LAUGHTON PARISH COUNCIL
2024/2025

Risk Assessment Management Policy (Financial)
Most of this is set out in the Parish Council's Financial Policy

PRECEPT	This is reviewed annually (November) with a reminder from Wealden District Council in December. Notified to WDC by Clerk (RF0) in December. Received half yearly.
	LOW RISK
BANK BALANCES	This is reviewed monthly with reports to the Parish Council and full reports quarterly. Build up small reserve to ensure adequacy of funds and precept. Internal Council Auditors and Clerk (RFO). The Clerk receives no cash.
	LOW RISK
GRANTS	Clerk or Councillor appointed to claim for grants towards project. Following claims procedure properly Starting project before grant assured Internal Council Auditors and Clerk (RFO) to monitor
	LOW RISK
INVESTMENTS	Only one investment account other than the Current Account. Check interest Check Investment Policy with Council Review policy of the Council Annually when setting the Budget. The Parish Council
	LOW RISK
SALARIES	Set by Council when setting precept. Payroll services in place, Team4 will ensure all requirements are met. Checked by Council Internal Auditors that calculations are correct. Tax is shown (Clerk always an employee and not self-employed) and paid monthly. Procedures in place in Financial Regulations to be followed for appointment of employees. Ensure that checks are made, passport, birth certificate etc Ensure that employees have Contract of Employment.
	LOW RISK

EXPENSES As this is a small authority it is unlikely that goods would not be supplied without the Clerk (RFO) or Council knowing. Procedure for this is in the Financial Regulations

LOW RISK

ASSETS REGISTER Clerk keeps this updated within regulations laid down by the Audit Commission. This keeps control of Parish Council's property. Amended regularly to reflect capital purchases last amended March 2024

LOW RISK

RENTS ETC Ensure that all monies owed to the Council is collected. This will visible in the Annual Accounts.

LOW RISK

VAT Check and calculate the VAT on invoices before paying.
Claim within the time limits. This is claimed every six months or yearly depending on the amount to claim and controlled through the accounting system which is computerised.

LOW RISK

Clerk working from home:

COMPUTER Clerk works from home with Parish Council owned laptop and own equipment. Positioning of this equipment has been checked that it complies with regulations. No trip hazards. A fire extinguisher and Smoke Alarm are in position to reduce risk. Regular breaks are taken when using Visual Display Unit. The Clerk will work on the computer with sufficient lighting and ensures that she takes regular breaks from the Visual Display Unit.

LOW RISK

VISIT The Clerk receives no visits at home other than Internal Auditors when she will always have someone else in the house. The Clerk will ensure that someone is present in the house when a Member of the Council visits.

LOW RISK

FILING The Clerk keep minimum files at home. (at present with Clerk) This is in a locked cabinet. All information is held on disc or

	memory stick to reduce loss of data. A Member of the Council will keep a copy of records in case of fire. **LOW RISK**

OTHER AREAS OF PARISH COUNCIL RESPONSIBILITY

The Green	Risk Assessment/Inspection to be undertaken out by ROSPA annually, regular visual checks will be undertaken by Members of the Council**. LOW RISK**
Pelham Field	Risk Assessment/Inspection to be undertaken out by ROSPA Annually, checks are also undertaken by the Primary School and field users. **LOW RISK**
Play Area	Risk Assessment/Inspection annually by ROSPA and monthly inspections are undertaken by Lewes District Council. **LOW RISK**
Pond	Risk Assessment/Inspection to be undertaken out by ROSPA 3 yearly **LOW RISK**
Bus Shelter	Maintained by the Parish Council inspected at annual asset check. **LOW RISK**

Reviewed 16th October 2024 agenda item 11.1.3
Lynette Kemp
Clerk to Laughton Parish Council