability as consequence of asset ownership (especially burial ground, playground, skate park, BMX track)	H	Insurance in place. Weekly checks of playgrounds and spreadsheet record kept. Bi-annual checks by ROSPA of playgrounds.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including CAPALC and SLCC.
	Comply with Inland Revenue requirements	M	Regular advice from HMRC online tools. Internal and external auditor carry out annual checks.

	Safety of Staff and visitors	M	Restricted access to office. Regular risk assessment checks held at office. Events- H& S risk assessments undertaken when required by responsible officials
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets monthly and always receives and approves Minutes of committee meetings held in interim. Minutes made available to press and public at the office and via the web site. Bound minutes lodged with Huntingdon County Archives
	Proper document control	M	Land and buildings registered at Land Registry. Deeds/leases etc kept in fireproof safe in office (purchased Jan 2013). Registered with IOC
Councillors	Registers of Interests in place	H	Register of interests available on website. Agenda item each meeting.

Adopted at meeting of Holywell-cum-Needlingworth Parish Council held on 12th June 2012.

Last Reviewed 3rd March 2026

Signed.....

Miss J Bowd
Parish Clerk