

# Minster Parish Council

## RISK MANAGEMENT STATEMENT 2024/2025

<b>1. Physical Assets</b>			
<b>Risk</b>	<b>Control</b>	<b>Status</b>	<b>Action</b>
1.a. Loss or significant damage to assets	1.a.1. Register of assets	In place	An Asset Register is in place and is tabled annually before Council with any additions and disposals shown.
	1.a.2. Buildings and street furniture insured and value adjusted annually.	In place	Insurance valuations are index linked and increase annually therefore the asset register and insurance values differ.
	1.a.3. Items on insurance to be checked against Asset Register	Done	
1.b. Damage/decay of assets due to lack of maintenance/attention	1.b.1. Regular maintenance arrangements for physical assets (to cover also security and fire safety).	Arrangements in place for the Pavilion, cemetery AWPS	Risk assessment in place for fire and security alarms and fire extinguishers tested annually. Gas certificate for boiler carried out annually. Electrical testing every 3 years and PAT testing as required.
	1.b.2. Annual safety inspection and risk assessment of Pavilion, Cemetery, AWPS and equipment in the Children's Play Area skatepark.	Cemetery	Carried out by Clerks and reviewed annually
		Pavilion	Carried out by Clerks and reviewed annually
	1.b.3. Inspection of equipment, gates, fencing and entrance to Play Areas and skatepark.	Children's Play Area report	Carried out annually by The Play Inspection Company (ROSPA approved)
		Checked weekly	Weekly inspection and report carried out by Neil Cooper (Groundsman) report reviewed by the Clerk/Assistant Clerk for any remedial action.
1.b.4. Periodic visual checks of children's play equipment; gates fencing and play area generally.	In place	Daily Visual inspection completed by Neil Cooper (Groundsman).	

<b>2. Financial</b>			
<b>Risk</b>	<b>Control</b>	<b>Status</b>	<b>Action</b>
2.a. Inadequate financial controls and/or records	2.a.1. Standing Orders and Financial Regulations in place with annual review.	In place	New NALC Model Standing Orders adopted 07.07.2020. Reviewed July 2023. Financial Regulations adopted 07.07.2020. New template drafted by KALC April 2024 being reviewed May 2024
	2.a.2. Regular bank reconciliation's (done monthly by the Clerk/Assistant Clerk).	In place	
2.b. Loss through fraud, corruption or collusion.	2.b.1. Approval of expenditure and system for payments/receipts: <ul style="list-style-type: none"> <li>- approval by the council required before any expenditure is incurred (committed). If a transaction has to be completed between council meetings, approval by the Chairman or Vice-Chairman is required;</li> <li>- payments or commitments made between meetings ratified at the next meeting of the council;</li> <li>- cheques signed by two councillors and cheque stubs initialled;</li> <li>- monies received paid into bank immediately and receipts issued if necessary</li> <li>- Payroll carried out by bank transfer requires 2 Councillors to authorise separately and report signed by Councillors or reference for transaction.</li> </ul>	All in place	Financial Regulations NALC template April 2024 being reviewed May 2024 cover all these risks. <b>Review May 2024 – See 2a. above.</b>  Currently Councillors Quittenden, Fordyce, Jones and Crow-Brown are cheque signatories.  Quittenden, Fordyce, Jones and Crow-Brown are authorised to carry out the payroll transfer and bank transfers.
	2.b.2. Payments approved by council meeting – documentation (invoices, cheques, amounts etc.).	In place	
	2.b.3. Annual Review of effectiveness of internal audit and system of internal control	In place	Professional internal auditor appointed and review carried out in May each year.
	2.c. Non compliance with	2.c.1. Insurance is in place for the clerk.	In place

legislation on employer/ee liability.	Amount of insurance calculated according to the formula given by the Auditor. (Fidelity Insurance - £350,000)		
2.d. Non compliance with Dept for Revenue & Customs.	2.d.1. Regular returns to Inland Revenue by Clerk.	In place	2023/24 Annual Return made in April 2024 via sage50 cloud payroll software. Monthly payroll runs carried out. RTI system sent monthly via payroll software by the Clerk/Assistant Clerk.
2.e. Non compliance with Revenue & Customs regulations.	2.e.1. Regular returns of VAT - returns made annually at the end of financial year.	In place	Quarterly VAT returns are completed by the Clerk/Assistant Clerk.
2.f. Inadequate budgetary control. Significant over/under spend.	2.f.1. Regular budget monitoring - expenditure against budget monitored monthly and reported to council.	In place	Reports presented to Parish Council during year at Finance and Monitoring Meetings in May and January. Quarterly budget reports presented to Council quarterly.
2.g. Reduction in agency payments and services	2.g.1 Maintain reserves sufficient to cover loss of agency payment and services	In place	To keep situation under review. Discuss Agency before review date of March 2018. <i>Ongoing</i>
2.h. Non compliance with borrowing regulations	2.h.1. Procedures for dealing with, and monitoring of, loans received	In place	PWLB loan for bowls pavilion. Rent received from Bowls Club to pay the 2 x loan instalments. New loan for parish office included in budget.
2.i. Inappropriate use of funds granted to the community	2.i.1. Procedures for dealing with, and monitoring of, grants made by the Council: <ul style="list-style-type: none"> <li>- accounts of the organisation and purpose of the grant to be submitted with the request;</li> <li>- grant made on receipt of invoice/proforma invoice;</li> <li>- for match funding, accounts to be submitted and checked.</li> </ul>	In place	The only grant awarded is to Minster Carnival Court .Any others are discussed on an individual basis.
2.j. Inadequate control and/or poor performance/ standards under grants/partnership agreements	2.j.1. Monitoring of partnership standards and/or performance.	Not applicable	Currently no partnership agreements are in place.
	2.j.2. Recording in the Minutes the precise powers under which grants are made	In place	Section 137 reported in Minutes where relevant.
	2.j.3. Developing systems of performance measurement	In place	For grant schemes only. No partnership agreements in place at the present time.
2.k. Damage/injury to third party	2.k.1. Public Liability insurance cover is in	In place	Insurance cover reviewed in Oct 2023 and

property or individuals	place. Children’s play area visually inspected periodically. In addition a yearly safety inspection and risk assessment is done.		annual and regular inspections carried out. See also 1.b.2 and 1.b.4.
	2.k.2. Annual review of land maintenance contracts	In Place	In house staff provide all land maintenance, cemetery maintenance and verge and shrub bed maintenance. Provide KCC with Risk Assessments and Method statements to carry out maintenance on their behalf.
	2.k.3. Verification of insurance cover of service suppliers when contract given.	In place	All contractors to provide evidence of public liability insurance. <u><i>Assistant Clerk preparing a subcontractors data base.</i></u>
2.1. Non compliance with ‘Employer Liability’ requirements.	2.1.1. Compliance with employment laws - employer liability insurance held	In place	Insurance cover reviewed Oct 2023 for 1 year.
	2.1.2. Compliance with Disability and Discrimination Act		Pavilion complies with regulations when built. There is a disabled access toilet. New Parish Office is DDA compliant.

<b>3. Compliance with Legal Requirements</b>			
<b>Risk</b>	<b>Control</b>	<b>Status</b>	<b>Action</b>
3.a. Parish Council business or activity not within appropriate legal powers.	3.a.1 Activities checked by the Clerk when setting the agenda for meetings.	All in place	
	3.a.2. Powers under which activities to be carried out will be stated on the agenda.		
	3.a.3. Precise legal powers recorded in the Minutes and also in the notes for the Internal Auditor where applicable.		
	3.a.4. Clerk to clarify the legal position for any new proposal.		
	3.a.5. Legal advice sought if necessary.		
	3.a.6. Section 137 payments listed separately in the Receipts and Payments book and recorded in the Minutes.		

<p>3.b. Non compliance with relevant legislation.</p>	<p>3.b.1. The Council’s acknowledgement of Acts recorded in the minutes and documented. (Relevant Acts - Race Relations Act, Freedom of Information Act, and Disability Discrimination Act.)</p>	<p>Work still to be done</p>	<p>The Council accepts that it needs to comply with the Freedom of Information Act and it needs to ensure it is fully compliant with the requirements of the Act including its publication scheme. The Clerk is required to update the publication scheme with the Councils information and publish it on the Council’s web site and make it available from the Parish Office. Implementation of GDPR has been carried out in line with current guidelines.</p>
<p>3.c. Non compliance with procedures when electors wish to exercise their rights of inspection.</p>	<p>3.c.1. Documented Procedures:</p> <ul style="list-style-type: none"> <li>– council’s publication scheme, in compliance with Freedom of Information Act, published in the Parish Magazine;</li> <li>– minutes and agendas displayed on the parish notice boards; and</li> <li>– audit notices and audited accounts displayed on the notice boards in accordance with Audit Regulations.</li> </ul>	<p>Work still to be done</p> <p>In Place</p> <p>In place</p>	<p>See 3.b.1 above.</p> <p>Agendas are placed on the noticeboard in Monkton Road Car park 3 clear days prior to a meeting. Agendas, Minutes and payments are published on the website and are available on request from the Clerk.</p> <p>Compliance with Accounts and Audit Regulations etc carried out for 2023/2024 Final Accounts</p>
<p>3.d. Inadequate reporting of Council business.</p>	<p>3.d.1. Timely preparation and distribution of agendas and minutes for all meetings.</p>	<p>In place</p> <p>In place</p>	<p>Minutes of council meetings have a target for completion (fourteen days)</p>

	<p>3.d.2. Minute items properly numbered, minutes paginated and agreed by the Council at the following meeting. Agreed minutes signed (all pages) by the Chairman.</p>	<p>In place</p>	
	<p>3.d.3. Approved, signed copy of minutes filed by the Clerk.</p>		
<p>3.e. Inadequate documentation:</p> <ul style="list-style-type: none"> <li>- loss, damage, incomplete;</li> <li>- no evidence to support decisions; and</li> <li>- no evidence of adequate stewardship or performance of council.</li> </ul>	<p>3.e.1. Safe storage of legal business:</p> <ul style="list-style-type: none"> <li>- filed Minutes at the Parish Office;</li> <li>- old Minutes and Parish Records to be properly and safely archived</li> <li>- deeds and legal documents for the Recreation Ground and Pavilion are securely kept. Copies kept by the Clerk.</li> </ul>	<p>Work still to be done</p> <p>In Place</p>	<p>All current records are safely and securely stored at the Parish Office. Burial records and minutes are stored in a fireproof cabinet. The Clerk will research and catalogue past parish records when time allows.</p> <p>Some minutes need binding and archiving when time allows.</p> <p>Confirm that land owned by the Council is recorded at the Land Registry Office. Documents kept in the fireproof cabinet.</p>
	<p>3.e.2. Documented procedures for:</p> <ul style="list-style-type: none"> <li>- receipt/response and handling of documents;</li> <li>- responding to consultations;</li> <li>- dealing with enquiries by the public; and</li> <li>- dealing with complaints by the public.</li> </ul>	<p>In place</p>	<p>All correspondence and documentation relevant to council business is stored with agendas and filed accordingly.</p>
<p>3.f. Councillors allowances not made in compliance with legislation.</p>	<p>3.f.1. Register kept of all allowances paid.</p> <p>-</p>	<p>In place</p>	
<p>3.g. Clerk unavailable.</p>	<p>3.g.1 Written procedures to cover the temporary or permanent loss of the Clerk's services.</p>	<p>In place</p>	<p>Temporary absence/Holiday cover – The Clerk and Assistant Clerk arrange their holidays where possible at different times to enable them to cover for each other to ensure presence in the office.</p>

			Permanent loss – Assistant Clerk to stand-in or share services of a neighbouring parish clerk and advertise the position in local papers and KALC newsletter and web site.
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<b>4. Councillor Property</b>			
<b>Risk</b>	<b>Control</b>	<b>Status</b>	<b>Action</b>
4.a. Bribery/conflict of interests, inducements or favours from council.	4.a.1. Procedures in place for monitoring members’ interests and any gifts and/or hospitality received.	All in place	TDC forms available to report any gifts and declaration of interest forms completed and sent to TDC.
	4.a.2. Registers of interests, gifts and hospitality in place. Register of Councillors’ interests including a record of gifts and hospitality received kept by the Monitoring Officer at the District Council Offices. (Copies held by the Clerk.)		
4.b. Inappropriate action/conduct by Parish Council/Councillors.	4.b.1. Code of Conduct adopted by all council members on appointment. TDC Code of Conduct adopted by the Council 4 <sup>th</sup> September 2012.	In place	
4.c. Inadequate risk management. Poor performance/stewardship by Council.	4.c.1. Risk management procedures in place – this document.	In place	This document was reviewed and updated in May 2024. Next review due in May 2025.
	4.c.2. This document to be reviewed at least annually, also as/when any changes to council business/activity are made or other circumstances require it.		

Copies of the Risk Management Assessment document are available from:

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**Signed**

**Chairman Minster Parish Council**

**Date**