



GREAT ALNE PARISH COUNCIL

RISK ASSESSMENT AND MANAGEMENT 2024

Area	Risk	Level	Control <i>(and agreed improvements)</i>
Assets	Protection of physical assets	M	Regular inspections. Insurance
	Maintenance of equipment and streetlights	M	Playground equipment currently maintained on an ad hoc basis. Planned maintenance programme of electrical and safety equipment in place. Ageing streetlighting columns and lanterns replaced in 2024/25
Finance	Banking	M	Accounts held with Unity Trust Bank.
	Risk of consequential loss of income	M	Insurance cover. Sum insured £10,000 (to cover loss of income and relocating office). Important documents backed-up and taken off premises. Cyber insurance cover protection for 2024/25.
	Loss of cash through theft or dishonesty	M	Receipts issued. No petty cash.
	Financial controls and records	M	Monthly reconciliation prepared by Clerk and reported to Council at each meeting. Two signatories required on all internet banking payments. Internal and external audit. Internal financial check carried out at least once during the financial year.
	Comply with Customs and Excise Regulations	L	Use help-line when necessary. VAT claims calculated by Clerk at least annually. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council
	Complying with borrowing restrictions	L	No borrowing likely at present.
Liability	Risk to third party, property or individuals	M	Adequate insurance in place. Open spaces checked regularly. Trees investigated when damage reported.
	Legal liability as consequence of asset ownership	H	Insurance in place. H&S checklist operated & weekly checks of

	(playground, footway lighting, telephone kiosk housing defibrillator)		playground/kiosk & defibrillator undertaken. Written records kept - annual check by ROSPA associated independent inspector of playgrounds. Defibrillator info uploaded to Webnos.
	Cyber attack risk	M	Cyber insurance policy taken 2024/25 and training available.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies.
	Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue. Internal and external auditors carry out annual checks.
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets bimonthly and receives and approves Minutes of previous meeting. However, Draft Minutes are generally published within one month of the meeting taking place. Draft and Approved Minutes are made available to press and public via the website, email or by contacting the Clerk.
	Proper document control	M	Documents are held by Clerk. Other data storage to comply with GDPR. Electronic documents are backed up on a monthly basis. Antivirus subscription purchased annually.
	Comply with General Data Protection Regulations	M	Implementation of policy and adherence to recommended procedure. Data protection audit. Consent/ Opt in for email contact group. Email footer. Devices all password protected. Review annually.
Councillor priority	Registers of Interests and Gifts and Hospitality	H	Register of interest completed and available on the website. Gifts and Hospitality register to be considered at May meeting.

Reviewed and updated by Councillors at Parish Council Meeting 21 May 2024.