

**MIDDLETON PARISH COUNCIL
FINANCIAL RISK ASSESSMENT**

INSURANCE RISK

RISK DESCRIPTION	MEASURES TAKEN	RECOMMENDATIONS/CONTROLS
Damage, to third party property Accidents/Injury to the public, visitors and contractors.	Public Liability Insurance	Annual Check/Review of insurance cover
Council Property and Assets Parish Hall, Social Club, Car Park, Sports Field, Pavilion, Tennis Courts, Playground	All Risk Insurance	Annual Check/Review of insurance cover
Electrical Equipment	Annual PAT testing	
Play Equipment	Annual external check by LCC	Annually

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Loss through theft/dishonesty	Insurance	Annual Check/Review of insurance cover
Personal Accident to Staff/Councillors	Insurance	Annual Check/Review of insurance cover

OUTSIDE RISK

RISK DESCRIPTION	MEASURES TAKEN	RECOMMENDATIONS/CONTROLS
Changes to legislation	Member of LALC	Advice received from relevant bodies; Council to provide effective training to Staff and Councillors
Contractors working on Council property	All relevant insurances, risk assessments to be requested by Council	Council to ensure all relevant documentation has been requested and received, prior to work commencing
Energy suppliers of gas and electricity	Currently supplied by Avanti and British Gas respectively. Contracts due for renewal Jan 2021 and March 2021.	Reviewed by external agent Yorkshire Purchasing (YPO) as recommended by Lancaster City Council.

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RISK DESCRIPTION	MEASURES TAKEN	RECOMMENDATIONS/CONTROLS
Members working alone.	Risk Assessment	
Locking up after meetings, events and bookings	Locking up, where possible, ensure all members and visitors leave at the same time	
Staff, member and visitor safety	Risk Assessment	Annual review
Building Safety from Fire	Fire extinguishers, relevant signage on site.	Annual servicing of fire fighting equipment.
Recording of Members' Interest	Register set up	Reviewed as necessary
Recording £25 and over Gifts and hospitality	Stored in an office file	
Completion of Code of Conduct		Reviewed by

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Building Security	The Parish Hall is locked when building is empty.	Last person out of building to lock all doors, windows and barrier.
Correct completion of financial records	Internal Audit completed twice a year/external audit completed once a year.	Reviewed by internal auditor
Village defibrillator, located at Parish Hall	Managed daily by a member of the council and updated to NWAS.	Annual service and purchase of replacement parts as recommended.
Covid 19, Building closure, loss of revenue and additional financial costs for cleaning.	On-going review, Risk Assessment produced with guidance/support from Lancaster City Council, Environmental Health Service. Business grant successfully made to	Continue to review risk assessment in line with Central Government, regional and local advice, until further notice. On-going closure of hall until 2021

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	Lancaster City Council	Member meetings/public meetings to be restricted to one hour and where possible to be undertaken via an electronic means, Zoom/Teams
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Collection of rents/leases/hall hire fees	Internal Audit completed twice a year/external audit completed once a year	Reviewed by
All Employment Law and relevant procedures for Pensions, Pay, Staff Conditions etc	Payroll managed by external accountant	
Banking Arrangements	Internal Audit completed twice a year/external audit completed once a year/	Reviewed by

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Website and Software	GDPR	Reviewed by
Loss of Income	Reserve to be maintained at quarter of annual Precept	Reviewed by
VAT and Customs and Excise requirements are met	Internal Audit completed twice a year/external audit completed once a year/	Register for vat and reclaim any vat paid as appropriate
Annual Precept.	Council and Clerk to finalise and return to LCC, by February	Internal Audit completed twice a year/external audit completed once a year
All Business activities are within the relevant law		Internal Audit completed twice a year/external audit completed once a year
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Working Practices	Responsibility of	
S137 Funds are properly used		Internal Audit completed twice a

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		year/external audit completed once a year
Meeting all timescales	AGAR, Precept, review of energy suppliers, agendas and minutes are all completed by due dates.	Internal Audit completed twice a year/external audit completed once a year
Confidentiality is not breached	Passwords are secure	Internal Audit completed twice a year/external audit completed once a year
Backup procedures are carried out	Computer systems backed up to the cloud.	Internal Audit completed twice a year/external audit completed once a year
Document Control	Items dated on receipt, relevant documents are kept in files and on computer	Internal Audit completed twice a year/external audit completed once a year
Minute and Agenda Production	Produced by the Clerk and copies of Agenda placed on Notice board and website; minutes on website	Internal Audit completed twice a year/external audit completed once a year

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GDPR	Responsibility of	
Hazardous substances are disposed of in a safe and appropriate manner.	Responsibility of Risk Assessment	Inspections as required
All equipment is stored safely and inspected for damage. Damaged items are removed from use immediately.	Responsibility of Risk Assessment	Inspections as required

This policy was reviewed on **12th December 2020**
 Next Review date: **June 2021**

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