

**WHITTLEBURY PARISH COUNCIL
RISK ASSESSMENT - DECEMBER 2010**

POLICY: The Council from time to time , and at least annually , shall review all areas of it's affairs where there is risk of problems with security , financial control and health and safety . It shall ensure that all reasonable measures are in place to minimise risk . Conduct of meetings and regular Council activities are in line with normal day to day events . Any major new event or project is subject to a specific risk assessment .

LOCATION	ACTION	HAZARDS	PEOPLE AT RISK	EXISTING CONTROLS	LIKELIHOOD
STREET LIGHTS	PC Committee	'No visible hazards'.	General public	Checked by Councillors for lamps not working, Faults reported by public. Columns to be checked annually. Provision to be made for replacements on an 'as needs basis'.	1
PLAY AREA (adjacent to Village Hall)	Reading Room Committee	Slips, trips and falls. Gates & Fences.	General public	Regular inspection by Village Hall key holders. Problems may also be reported by Councillors and public via monthly PC meeting.	1
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					1
					1
PLAY EQUIPMENT (adjacent to Village Hall)	Reading Room Committee	Slips, trips and falls.	General public	Regular inspection by Village Hall key holders. Problems may also be reported by Councillors and public via monthly PC meeting.	1
SEATS					
Village Centre Green Area	PC Committee	No visible hazards under proper use.	General public	Checked annually by Councillors for damage and requirement for painting/staining. Problems may also be reported by Councillors and public via monthly PC meeting.	0

Vicarage Close Green Area	PC Committee	No visible hazards under proper use.	General public	Checked annually by Councillors for damage and requirement for painting/staining. Problems may also be reported by Councillors and public via monthly PC meeting.	3
BUS SHELTER (High Street)	PC Committee	Slips, trips & falls.	General public	Checked annually by Councillors for damage and requirement for maintenance. Problems may also be reported by Councillors and public via monthly PC meeting.	2
DOG BINS	PC Committee	General Biological.	General public	Regular emptying and cleaning by Contractors.	0
NOTICE BOARDS					1
High Street - South	Clerk	Security of fixing. Environmental/weather .	General public Parish Clerk	Monthly check by Parish Clerk/Councillor. Checked annually by Councillors for damage and requirement for maintenance.	1
Village Hall	Clerk	Security of fixing. Environmental/weather .	General public Parish Clerk	Monthly check by Parish Clerk/Councillor. Checked annually by Councillors for damage and requirement for maintenance.	1
Towcester Road - North	Clerk	Security of fixing. Environmental/weather .	General public Parish Clerk	Monthly check by Parish Clerk/Councillor. Checked annually by Councillors for damage and requirement for maintenance.	1
LARGE BINS AT VILLAGE HALL	Reading Room Committee	Finger traps	General public. Village Hall Keyholders.	Weekly check by Village Hall management.	1
VILLAGE SIGN	PC Committee	Environmental/weather	General public	Regular visual check by Councillors	1

WAR MEMORIAL	PC Committee	Environmental/weather /garden	General public	Regular visual check by Councillors Maintenance of planted area	1
PARISH CLERK Loss of Clerk or absence due to illness	Chairman	Operation of Council - not meeting legal requirements	Parish council	Two CILCA qualified clerks - Mrs B Down (Paulerspury) and Mrs D. Isaacs (Towcester Town) may be contacted in an emergency.	1
FINANCIAL MATTERS Banking arrangements	PC Internal verifier		Clerk	Banking in person or by post as required	1
Insurance provision	PC Committee	Non-renewal of policy	Council/Clerk	Policy considered annually and renewed by minuted agreement.	1
VAT return and submission	Internal verifier	Failure to calculate and submit	Clerk	Generally annual submission by the Clerk. More frequently if large project underway	1
Contingency fund for Clerk's Gratuity and Election fees	PC Committee		Council/Clerk	Written into budgeting process prior to precept submission.	1
Budget agreed, monitored and reported	PC Committee		Council/Clerk	Quarterly reporting by Clerk/RFO of income and expenditure against budget	1
Precept requested	PC Committee		Council/Clerk	Precept agreed post budget making and submitted by Clerk as requested	1

Payment approval procedure	Council	Failure to minute agreement	Clerk	Payments listed monthly on meeting Agenda	1
Bank Reconciliation	Internal verifier	Failure to complete	Council/Clerk	Balanced on accounting system as and when Bank Statements are received	1
Clerks Salary	Council	Reviewed annually documented	Council	Review carried out annually. Payment in line with agreed NALC/SLC pay scales.	1
Internal check of financial records	Internal verifier		Councillor	Accounts checked quarterly by appointed Councillor (Internal verifier)	1
Internal Audit	NCALC	Person not competent	External body	Accounts checked annually by independent auditor	1
RECORD KEEPING	NCALC	Failure to keep properly numbered minutes, up to date asset register, financial regulations, standing orders, backed up computer data and archived papers.	Clerk	Checks made by Internal Auditor as part of annual process	1
Register of members interest	NCALC	No record kept	Clerk	Declarations of interest made are recorded in an interest book. Copies of members declaration of interest under the Code of Conduct are kept by the Clerk. Copies of signed Code of Conduct papers kept by Clerk.	1

COUNCIL POLICIES	NCALC	Failure to adopt	Council Members	To adopt any new policies required by law as and when required.	1
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