

**WOULDHAM PARISH COUNCIL  
RISK IDENTIFICATION AND MANAGEMENT SUMMARY 2023**

<b>IDENTIFICATION</b>	<b>INTERNAL CONTROL</b>	<b>ACTION TAKEN</b>	<b>ACTION REQ'D</b>
<u>Protection of Physical Assets owned by the Parish Council</u> <ul style="list-style-type: none"> <li>• Buildings – Wouldham Village Hall</li> <li>• Street Furniture – Wouldham Village</li> <li>• PC owned Office equipment</li> <li>• General PC contents</li> <li>• Gates and fences</li> <li>• Sports surfaces – Recreation Ground</li> <li>• Play equipment – Recreation Ground</li> </ul>	Insured: Zurich (Policy YLL 2720845553)		Reviewed at renewal
<u>Protection for the Loss of Revenue</u>	Insured: Zurich		
<u>Protection of Security of Building and Contents</u> <ul style="list-style-type: none"> <li>• Village Hall</li> </ul>	Insured: Zurich(Policy YLL 2720845553)		Reviewed at renewal
<u>Safety of Play Areas</u> <ul style="list-style-type: none"> <li>• Recreation Ground Play equipment</li> </ul>	Equipment insured: Zurich (Policy YLL 2720845553 ) Monthly equipment/area inspections with rolling repair programme Annual independent inspection		Reviewed at renewal Reported at PC Meeting RoSPA Play inspection
<u>Protection for Legal Liabilities</u> <ul style="list-style-type: none"> <li>• Public &amp; Products</li> <li>• Hirers’ Indemnity</li> <li>• Officials indemnity</li> <li>• Employers Liability</li> <li>• Libel &amp; Slander</li> <li>• Personal Accident</li> <li>• Commercial Legal Protection</li> <li>• Fidelity Guarantee</li> </ul>	Insured: Zurich (Policy YLL 2720845553 )		Reviewed at renewal
<u>Protection for Village Events (under the PC’s wing)</u>	Individual event organiser to undertake a risk assessment	Check insurance cover	

<b>INDENTIFICATION</b>	<b>INTERNAL CONTROL</b>	<b>ACTION TAKEN</b>	<b>ACTION REQ'D</b>
<u>Health and Safety</u> <ul style="list-style-type: none"> <li>Village Hall</li> </ul>	On-going risk assessment of the Village Hall according to current legislation.		Report monthly at PC meeting
<u>Fire Training and Fire Emergency Plan</u> <ul style="list-style-type: none"> <li>Village Hall</li> </ul>	Fire emergency details given to all hirers with booking information Plan displayed prominently in building	Standard Terms and Conditions of Hire	Reviewed annually
<u>Banking Arrangements</u>	Monthly bank reconciliations. Parish Councillors to see Financial Statement every month. A Councillor to verify and sign the bank statement at every meeting. Cheques received are recorded and banked promptly.	Statement of internal control approved at meeting 6/6/23	<b><i>Review Financial Regs. annually</i></b>
<u>Petty Cash</u>	No petty cash kept. Receipts required for expenses. Insurance against theft -	Cash expenses reclaimed by RFO and authorised by 2 signatories	
<u>Keeping Proper Financial Records</u>	Accounts for payment – agreed at Parish Council Meeting. All cheques/standing orders/BACS agreements to be signed by 2 signatories Accounts records recorded on spreadsheet Financial Statement – presented to PC prior to monthly meeting. Quarterly accounts – presented to PC Year end accounts are prepared on a correct accounting basis and supported by an adequate audit trail. Independent Internal Audit for the Annual Return – once a year End of year accounts – prepared by an independent Accountant		

IDENTIFICATION	INTERNAL CONTROL	ACTION TAKEN	ACTION REQ'D
<u>Ensuring adequacy of Annual Precept</u>	PC Budget/Annual Precept meeting held in Dec/Jan each year.		Recorded in PC minutes
<u>Accurate reporting of Council Business in Minutes</u>	Meetings and minutes properly numbered.		
<u>Adoption and Adherence to the Code of Conduct, Standing Orders, Financial Regulations, Complaints Procedure, Terms of reference for Committees and Acts of Parliament</u>	Each Councillor is provided with copy of the Code of Conduct. Standing Orders, Financial regulations, Complaints Procedure and Terms of reference are in place and reviewed on an annual basis. Members are updated on new Acts of Parliament affecting the Council Information pack provided for all new Members	<b>Reviewed annually</b>	<b>To be adopted Jan- Mar 2024</b>
	Ensure Clerk/RFO has appropriate publications and training to ensure compliance with regulations	Updates from KALC circulated regularly to all councillors  Clerk to attend KALC as necessary Clerk has passed ILCA exam	
<u>Computer Failure</u>	Back-up on a memory stick and Microsoft one drive weekly. Occasional check that back-ups can be restored		
<u>Areas of Public Access which the Parish Council is responsible for:</u>			
<ul style="list-style-type: none"> <li>Recreation Ground, Knowle Rd</li> </ul>	Monitor:- Litter Pickers duties, litter and dog bins to ensure collections, trees, holes/ruts in the recreation ground, rolling repair programme for street furniture/fences		Monthly inspection
<ul style="list-style-type: none"> <li>Recreation Ground Car Park and Recycling area</li> </ul>	Check for damage and recycling area is tidy and rubbish not dumped here	Recycling bins removed 2021	Monthly inspection

IDENTIFICATION	INTERNAL CONTROLS	ACTION REQ'D
<ul style="list-style-type: none"> <li>• Bus Shelter, Knowle Road</li> <li>• PC owned streetlights</li> <li>• PC employed contractors</li> </ul>	<p>Check for damage Rolling repair programme Contractors must be insured Volunteers must adhere to safe working practises as detailed by councillor responsible for the project.</p>	<p>Annual Inspection Monthly Inspection  Vol Policy adopted Oct 2023</p>
<ul style="list-style-type: none"> <li>• Allotments</li> <li>• Wouldham Common</li> <li>• Valley of Visions Community Trail</li> <li>• Grounds maintenance for PC owned open spaces and regular maintained areas:- Recreation Ground, Sculpture site, Village Hall, Wouldham Common and footpaths MR6, MR9 and MR179.</li> <li>• Village Hall</li> <li>• Defibrillator and cabinet through the side gate of Village Hall On the Community Centre wall in PV</li> </ul>	<p>Rolling repair programme Inspect for damage / litter /maintenance Rolling repair/maintenance programme Review contractor's quality of work throughout the contract</p> <p>Rolling repair programme / review cleaning contractor's quality of work Check battery and pads are in date And operational. Check cabinet for Damage.</p>	<p>Monthly report Monthly report Monthly report Fortnightly inspection</p> <p>Monthly report Weekly inspection for damage and battery charge, yearly inspection for use by dates</p>
<p><u>Compliance with Audit Requirements</u></p>	<p>Annual Return completed annually End of year bank reconciliation produced Independent internal audit check Create an Asset Register in accordance with the Audit Commission The effectiveness of the internal controls are reviewed annually</p>	<p>Maintain Circuit register</p> <p><b>Agreed 6/6/23</b></p>
<p><u>Communication</u></p>	<p>Insure against accusations of slander Create effective use of communication lines to parishioners. Ensure all communications are non-provocative Delegate responsibility for specific contacts to individual councillors</p>	<p><b>To be adopted June 2024</b></p> <p>Review insurance annually</p> <p>Record in minutes</p>