

Newdigate Parish Council

Risk Assessment – April 2024

	Objectives	Risk	Action
1	Respond to community requirements in severe adverse weather conditions	Lack of financial and human resources	Review emergency procedures and funds annually and following an emergency or unusual event
2	Provide allotment facilities	Leased facility becomes unavailable	Be aware of alternatives
3	Protection of physical assets owned by the council	Loss or damage including vandalism to any council equipment	Insurance policy covers all NPC's physical assets; level of cover reviewed annually during audit process
4	Damage to third party property or individuals as a consequence of the council providing services or amenities	Third Party claims that are made against the NPC	Insurance policy covers all third-party claims
5	Keeping proper financial records in accordance with statutory requirements	Lack of adequate cash book with appropriate auditing arrangements	Cash book and other financial records available for inspection by Councillors at all times. External auditor reviews financial records annually
6	Adequate financial control and banking arrangements for the council	Loss of assets	Bank statements/reconciliations agreed and signed by two Councillors each month. Finance Committee discusses financial position at each of its meetings
7	Managing a community, local, or national emergency (such as 2020-2021 health pandemic)	Having sufficient financial or human resources	Monitor emergency planning procedures. Ensure good contacts with community responders including church and other volunteers
8	Supporting the Newdigate Community Trust in maintaining facilities for children and young people.	Lack of financial or human resources	Monitor resources and ensure adequate financial support when considering level of precept annually
9	Retention of clerical support	Clerk resigns or becomes incapacitated	Monitor the staff management policy. Maintain good relations with other clerks who may be able to offer assistance. Contact SALC for a locum clerk.