

Pilning & Severn Beach Parish Council

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Document Control

Version 1

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Risk Schedule 2024 - 2025

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Assets

Pilning Village Hall

Medium risk, protection of physical asset therefore the building is insured,

Low risk Internals insured and monitored by management committee.

Pilning Playing Field

Low risk the play equipment is subjected to an independent annual report and is insured

Low risk for the field management including trees and shrubs. Covered with public liability insurance.

Northwick Tower

Medium risk protection of physical asset therefore the building is insured

Medium risk maintenance of the tower monitored by cemetery committee. Working group looking to get the tower restored.

Northwick Churchyard

Low risk Maintenance of grounds including trees and shrubs. Monitored by cemetery committee and monthly by a maintenance contractor. Covered with public liability insurance.

Pilning Cemetery

Low risk Maintenance of grounds including trees and shrubs. Monitored by cemetery committee and monthly by a maintenance contractor. Covered with public liability insurance. Improvement – introduction of a grave decoration policy.

Pilning Allotment Gardens

Low risk Maintenance of grounds including trees and shrubs. Monitored by Clerk and nominated councillors. Covered with public liability insurance.

Sea Wall Gardens

Low risk Maintenance of grounds including trees and shrubs. Monitored by Clerk and nominated councillors. Covered with public liability insurance.

Severn Beach Allotment Gardens

Low risk Maintenance of grounds including trees and shrubs. Monitored by Clerk and nominated councillors. Covered with public liability insurance.

Bus shelters

Low risk, protection of physical asset therefore the bus shelters are insured

Way marker signs, Benches, gates and fencing

Low risk, protection of physical asset therefore these items are insured

Finance**Banking Arrangements**

Medium risk, Pilning & Severn Beach Parish Council monies are held with Lloyds Bank. Cheques and cash are banked at the first opportunity.

Insurance Provider

Low risk Updated annually

VAT Return

Low risk Responsible Financial Officer (Responsible Financial Officer) to submit.

Medium risk Councillors to check return has been submitted May annually. Responsible Financial Officer to prepare and the internal auditor is to check.

Budget Agreed, Monitored and Reported

Medium risk Responsible Financial Officer to provide quarterly budget monitoring document that has been checked by internal auditor to Full Council. Budget forecast document provided by Clerk to Finance Committee to assist in preparation of recommendation to Full Council of Precept requirements.

Precept Requested

Low risk Responsible Financial Officer to submit and councillors to check this has been submitted.

Payments Approval Procedure

Low risk Responsible Financial Officer to prepare list for consideration with summons for each monthly meeting.

All councillors are to vote on approval of payments at Full Council meeting.

Two out of three appointed councillors to approve any electronic payments required between meetings. RFO to keep email evidence of approval for audit.

Two councillors to sign cheques

Bank Reconciliation & checking of Financial Records

Low risk Responsible Financial Officer to prepare and the internal Auditor to check

Internal Audit

Low risk. The internal Auditor is appointed at Annual Parish Council meeting

External Audit

Low risk. The external Auditor appointed by South Gloucestershire Council

Liabilities

Pilning & Severn Beach Parish Council

Medium risk. Risk to third party, property or individuals. Insurance is in place Monitored by committee / maintenance contractor

Pilning Village Hall Legal Liability

High risk Insurance is in place and monitored by the management committee Insurance in place Monitored by management committee

Employer Liability

Compliance with Employment Law

Medium risk. Membership of local and national organisations and appointment of an accountant for payroll.

HMRC compliance

Medium risk Appointment of accountant for payroll, appointment of an accountant for payroll

Volunteers

Please refer to the Volunteer Policy

Legal Liability

Ensuring activities are within the councils' legal powers

High risk. The Clerk clarifies legal position on new proposals.

Proper and timely reporting of minutes

Medium risk. The Full Council meets monthly except in August. Minutes to be circulated between meetings and approves at meetings. Draft minutes are made available to the public via the parish council website and then updated as approved.

Document control

Medium risk. Leases and legal document kept in Parish Council office and scanned versions kept electronically. Other data storage to comply with Data Protection Act.

Councillor Propriety

Code of Conduct

Low risk this is adopted at the Annual Parish Council meeting

Register of interests

Low risk this is completed on the appointment of a councillor and lodged with South Gloucestershire Council. Agenda item at each Full Council meeting