

Lydlinch parish council – RISK ASSESSMENT – JANUARY 2021

Risk Identified	Type of Risk	Action taken
<i>1)Areas where insurance may be used to manage risk.</i>		
Public Liability	Damage to 3 rd .Party property or individuals	Public Liability cover of £5million – includes Employer’s Liability, Money, and Fidelity guarantee, All Risks, Libel & Slander, Personal Accident, Legal Expenses, Business Interruption with Community First.. Also Legal Expenses cover and damage to Bus Shelter.Policy No. YLL272027-8713, member of the ACRE network of Rural Community Councils.
	Internal audit assurance	Current internal auditor O Bedford 19/20 approved by Council Minute 22/06/2020 Item 14. At the meeting 16.03.20. item 11 it was resolved that Lylinch Parish Council wishes to certify itself exempt from an Annual Governance & Accountability return 19.20.The annual return is displayed on the PC web site un accordance with the Transparency code for smaller Councils.
<i>2)Areas where we may work with others to manage risk.</i>		
Risk identification	Banking arrangements, including review for efficiency.	Internal audit 19/20 approved by Council Minute 22/06/2020 Item 14
Internal Controls	Regular bank reconciliations, independently reviewed	Figures presented and verified. Internal audit report confirms.
Internal Audit	Review & testing arrangements to prevent & detect fraud.	All papers available. All cheques signed by 2 Councillors. Internal audit report confirms.
Self managed risks	Proper financial records	All available for inspection. Accounts approved
	Adequacy of annual precept	Budget proposals submitted to January PC meeting. Precept agreed 20/01/2020 item 10.c
	Monitoring performance allocated funds	No report received as no grants made in 19.20.
	Reporting of Council business.	All Councillors provided with printed and online minutes. All minutes recorded , approved and signed at subsequent meeting. Minutes are displayed on the PC web site
	Electors right of inspection.	Minutes available for public inspection on the web site. Notice of public rights & publication of unaudited annual governance & accountability return displayed 25.06.20. Inspection period 29/06-07/08/20
	Timetable for responding to consultation invitation.	Planning applications circulated to Councillors with return date specified

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	Proper document control.	All files available for inspection.
	Register of Interests up to date and accurate.	Councillors signed, and copies sent to DC following May 2019 elections . Displayed on web site
Internal Controls	Security of financial records & budget monitoring.	Budget approved January meeting – 20/01/2020 item 10.c . All payments made in line with budget and minuted. Accounts presented and approved (unaudited) at meetings 22/09/20 item 13b, 16/11/20 item 10a. & 10/01/21 item 10b.
	Powers under which expenditure approved.	Payments in line with budget and verified in relation to powers by internal audit.
	Procedures for monitoring grants.	No grants awarded in 19.
	Properly kept minutes.	In loose leaf book. All pages and minutes numbered. All minutes approved and signed off. All loose leaf pages initialled. Minutes are available to view on the web site
	Procedures for monitoring members' interests.	Agenda item for declaration of interests at all meetings.
	Adoption of Code of Conduct.	Adopted Code of Conduct order 2007 (The revised code) Minute 11/05/10 ref 168.W.T.Frizzle 29/11/12. Z Cheetham 21/05/15, C & A Curtis 20/05/19
Internal audit Assurance	Review internal controls	Internal audit 19/20 approved by Council Minute 22/06/2020 Item 14
	Review minutes to ensure legal powers in place.	Internal audit 19/20 approved by Council Minute 22/06/2020 Item 14
	Testing income and expenditure.	Internal audit 19/20 approved by Council Minute 22/06/2020 Item 14
	Standing Order	Copies printed and distributed to all Councillors. Verified by internal audit and available on the web site
Planning	Responses to planning applications.	Members' responses sought in accordance with standing orders. Council's decisions recorded in minutes.
IT Equipment	Virus protection and backup.	As part of office service provision daily backups and virus protection in place.
Web site	Compliance with The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.	Project to become compliant approved 22.06.20 Item 9.
Meetings	VC in relation to covid 19	Meetings held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came in to force on 4th April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.All members can use microsoft teams and details of how to

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		join the meeting are sent in advance of each meeting. Press and Public may join the meeting by telephone. All in attendance should be aware that filming and recording may occur during the meeting.
Dispensations	Dispensation for non - attendance in relation to the covid 19 Pandemic	Resolved 21.09.20 item 3.
Scheme of delegation	In relation to the covid 19 pandemic	Resolved 22.06.20 item 11