

FINANCIAL RISK ASSESSMENT

CHECK LIST FOR PARISHES ON RISK ASSESSMENT

COUNCIL: PAINSWICK PARISH COUNCIL DATE: 13th January 2021

Potential Risk Areas

Insurable Risks

COMMENTS

1. Fixed Assets	Protection:	Buildings: £2,262,800 Equipment: £204,552
	Maintenance:	Regular Inspections & Servicing
	Security:	Acorn Security Alarms
	Register Maintenance:	Up to Date
2. Public Liability to third parties as result of services, amenities for public, or property ownership		£10,000,000
3 Business Interruption		£ 20,000
4. Fidelity Guarantee		£150,000
5. Employers Liability arising from employees		£10,000,000
6. Key Persons Absence (up to 26 weeks)		£ 400 per week
7. Ill Health Insurance for Employees (with Local Government Pension Scheme).		Yes, with Legal & General.

Statutory Requirements

8. To confirm borrowings been properly authorized		PWLB. Yes – (Minutes 8ai (page 36) 21 st November 2012
9. Compliance with PAYE regulations		Yes (subject to internal and independent checks)

10. Compliance with VAT regulations Yes (subject to internal and independent checks)
11. Adoption of code of conduct Yes (Local Authorities – first adopted on 1st July 2012)
12. Register of Members Interests Register up to date – link to website
<https://www.stroud.gov.uk/council-and-democracy/parish-and-town-councils/painswick-parish-council#interests>
13. Appointment of Internal Auditor Yes. See minutes 7b (page 201) 17th February 2021 –
<https://www.painswick-pc.gov.uk/uploads/february-2021-minutes-12.pdf>
14. Maintenance of Accounting Records Yes; Internally and independently checked.
<https://www.painswick-pc.gov.uk/uploads/agar-21.pdf>
15. Adoption of Standing Orders Yes. <https://www.painswick-pc.gov.uk/uploads/standing-orders-3.pdf>
16. Adoption of Financial Regulations Yes, <https://www.painswick-pc.gov.uk/uploads/financial-regulation-sep-19.pdf>

Self Controlled Areas

17. Ensuring adequacy of Precept budget Responsibility of the Full Council. The Finance & General Purpose Committee to oversee the accuracy of the budget reports prepared by the RFO.

18. Monitoring of expenditure with Precept budget	Monthly expenditure report produced.
	Quarterly monitoring report produced the against the budget.
19. Legality of payments being made	RFO and Full Council approval. Council have adopted the General Power of Competence in accordance with the Localism Act 2011.
20. Proper use of grants and S137 donations	Council has adopted the General Power of Competence in accordance with the Localism Act 2011.
	Grants to be approved in accordance with the adopted Grant awarding policy. http://www.painswick-pc.gov.uk/uploads/grant-warding-policy-13.pdf
	A list of grants awarded is published on the website.
21. Preservation of Voters Rights	The Proper Officer to ensure that the Council complies with its legal responsibilities.
22. Safety of documents including Minutes	Older documents to be archived in the Records Office. Copies of significant importance including recent minutes to be held on a Memory stick away from office and internet (in a secure location). Documents (where appropriate) should be

- published on the Council's website).
(Proper Office to ensure compliance with the Freedom of Information Act 2000 and Data Protection Act 1998).
23. Documentation regarding dealings with the Public.
- Proper Officer to ensure Compliance with the Freedom of Information Act 2000 and the Data Protection Act 1998.
24. Standby arrangements for absence of Clerk
- Deputy Clerk will act up to position of the Clerk. Plus, the Council has insurance to cover the costs of employing additional assistance.