STAGSDEN PARISH COUNCIL
RISK MANAGEMENT ARRANGEMENTS – March 2025

H=High M=Medium L=Low

Progress	Risk – Assets	Level	Controls
Done	Security & Safety of Assets, Updating Register, Insurance of Assets (play areas, multi-sport etc)	H	Administrative transactions are carried out by Parish Clerk except where indicated. Play area safety inspections are carried out annually by BPHA and work carried out to eliminate risks identified. Visual inspections also undertaken by Clerk and Parish Councillors. Asset Register and insurance of assets updated regularly.
Done	Office Equipment – Computers, Copier, Phones, Furniture	M	None.
Done	All Street Furniture	M	Insurance cover arranged – New additions added to insurance and regularly inspected.
Done	Children's Play Equipment	H	Insurance cover arranged – New additions added to insurance
Done	Public Open Space/Play Area	H	Insurance cover arranged and regularly inspected. Individually risk assessed.
Area	**Risk – Financial**	**Level**	**Controls**
Done	Banking/Investments	H	Investments kept under regular review by the Committee and returns monitored. Risk is minimised by appropriate regard to investment limits and types of investment made.
Done	Risk of Consequential loss of income	M	Insurance cover arranged
Done	Loss of cash through theft or dishonesty petty cash procedures	H	Insurance cover arranged. Fidelity Guarantee considered annually. Cash received is deposited once per week if required
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, review of effectiveness by Committee Representative.
Done	Comply with Customs and Excise Regulations	H	VAT claims calculated by Parish Clerk with Internal and External auditor to provide double check. VAT claimed annually.
Done	Budgeting to underline annual precept	M	Council receive detailed budgets in late autumn following detailed consideration by Clerk & Chairman (in accordance with Financial Regulations). Precept derived directly from this. Budget monitoring reports considered by Full Parish Council several times per year.
Area	**Risk – Third Party Liability**	**Level**	**Controls**

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Done	Risk to third party, property or individuals	L	Insurance in place. Parks and Open Spaces checked regularly by BPHA. Trees and faults investigated when damage reported. Risk assessments prepared for individual events as required.
Done	Legal liability as consequence of asset ownership (especially playgrounds)	M	Insurance in place. Regular checks of playgrounds. Annual check of play areas undertaken by Independent Inspector. Individually risk assessed.
Area	**Risk – Employer Liability**	**Level**	**Controls**
Done	Comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation. Checked regularly for updates. Clerk is Member of NALC, BRCC, CPRE, BATPC Advisory Groups
Done	Comply with Inland Revenue requirements	M	Regular advice from NALC on payment scales. Salaries paid via Bedford Borough Council. Internal and External Auditors carry out annual checks.
Done	COVID 19 Risk 2020	H	Village Hall Risk Assessment for Village Hall. Meetings held in Village Hall from May 2021.
Area	**Risk – Legal Liability**	**Level**	**Controls**
Done	Ensuring activities are within legal powers	M	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 and via the web site.
Area	**Risk – Councillors Propriety**	**Level**	**Controls**
Done	Registers of Interests and Gifts & Hospitality in place	M	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 member of the Committee.
Done	Review of Insurance cover	M	Reviewed before renewal.

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