

**BILSDALE MIDCABLE PARISH COUNCIL
ANNUAL RISK ASSESSMENT 2020**

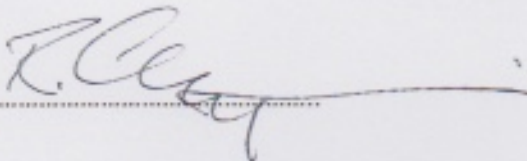
I have looked for hazards, decided on how they might be harmful, evaluated the risks and made recommendations on additional precautions to reduce particular risks. I will present a risk assessment to the council annually, and risk management policy statements in respect of all new activities of the Parish Council as necessary.

R Chapman, Parish Clerk and Responsible Financial Officer

RISKS IDENTIFIED	HOW RISKS ARE MANAGED, Existing Minimisation
Risk of financial mismanagement.	<p>All expenditure shall be in accordance with the requirements laid out in the current BMPC Financial Regulations.</p> <p>All expenditure shall be approved at Council meetings and recorded in the minutes of that meeting.</p> <p>Requirements for two named Parish Councillors to sign all cheques, and to initial the cheque stub to confirm the details on both are the same. Single signature of online payments limited to £600.</p> <p>The Clerk and two Parish Councillors all have individual online access to check on the status of the bank account.</p> <p>Whilst the potential for fraud cannot be eliminated, the bank account has no arranged overdraft which puts an absolute upper limit on the value of the Council's financial risk.</p> <p>An up to date financial statement is presented to every full meeting of the Council for review and agreement.</p> <p>The financial statement given to a Council meeting shows the balance in the current account to ensure that there are adequate funds in that account before payments are authorised.</p>
Risk of non-compliance with legal and other obligations.	<p>Proper financial records to be kept in accordance with statutory requirements including applying to VAT.</p> <p>Proper and accurate document control.</p> <p>Membership of Yorkshire Local Councils Association (YLCA) to ensure up to date awareness of legal requirements and other obligations.</p> <p>Councillors and the Clerk shall attend training courses where relevant.</p> <p>Compliance with such requirements and obligations is formally reviewed each year as part of the audit process.</p> <p>Bilsdale Midcable Parish Council shall comply with the General Data Protection Regulation by not maintaining any register of parishioners, nor any other database containing personal details of individual people. Details for the Parish Councillors and the Clerk are public information and are therefore exempt from the Regulation. Where appropriate, all emails to multiple recipients shall be sent 'blind copy' in order to avoid sharing contact details. Personal information that the Parish Council may deal with in the course of normal business such as in relation to Planning applications is already in the public domain and such information shall be used solely to enable the Council to perform its statutory duty and shall be archived as necessary to fulfil the Council's duty to maintain records.</p> <p>Bilsdale Midcable Parish Council is responsible for the Bilsdale website. Personal details shall only be displayed on that website with the prior informed consent of the individuals concerned.</p> <p>On leaving office, Councillors and the Clerk shall delete from their personal records, all parish information and shall confirm completion of this in writing to the Clerk.</p>

<p>Risk of harm to public.</p>	<p>Annual inspection of the War Memorial and the Bilsdale plinth at Clay Bank top. Quarterly inspection of the two public bench seats, at Chop Gate Village Hall and opposite Seave Green road junction, and maintenance as necessary.</p> <p>The war memorial in Chop Gate is immediately adjacent to the B1257 such that people gathering might be in danger from passing traffic. No Parish Council led event at the war memorial shall happen other than by formal arrangement with Hambleton District Council to close the road and with North Yorkshire Police to control traffic.</p> <p>Self-employed contractors engaged by the Parish Council, e.g. for cutting road verges, shall provide proof of their current liability insurance including appropriate insurance cover for the particular type of work, before work is authorised to proceed.</p> <p>Self-employed contractors shall complete a risk assessment for the Clerk to hold prior to any work being started.</p>
<p>Risk of litigation against the council or its employees.</p>	<p>The Council maintains insurance for the Council and its employees. Membership of YLCA provides access to expert resources and information to support the Council and/or its employees in the event of hostile litigation.</p>

Date submitted to Council 21st May 2020

Signature  R Chapman

adopted 03/06/20 minute 8c