

BOLNEY PARISH COUNCIL
RISK ASSESSMENT 31 MARCH 2025

1. Risks managed by Insurance provision

Item	Risk	Risk Level	Internal Control	Management
Protection of Council's Physical assets	Loss or Damage	Low	Asset Register Regular review of maintenance requirements by Council Budget for provision of maintenance determined by Finance Committee, endorsed by full Council	Insurance cover reviewed annually by Finance Committee and endorsed by full Council. See assets register for detail of items covered.
Protection against damage to third party property or individuals	Loss or damage as a consequence of activities attributable to the Council, on its property or by its staff and/or officers or volunteers acting on the Councils business	Low		Public liability insurance of £10,000,000.
Loss of cash or fraudulent issue of cheques	Losses of the Councils funds through dishonest activities or theft by Council staff	Low	No cash or cheques are used by the council.	Fidelity insurance of £150,000.
Financial cost of Early Retirement	Pension Pool costs, in the event that the clerk had to take early retirement through ill health	Low		Ill Health Liability Insurance.

2. Risks managed in full or part by others

Financial and cash management	Fraud and/or corruption	Low	Internal audit Half yearly reporting against budget and of balances Internal control procedures carried out by the council Monthly bank reconciliations No cash is handled by the parish council Direct debits and Standing Orders agreed by council at least every 2 years. All internet transactions or direct payments from bank account agreed at council meeting and signed by 2 councillors on cash statement.	External audit
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			Internet transactions checked and signed by councillor at the next meeting.	
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3. Self-managed risks

Item	Risk	Risk Level	Control and Management
Financial records	Breach of legal requirement	Low	Clerk and internal auditor to assure Council that all legal requirements are met.
Legality of activities	Breach of legal authority	Low	All Councillors are apprised of the legal powers and constraints applying to the Council.
Council tax - precept	Inadequate provision	Low	Precept is calculated and agreed following a budgeting process that considers spending required over the next financial year. Final budget and precept agreed after third quarter and minuted. A half yearly review of performance against budget is undertaken.
Recorded minutes	Proper, timely and accurate recording	Low	Full minutes of the Planning Committee and Council are circulated to members within one week of the meeting. They are approved at the following meeting of the Planning committee or Council.
Electors rights of inspection	Availability of minutes	Low	Minutes are available for inspection on the Parish Notice Boards and are posted on the Council's Website. Copies are available from the clerk on request.
Invitation to Consultation	Responding within the required timetable to Consultations by District, County Councils and other bodies & agencies	Low	The Clerk circulates information on consultations and informs the Council of the response time table.
Code of Conduct	Adherence to the Code	Low	A written Code of Conduct has been adopted which all Councillors are required to signify their acceptance of the Code.
Members interests, gifts and hospitality	Inadequate registration	Low	All members have received instruction in the requirements and have completed a register which is published on the parish website in accordance with the requirements of the District Council
Council Records	Loss through theft, fire, damage, corruption of computer	Low	Some records are stored at the home of the Clerk in a metal filing cabinet. Damage is unlikely. Computer records are stored on Google Drive and additional back up is kept on 2 password protected USB's. One USB is kept at the home of a councillor and updated regularly. Copies of all key documents are kept on the website. Historical records are kept in secure storage in Chichester.

4. Physical risks

Item	Risk	Risk Level	Control and Management
Wooden Benches, bus shelters, gates to Bolney, barbecue, grit bins, fingerposts.	Injury to public if item damaged/broken	Low	Martin Wood to check the condition of each item twice a year in April and October.