

# CATERHAM ON THE HILL PARISH COUNCIL

## ASSESSMENT OF FINANCIAL RISK 2023

Approved by Finance and General Purposes Committee: October 2023

For review: October 2024

Ser	Risk	Level	Control
<b>1. Assets</b>			
a.	Council assets	M	All are recorded in the Council's Asset Register and insured at replacement value. This is reviewed annually and checked during the internal audit.
b.	Security of buildings	N/A	The Council owns no buildings or open spaces. The Clerk works at home. Separate risk assessments are in place for the workplace and for violence/lone working.
<b>2. Finance</b>			
a.	Banking	M	The Council has a current online account with Lloyds Bank. All payments and relevant invoices are scrutinised by the Finance and General Purposes Committee or full Council. These are then shown on the monthly statement of accounts presented to the Finance & General Purposes Committee. The Council approves the bank reconciliation at each finance meeting. All accounts are checked by the internal and external auditors.
b.	Risk of consequential loss of income	M	The Council has no regular or routine income except for the Parish Precept, paid in two half-yearly instalments. All are paid into the Current account and are shown on the monthly statement of accounts presented to the Finance & General Purposes Committee.
c.	Loss of cash through theft or dishonesty	M	No members are authorised to hold cash. The Council has a Fidelity Guarantee for all members and employees.
d.	Financial controls and records	M	The cash book and an analysis of income & expenditure are prepared by the RFO and presented to the Finance & General Purposes Committee or the Council. Following approval, the Chairman of the Finance Committee signs these documents along with bank statements and bank reconciliations. The bank reconciliations and bank statements will be made available on a monthly basis to members of the Finance Committee via Microsoft Sharepoint and should remain confidential to those Members. The bank statements and reconciliations are checked during the internal and external audits. Scribe accounting software is now used which creates a more accurate audit trail and enables auditors to interrogate data more thoroughly. The use of a parish council debit card was approved by full council in September 2023. The card is for use by the Clerk for expenditure that cannot be made by invoice / bank transfer and should only be used if no other means is available. Any expenditure using the card should be reported to the next meeting and noted on the bank statements, which will be circulated to the Finance

			Committee (as above).
<b>e.</b>	Compliance with Revenue & Customs Regulations regarding Value Added Tax	M	Claims for VAT refundable are calculated by the. The Internal auditor checks the claim annually.
<b>f.</b>	Sound budgeting to underlie annual precept	M	The Finance & General Purposes Committee prepares a draft budget in the third quarter of the current year. The draft is submitted to Council at its January meeting and a Precept is agreed. The Committee monitors the budget and makes recommendations to Council throughout the year. Scribe is now used for budgeting.

### 3. Borrowing

	Compliance with borrowing restrictions	L	The Council has no borrowing commitments.
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### 4. Liability

<b>a.</b>	Risk to third parties and their property	M	The Public Liability limit of indemnity is currently set at £5,000,000. This covers the risks to the public arising from Council property – salt bins, benches, litter bins, notice boards, hanging baskets and Christmas decorations, volunteers and events. All fixtures are inspected annually and monitored throughout their use.
<b>b.</b>	Risk to the public at events	M	The Cedar tree lights switch on has an increasing number of people attending. Insurance is in place. The Clerk has attended Health and Safety courses and the Resilience Officer helps prepare a risk assessment that is sent to the insurers and all participants. This process takes place for other events. Additional insurance for events is being investigated.
<b>c.</b>	Risk to councillors	M	Councillors should not take risks on behalf of the council without the council's approval and a risk assessment being completed. This includes highways issues such as drainage clearance, snow clearance, litter picking.
<b>Ser</b>	<b>Risk</b>	<b>Level</b>	<b>Control</b>

### 5. Employer's Liability

<b>a.</b>	Compliance with Employment Law	M	The Council is a member of NALC and the County Association. The Clerk is a member of SLCC. All are consulted on employment matters. The Clerk's contract of employment is based on The National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.
<b>b.</b>	Compliance with Revenue & Customs Regulations regarding salary	M	Staff salaries and the Council's statutory contributions, are calculated using a payroll service. Annual returns are prepared in accordance with Revenue & Customs instructions. This is checked by the internal auditor
<b>c.</b>	Safety of Staff and visitors	N/A	The Council has no offices or other properties. The Clerk works at home. Separate risk assessments are in place for the workplace and for violence/lone working. In accordance with Council policy, members of the public are not admitted to the Clerk's home on Council business.

### 6. Legal Liability

<b>a.</b>	Ensuring activities are within legal powers	M	The Clerk investigates the legal position on new proposals. Legal advice is sought when necessary. The Council has the Power of General Competence.
<b>b.</b>	Proper and timely reporting via the Minutes	M	The Council meets regularly and adopts the reports of committee and working group meetings held since the last meeting of the Council. These are appended to the report of the Council meeting and are available to the public via the website. Copies are also available on request from the Clerk to the Council.
<b>c.</b>	Proper document control	M	All Council documents are kept in storage at the Clerk's home and the Caterham Community centre. There is a risk of losing these should there be a fire. Since January 2019 all documents are also store on one drive and are backed up automatically. The Council's procedures are in accordance with the General Data Protection Act and the Freedom of Information Act. GDPR training has taken place and a DPO appointed.
<b>d.</b>	GDPR	M	The Council now uses Microsoft 365 which was recommended for security and GDPR compliance. Councillors have been set up with Parish Council emails which most use. For full compliance it is recommended that all councillors use Parish Council emails only. Data Protection training for councillors is due in 2022.

## 7. Administration

	Data integrity and resilience	M	All Council letters, reports and other documents are compiled on the Clerk's personal computer. This is protected by security software with an automatic update facility. The Clerk uses one drive to backup. Passwords are kept for use by Chair if anything were to happen to the Clerk.
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## 8. Councillor Propriety

	Registers of Interests	M	All members have completed a Register of Interests which they review annually, and at any time when their circumstances change. The second item on all Council and Committee agenda is the declaration of interests arising from items on that agenda. Declarations made, and the reasons, are recorded in the minutes of the meeting. The Clerk circulates publications from the Standards Board for England and from the Tandridge Standards Committee to all members. All Councillors are aware of the rules regarding gifts and hospitality.
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## 9. Parish Warden

	Work-place risks	M	The Parish Warden is insured as a worker of the Parish Council. A separate risk assessment is carried out for his work that is reviewed annually. He meets regularly with the Clerk.
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## 10. Resilience Officer

	Work-place risks	M	The RO is insured as a worker of the Parish Council. A risk assessment has been completed for his work and includes the requirement to wear a high vis jacket and
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			safety clothing if necessary. He has been asked to obtain approval before undertaking any activities that may arise from emergency situations. He meets regularly with the Clerk and attends occasional council meetings. A risk assessment has been completed for his work and is reviewed annually.
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