## Great Chart with Singleton Parish Council

Founded in December 1894

## RISK ASSESSMENT AND MANAGEMENT 2024-25

insurance reviewed annually. Significant purchases notified to insurers in-year.  Finance  Banking  L No cash handled. Majority of income paid direct to bank by BACS. Cheques paid into bank within 2 days of receipt. Loan and phone contract paid by DD with prior ema notification of amount.  Risk of consequential loss of income  Loss of cash through theft or dishonesty  Einancial controls and records  Financial controls and records  Financial controls and records  Financial controls and records  Einancial controls and records  Financial controls and records  Financial controls and records  Einancial statement and external audit  Excise regulations  Einancial statement and external audit  Payroll handled in-house using HMRC R1 software and sending IR & NI amounts to HMRC by due date.  Other required info (yearend, leavers, starters, P60 etc) completed within software package.  VAT claims calculated by RFO – checked by Chair of Finance Committee VAT claims calculated by RFO – checked by Chair of Finance Committee VAT claims calculated by RFO – checked by Chair of Finance Committee VAT claims calculated by RFO – checked by Chair of Finance Committee VAT claims calculated by RFO – checked by Chair of Finance Committee Vat claims calculated by RFO – checked by Chair of Finance Committee Vat claims calculated by RFO – checked by Chair of Finance Committee Vat claims calculated by RFO – checked by Chair of Finance Committee Vat claims calculated by RFO – checked by Chair of Finance Committee Vat claims calculated by RFO – checked by Chair of Finance Committee Vat claims calculated by RFO – checked by Chair of Finance Committee Vat claims calculated by RFO – checked by Chair of Finance Committee Vat claims calculated by RFO – checked by C	Area	Risk	Level	Control
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property or individuals				
Employer liability	Employer liability	Comply with Employment	L	PC is Member of KALC
Law Clerk is member of SLCC		Law		Clerk is member of SLCC
Both offer reference, guidance and				Both offer reference, guidance and
				updates

			Policies reviewed and updated regularly
Area	Risk	Level	Control
	Comply with HMRC requirements	L	Salaries to be calculated seven days prior to the full council meeting and BACS raised. Use of HMRC's own RTI software aids compliance. Includes on-line notifications. Requires RFO to enter data into system at correct points in time.
	Safety of staff & visitors	L	A risk assessment has been completed for both staff and visitors. Stairs, lift & corridors comply with modern regs.
Logal Lichility	Enguring activities are	M	Clark placified logal position on any serv
Legal Liability	Ensuring activities are within legal powers	IVI	Clerk clarifies legal position on any new proposal Legal advice to be sought where necessary
	Proper and timely reporting via the Minutes	L	Council meets monthly and receives and approves Minutes from previous month. Approved Minutes available on website or on request from the Clerk. Minutes of Committee meetings sent out to members when ready rather than await next meeting.
	Proper document control	M	Paper documents kept in lockable filing cabinet & computer password protected to store data in compliance with Data Protection Act. Fol Publication Scheme & Information Guide on website with relevant documents Public domain info is available to view on website
Councillor Propriety	Register of DPI's and OSI's, and gifts and hospitality in place.	L	Register of DPI's and OSI's completed KALC and Monitoring Officer contacted for advice/clarification where required.
Insurance	Public Liability Employer Liability Physical Assets Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.

Adopted by full PC on 10 June 2024