

## HALSE PARISH COUNCIL –RISK ASSESSMENT –

Risk/hazard	Who/what is at risk?	Measures to manage risk
Misuse of public Funds/fraud/corruption	Parish Council	<ul style="list-style-type: none"> <li>- Standing Orders/Financial Regulations are our internal controls &amp; regulate all our activities.</li> <li>- All Councillors have copies. Reviewed regularly (Standing Orders: every 4 years; Financial Regulations: annually) to see if they need updating</li> <li>- All payments approved by two Councillors, either by two signatories on cheques or dual authorisation via online payments</li> <li>- Bank reconciliation prepared by Clerk on quarterly basis, verified by a Councillor and reported at the next subsequent meeting</li> <li>- Receipts and payments are reported to each meeting</li> <li>- Clerk checks all invoices for correct arithmetic and VAT</li> <li>- Accounts presented to PC for approval each year</li> <li>- Precept request is agreed by PC having seen estimated budgeted figures</li> <li>- Accounts are made available for public inspection on Parish Council website</li> <li>- Internal Auditor reviews and tests arrangements to prevent and detect fraud and corruption</li> <li>- Minutes are published on Parish Council website</li> <li>- Code of Conduct has been adopted by the PC</li> <li>- Register of Members Interests maintained</li> <li>- Proper financial records are kept, VAT regulations met and council business accurately recorded in the minutes</li> <li>- Insurance Policy's Fidelity Guarantee covers all loss sustained from an act of fraud/dishonesty by the PC's employees</li> <li>- Insurance policy reviewed annually</li> <li>- Clerk has attended SALC training courses</li> <li>- Clerk checks all payments are legal and not ultra vires</li> </ul>
Libel and slander	Parish Council	Covered by insurance
Negligent acts	Parish Council	Covered by insurance
Injuries to individuals or property as a result	Councillors, Clerk, Public Volunteers, Third Parties, Property	Public and Employers Liability covered by insurance policy.

of the activities of the Parish Council		
Fire	Parish Council records/files	Computer disk copy kept offsite from Clerk
Theft	Parish Council	Money is not relevant as there is no petty cash system. The Clerk claims expenses and is paid by cheque The Council owns two electrical vehicle chargers installed at Halse Village Hall. The electrical chargers will be covered by the Parish Council insurance.
Highways	Cars, cyclists and pedestrians	Appointed Councillor notifies Somerset Council Highways of any pothole, defects or any such problems with roads
Public footpaths	Injuries to general public if not properly maintained.	Footpath Liaison Officer inspects footpaths from time to time and reports any defects to Somerset Council Growth on footpaths that Somerset Council is responsible for is cut back approx 2 times a year Footpaths covered by Somerset Council Adopt a Path scheme: Volunteers covered via SCC induction
Street furniture	Parish Council	Damage to finger posts would be repaired by the Parish Council. Damage to gateway signs remain liability of the Somerset Council and not covered by insurance policy
Litter	General health hazard	Limited problem – significant issues would be directed by the Clerk to Somerset Council.
Dog waste	General health hazard	Occasional problem though unlikely that any liability could attach to Parish Council.
Clerk working from home	Clerk/PC Records	PC Insurance should cover Public Liability on same basis as though Clerk worked from a separate office. Clerk's own computer used for PC business covered by home insurance policy

Reviewed April 2024