

Lydlinch parish council – RISK ASSESSMENT – MARCH 2023

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. YLL- 272027-8713, member of the ACRE network of Rural Community Councils.
	Internal audit assurance	Internal auditor J Wardell 21/22 approved by Council Minute 21/3/2022 Item 11. At the meeting 23.05.22. item 25 it was resolved that Lylinch Parish Council wishes to certify itself exempt from an Annual Governance & Accountability return 21.22. 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 21/22 approved by Council Minute 27/6/2022 Item 11
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 payments verified and 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 23/01/2023 item 8.c
	Monitoring performance allocated funds	N/A .
	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 on web site Inspection period 28/06-08/08/22
	Timetable for responding	Planning applications circulated to Councillors with

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	to consultation invitation.	return date specified
	Proper document control.	All files available for inspection.
	Register of Interests up to date and accurate.	digital ROI all members need to be registered
Internal Controls	Security of financial records & budget monitoring.	All payments made in line with budget and minuted. Accounts presented and approved (unaudited) at meetings 28/06/21 item 7b, 22/11/21 item 15b, 24/01/22 item 7b. & 27/06/22 item 9b. Budget approved January PC meeting. 23/01/2023 item 8.c
	Powers under which expenditure approved.	Payments in line with budget and verified in relation to powers by internal audit.
	Procedures for monitoring grants.	Report to be requested for the APM 2023
	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 21/22 approved by Council Minute 27/06/2022 Item 11
	Review minutes to ensure legal powers in place.	Internal audit 21/22 approved by Council Minute 27/06/2022 Item 11
	Testing income and expenditure.	Internal audit 21/22 approved by Council Minute 27/06/2022 Item 11
	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. Accessibility statement on the PC web site
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 until 21.03.22