

ANDERTON WITH MARBURY PARISH COUNCIL – ASSESSMENT OF RISKS 2023

SUBJECT	RISK	PROBABILITY	RISK CONTROLS / MITIGATION
Bus Shelters	Medium risk to reputation if vandalised	Low	<ul style="list-style-type: none"> • Shelters provided and maintained by CWAC.
Code of Conduct	Medium risk to reputation if code not complied with	Low	<ul style="list-style-type: none"> • All councillors have signed up to the Code of Conduct and have copies. • All councillors have provided entries in the register of members interests and declare personal or prejudicial interests as appropriate
Computers	Medium risk to business if computer or files are lost	Low	<ul style="list-style-type: none"> • AWM PC Computer is insured. Councillors own and insure their own equipment • Files are backed up
Council property & documents	Low risk of loss or damage leading to risk to reputation	Low	<ul style="list-style-type: none"> • AWMPC property is shown on the assets register • Noticeboards, street furniture and village hall contents are insured • Most electronic files are shared with councillors via email and are backed up
Entertainment	Medium risk to reputation if an event damages the reputation of the Council	Low	<ul style="list-style-type: none"> • Events are small and aimed only at local residents. • A Temporary Entertainments Notice is acquired when needed. • Events are attended by Councillors. • Insurance is held for public liability

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Financial Management	High risk to reputation if financial regulations are not stringent	Low	<ul style="list-style-type: none"> • Standing orders and regulations. • Records are kept in accordance with statutory requirements. • A budget for the following financial year is drawn up in November for approval in January. • The precept request is supported by budgeting agreed at a meeting of AWMPC • The budget is monitored throughout the year. • Expenditure must be supported with an invoice • A full financial report with bank reconciliation is provide at each meeting. • Any expenditure above £500 requires 3 competitive tenders • A meeting of the Council is held to approve expenditure • Expenditure is recorded in the minutes • Payments are made by bank transfer requiring two signatures • Internal auditor is appointed by AWMPC in writing, is a qualified accountant and is independent of AWMPC
Receipt of Gifts	Medium risk to reputation	Low	<ul style="list-style-type: none"> • No councillors or the Clerk have received gifts. • AWMPC's approach is in accordance with The Code of Conduct.
Investments and borrowings	Low	Low	<ul style="list-style-type: none"> • No investments held other than current account and savings account with Barclays Bank PLC • No borrowings are held
Litter	Medium risk to reputation	Medium	<ul style="list-style-type: none"> • Cleansing service provided by CWAC. • Fly tipping is reported to CWAC and dealt with promptly
Manual handling	Low risk to hall users	Low	<ul style="list-style-type: none"> •
Newsletters	Low risk to reputation from unsuitable content	Low	<ul style="list-style-type: none"> • Newsletter is joint authored by AWM councillors • Newsletter is complemented by website information
Office accommodation	Medium risk if Clerk changes	Low	<ul style="list-style-type: none"> • AWMPC has no office accommodation. • Current office is provided at the Clerk's home and is covered under household insurance.

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Planning & Development control	Medium risk to reputation if development unsuitable	Medium	<ul style="list-style-type: none"> • Clerk responds to CWAC within deadline & monitors progress of application via planning portal • All councillors live in the village so are aware of any unauthorised developments which they would bring to the Clerks attention • Neighbourhood plan to be formulated
Play area	Medium risk to reputation and finance if injury occurs	Low	<ul style="list-style-type: none"> • Play area is a field with no equipment • Signs have been erected indicating area used at own risk
Memorial hall damage by fire, weather or other event	Medium risk to reputation and finance	Low	<ul style="list-style-type: none"> • Hall and contents are insured by AWMPC; includes public liability insurance • Grants will be sought for improvements as necessary
Web site	Low risk to reputation through unsuitable content or security compromise.	Low	<ul style="list-style-type: none"> • Website maintained by councillor • Website allows publication of papers as required by Transparency code