

Atherstone Town Council



RISK MANAGEMENT POLICY

Reviewed and Adopted March 2020



ATHERSTONE TOWN COUNCIL

AREAS WHERE RISK IS ASSESSED AND MANAGED

Area	Risk	Level	Control (and agreed improvements)
Assets	Protection of physical assets	M	Buildings insured. Value increased annually by RPI. Re-building costs advised by insurer.
	Security of buildings, equipment etc	H	Alarm on office and meeting room. Keyholder employed at Arcade Shops and Cemetery.
	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis. Planned programme of electrical and safety equipment in place.
Finance	Banking	M	Accounts held at high street bank.
	Risk of consequential loss of income	M	Insurance cover in place. Important documents backed-up.
	Loss of cash through theft or dishonesty	H	Receipts issued. All takings paid into bank and included in monthly reconciliation. Insurance cover in place.
	Financial controls and records	M	Monthly reconciliation prepared by Town Clerk and reported to Council, during meeting, and sent to internal auditor quarterly. List of cheques reported to Council during meeting, two signatories on cheques. Internal and external audit records maintained. Monthly records kept of Arcade income/expenditure.
	Comply with Customs and Excise Regulations	H	Use help line when necessary. VAT payments and claims calculated by Clerk, and reported quarterly during meeting. Internal and external auditor to provide double check.

	Sound budgeting to underlie annual precept	M	Council receive detailed budgets after third quarter. Precept derived directly from this. Expenditure against budget reported to Council monthly, during meeting and sent to internal auditor quarterly.
	Complying with borrowing restrictions	L	No new borrowing likely at present.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported, or every 3 years. All contractors required to carry public liability insurance, and submit risk assessments/method statements if required
	Legal liability as consequence of asset ownership (especially cemetery, playgrounds, shopping complex, allotments open spaces, and community building.	H	Insurance in place. Weekly visual checks of playgrounds, and cemetery carried out. Annual checks by independent inspector of playgrounds and equipment. Tenants of OSCA required to carry full insurance cover and submit proof.
	Events held on Council property	H	All organisers required to carry public liability insurance, and submit risk assessments if required.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including WALC
	Comply with Inland Revenue requirements	M	Payroll administered by independent accountancy company, dealing directly with HMRC.
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 once a month and receives and approves Minutes of

			meetings held in interim. Minutes made available to press and public at the offices and via the web site.
	Proper document control	M	Leases and legal documents in Clerk's room. Key documents, deeds etc stored with solicitor. Other data storage to comply with Data Protection Act.
Councillor priority	Registers of Interests and gifts and hospitality in place.	H	Registers of interest completed. Gifts and hospitality register present at each Council meeting, and included as an agenda item.

Resolved and adopted at the Town Council Meeting on 4th March 2020

Signed



Date

4/3/20

Chairman of Council Cllr David Wright

Document Review Date: no later than March 2021