

STAVERTON PARISH COUNCIL

Chairman CYNTHIA WELFAIR

Clerk: Pauline Clarke

RISK ASSESSMENT AUGUST 2019 POTENTIAL RISK AREAS

Insurable Risks

Property Damage	LAP-TOP/Notice board/3 Dog bins	£2k limit
Office contents		£2.5k
Libel / Slander		250k limit
Personal Accident		£20k
Fidelity		£12k
Legal Expenses		Covered
Public Liability		£5m
Employers Liability		£10m
Playground Liability Option		£5m

External Assistance

Market Management	None
Investment Management	None
Trading Units	None
Hiring in of Services	Tender

Statutory Requirements

Borrowings Authorised	none
PAYE Compliance	The Council has engaged the services of PATA Payroll Services to manage PAYE requirements.
VAT Compliance	Yes
Adoption of Codes of Conduct	Yes - all Cllrs have been provided with a copy of the code.
Register of Members Interests	Yes – also noted at each meeting.
Appointment of Internal Auditor	Yes
Maintenance of Accounting Records	Yes
Adoption of Standing Orders	Yes

Self Controlled Areas

Adequacy of Precept	Yes – budget analysis carried out by Clerk and presented to meeting.
Monitoring of Expenditure	Each meeting cheque list approved and invoices initialled.
Legality of Payments	Yes – Clerk ensures appropriate power to spend.
Proper use of Grants and s137	Yes
Preservation of Voters Rights	Yes
Safety of Documents	External hard drive.
Documentation of Dealings with the public	Open to Public
Standby Arrangements for Absence of Clerk	Yes

Mrs P Clarke, Clerk to the Parish Council
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