BILSDALE MIDCABLE PARISH COUNCIL
ANNUAL RISK ASSESSMENT 2023

I have looked for hazards, decided on how they might be harmful, evaluated the risks and made recommendations on additional precautions to reduce specific risks. The risk assessment shall be reviewed annually or more frequently if required. All new activities for the Council shall be assessed for risks and control measures implemented as necessary.
R Chapman, Clerk and Responsible Financial Officer

RISKS IDENTIFIED	HOW RISKS ARE MANAGED, Existing Minimisation
Risk of financial mismanagement.	All expenditure shall be in accordance with the requirements defined in the BMPC Financial Regulations. Financial risk is limited by: 1. Single signature of online payments limited to £800. 2. Whilst the potential for fraud cannot be eliminated, the bank account has no arranged overdraft. This puts an absolute upper limit on the value of the Council financial risk 3. Up to date financial statement presented to every full meeting of the Council. 4. Ensuring adequate funds the bank account before payments are authorised. 5. Annual precept set within sound budgeting arrangements.
Risk of non-compliance with legal and other obligations.	Risk of non-compliance is achieved through: 1. Proper financial records kept in accordance with statutory requirements including VAT. 2. Proper and accurate document control 3. Membership of YLCA to ensure awareness of changes to legal requirements and other obligations 4. Compliance to legal requirements and other obligations will be a biannual agenda item on the council meeting 5. Compliance with GDPR will be achieved principally by avoiding the holding and communication of personal information. Where this is necessary, it shall be held solely by the Clerk, who shall delete it when no longer required. 6. Councillors stepping down will delete all parish records and information and confirm in writing to the clerk that this has been completed 7. Content on the parish council website will be displayed with the relevant permission of parishioners when required 8. Attendance on training courses for Councillors and Clerk where relevant
Risk of harm to public.	The Council maintains certain physical items to which the public have access. Public risk is managed by: 1. Annual inspection of the War Memorial and the Bilsdale plinth at Clay Bank top. 2. Quarterly inspection of the public bench seats, followed by maintenance as necessary. Status is recorded in the Parish Council Asset Register.

	The Council organises an Annual Remembrance Day ceremony at the War Memorial adjacent to the main road in Chop Gate. Public risk is managed by: 1. Liaison with the County Council to authorise full road closure during the ceremony 2. Arranging for Police presence to control the road closure for the duration of the event. The Council engages contractors from time to time for specific tasks such as the mowing of grass verges. Liability risk is managed by: 1. Selecting suitably able and equipped contractors 2. Ensuring full mutual understanding of the requirements and expectations. 3. Requiring the contractors to provide their own risk assessments for the work to be done and ensuring that these are approved before work starts 4. Requiring the contractors to provide proof that they have appropriate insurance for the work to be done including Public Liability insurance
Risk of litigation against the council or its employees.	In the course of its duties, the Council may unintentionally cause actual or perceived harm to people. The risk of consequential action against the Council or the Clerk is managed by: 1. Councillors and the Clerk acting within their authorised boundaries and consistently following established procedures. 2. All parish Councillors supplied with Good Councillors Guide 2018 and Guidance for New Councillors 3. Membership of YLCA to ensure that the Council's procedures and practises are up to date. 4. Drawing on the expert and legal resources of YLCA and the Council's insurers to contest any litigation action.

Date of assessment 4th January 2023

Signature..... R Chapman