COPLE PARISH COUNCIL
RISK MANAGEMENT ARRANGEMENTS

H=High M=Medium L=Low

Progress	Risk – Assets	Level	Controls
Done	Security & Safety of Assets, Updating Register, Insurance of Assets	H	Asset Register and insurance of assets updated regularly.
Done	Office Equipment – Laptop, Copier, Phones, Furniture	M	All Office Equipment insured by the Clerk on her Home Insurance.
Done	Bus Shelters, Seats, Notice Boards, Village Name Signage, Litter & Dog Bins, Footway Lighting Units, Vehicle Activated Signs	M	Insurance cover arranged – New additions added to insurance
Done	Public Open Space	H	Insurance cover arranged
Area	**Risk – Financial**	**Level**	**Controls**
Done	Banking/Savings Accounts	L	Financial Statements presented to Parish Council on a regular basis.
Done	Risk of Consequential loss of income	M	Insurance cover arranged
Done	Financial controls and records	M	Financial Regulations approved. Monthly reconciliation of payments (cheque & direct debit) logged and reported to the Parish Council on a regular basis. Two signatories on cheques. Internal and external audit.
Done	Comply with Customs and Excise Regulations	H	VAT claims calculated by Parish Clerk with Internal and External auditor to provide double check.
Done	Risk of errors in emergency situations (as described in the Scheme of Delegation)	M	Chair/Vice-Chair to approve payments following presentation of statement of accounts and with reference to the annual budget. All Councillors to be advised of payments at earliest opportunity and payments to be presented to the Parish Council at the next ordinary meeting

Ratified at May 2020 Parish Council meeting

Area	Risk – Financial (Continued)	Level	Controls
Done	Budgeting to underline annual precept	M	Council receive detailed budgets in late autumn (in accordance with Financial Regulations). Precept derived directly from this. Budget monitoring reports considered by the Parish Council several times per year.

Area	Risk – Third Party Liability	Level	Controls
Done	Risk to third party, property or individuals	M	Insurance in place.
Done	Legal liability as consequence of asset ownership	H	Insurance in place.
Area	**Risk – Employer Liability**	**Level**	**Controls**
Done	Comply with Employment Law	M	Parish Council are Members of BATPC & NALC.
Done	Comply with Inland Revenue requirements	M	Regular advice from BATPC on payment scales. Clerk's Salary paid via Bedford Borough Council. Internal and External Auditors carry out annual checks.
Area	**Risk – Legal Liability**	**Level**	**Controls**
Done	Ensuring activities are within legal powers	H	Parish Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
Done	Proper and timely reporting via the Minutes	M	Council meets regularly and always receives and approves Minutes of Meetings held. Minutes made available to press and public on Cople Parish Website.
Done	Proper document control	M	Hard and electronic copies kept in the Clerk's office and on the Council laptop which is backed up on every use via cloud storage.
Area	**Risk – Councillors Propriety**	**Level**	**Controls**
Done	Registers of Interests and Gifts & Hospitality in place	H	Register of interest completed and submitted to designated Monitoring Officer at Bedford Borough Council yearly and changes are advised when required.
Area	**Internal Audit**	**Level**	**Controls**

Done	Annual Internal Procedures and testing specific internal controls	M	Annual review by Parish Council.
Done	Review of Insurance cover	M	Review upon renewal by Parish Council.