



BEAN PARISH COUNCIL
RISK MANAGEMENT POLICY 2024
 Reviewed 11th May 2026

AREA	RISK	LEVEL	INTERNAL CONTROLS (AND AGREED IMPROVEMENTS)
ASSETS	Protection of physical assets owned or managed by the Council: <ul style="list-style-type: none"> - Bean Village Hall - Bean Allotments - Bean Recreation Ground - Beacon Wood Country Park - Containers at Beacon Wood 	L	Buildings insured and where appropriate contents. Playground Equipment at recreation ground and Trim Trail at Beacon Woods insured.
	Security of buildings	M	Contents of Village Hall and containers in Beacon Wood are insured. Hall Committee to consider hall security. Full Council to consider Beacon Wood security
	Maintenance of Buildings, playground equipment, etc	L	External maintenance and grounds maintenance is the responsibility of the Council. <ul style="list-style-type: none"> - Playground equipment is checked weekly by the Council and quarterly by Play Inspection. - Electrical, gas and safety equipment maintenance is in place at the Village Hall. - Minor repairs at the Village Hall are carried out immediately as are urgent works. Planned works take place during school holidays.
FINANCE	Banking	L	All decisions regarding banking arrangements and investments made by the Council

	Risk of consequential loss of income	L	Insurance cover. Business interruption insurance cover in place of £32,000.
	Loss of cash though theft or dishonesty	L	Receipts issued. Cash kept in locked containers and safe. Banked monthly, when necessary, by Clerk/RFO.
	Financial Controls and records	L	<ul style="list-style-type: none"> - Monthly reconciliation provided by Clerk/RFO and reported to Council - Monthly statements showing all transactions on all accounts provided monthly to Council. - Cash book provided monthly to Council. - Two signatories on cheques, cheque stubs initialled. - BACS payments paid by Clerk against agreed and minuted expenditure including salaries and utility bills. - Updated financial regulations (refer NALC 2024Model Regs) in place following the repeal of Section 150(5) of the LGA 1972 with increased internal controls. Internal and external audit.
	Comply with Customs and Excise Regulations	L	Use help line when necessary. VAT payments and claims calculated by Clerk/RFO and checked by internal auditor.
	Sound budgeting to underlie annual precept	L	Councils receive detailed budgets in November. Precept derived annual estimates. Expenditure against budget reported quarterly to Council.
	Complying with borrowing restrictions	L	No borrowing forecast
LIABILITY	Risk to third party, property or individuals	L	Insurance in place. Recreation ground and Beacon Woods checked weekly. Health & Safety Assessments carried out quarterly on play equipment. Trees investigated when damage reported. Contractors should be issued with Notice to Contractors which stipulates the presentation of their health and safety and insurance details

	Legal liability as consequence of asset ownership (especially village hall, playgrounds and Beacon Woods)		Insurance in place. Weekly checklist and inspection operated in recreation ground. Written records kept. Quarterly safety checks on play grounds.
EMPLOYER LIABILITY	Comply with Employment Law	L	Membership of SLCC and NALC
	Comply with Inland Revenue requirements	L	Regular advice from Inland Revenue. Internal auditor carries out annual checks.
	Safety of staff and visitors	L	<ul style="list-style-type: none"> - Council office not open to visitors. - Asbestos register for hall held. - All health & safety matters regularly monitored
LEGAL LIABILITY	Ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	L	Council meets on a monthly cycle, and receives and approves Minutes of meetings held in interim. Minutes are available for inspection by arrangement with the Clerk.
	Proper document control	L	Leases and legal documents are kept in Fire Proof Cabinet. Other data storage complies with the Data Protection Act. (GDPR)
COUNCILLOR PROPRIETY	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Members asked to declare interests in relation to items on the agendas of every meeting. Gifts and hospitality register is available at each Council meeting.
INSURANCE	Public Liability	L	Cover in place to £10,000,000
	Employer's Liability	L	Cover in place to £10,000,000
	Hirer's Indemnity	L	Cover in place to £2,000,000
	Fidelity Guarantee	L	Covers members and employees to the sum of £250,000 (<i>NB this amount exceeds the recommended formula of total balances plus 50% Annual Precept</i>)

	Personal Accident	L	Employees and Members covered to a capital sum of £10,000
	Legal Expenses	L	Limited Indemnity £250,000 for the following: <ul style="list-style-type: none"> - Employment disputes compensation awards & service occupancy - Legal defence - Property protection and bodily injury - Tax protection
PRECEPT	Annual precept not the result of proper detailed consideration	L	<ul style="list-style-type: none"> - Budget setting process commences each September when the Council considers likely expenditure, including specific projects. - Financial risk assessments reviewed annually to ensure correct long-term financial risks are appropriately budgeted for. - Clerk/RFO produces analysis of likely income and expenditure and produces draft annual estimates. - Estimates are considered and then, subject to any changes the Council may wish to consider, approved by the full Council.
	Inaccurate monitoring of performance	L	Members provided with up-to-date budget monitoring monthly.
PAYROLL	Loss of data on PC due to system fault.	L	<ul style="list-style-type: none"> - Legislative (HMRC) updates are automatic. - Data backed up daily to external hard drive.
	Loss of services of employee	L	Vacancy to be advertised immediately. One member of the Council to be trained to undertake payroll.
COMPUTER DATA	Loss of computer data	L	<ul style="list-style-type: none"> - PC has anti-virus software - Data backed up daily to external hard drive. - An additional external hard drive is held off site in a secure location and updated monthly.
ADMINISTRATION	Agency Advice	L	Continue with advice from KALC, SLCC and when necessary, solicitors.

ALLOTMENTS	Management	L	<ul style="list-style-type: none"> - Managed by allotment society. - Annual accounts and report presented to Council at Annual Parish Meeting.
PARKS	Loss of play equipment	L	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs are carried out.