

## ANDERTON WITH MARBURY PARISH COUNCIL – ASSESSMENT OF RISKS 2024

<b>SUBJECT</b>	<b>RISK</b>	<b>PROBABILITY</b>	<b>RISK CONTROLS / MITIGATION</b>
Bus Shelters	Medium risk to reputation if vandalised	Low	<ul style="list-style-type: none"> <li>Shelters provided and maintained by CWAC.</li> </ul>
Code of Conduct	Medium risk to reputation if code not complied with	Low	<ul style="list-style-type: none"> <li>All councillors have signed up to the Code of Conduct and have copies.</li> <li>All councillors have provided entries in the register of members interests and declare personal or prejudicial interests as appropriate</li> </ul>
Computers	Medium risk to business if computer or files are lost	Low	<ul style="list-style-type: none"> <li>Councillors own and insure their own equipment</li> <li>Files are backed up to secure Microsoft 365 account</li> </ul>
Council property & documents	Low risk of loss or damage leading to risk to reputation	Low	<ul style="list-style-type: none"> <li>AWMPC property is shown on the assets register</li> <li>Noticeboards, street furniture and village hall contents are insured</li> <li>Most electronic files are shared with councillors via email and are backed up</li> </ul>
Entertainment	Medium risk to reputation if an event damages the reputation of the Council	Low	<ul style="list-style-type: none"> <li>Events are small and aimed only at local residents.</li> <li>A Temporary Entertainments Notice is acquired when needed.</li> <li>Public Events are attended by Councillors.</li> <li>Insurance is held for public liability</li> </ul>

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

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Play area	Medium risk to reputation and finance if injury occurs	Low	<ul style="list-style-type: none"> <li>• Play area is a field with no equipment</li> <li>• Signs have been erected indicating area used at own risk</li> </ul>
Memorial hall damage by fire, weather or other event	Medium risk to reputation and finance	Low	<ul style="list-style-type: none"> <li>• Hall and contents are insured by AWMPC; includes public liability insurance</li> <li>• Grants are sought for improvements as necessary</li> </ul>
Web site	Low risk to reputation through unsuitable content or security compromise.	Low	<ul style="list-style-type: none"> <li>• Website maintained by councillors</li> <li>• Website allows publication of papers as required by Transparency code</li> </ul>