

## SOUTH MOLTON TOWN COUNCIL

*Reviewed Annually. Last approved on 15th April 2017.*

### RISK ASSESSMENT

		RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N	ACTION
<b>1</b>	<b>PROTECTION OF ASSETS</b>					
1.1	<b>BUILDINGS</b>			<i>Insurance:</i>		
	Town Hall	L	H	Fire, Theft, Loss or Damage	Y	
	Pannier Market	L	H	Public Liability	Y	
	1 East Street	L	H	Consequential Loss	Y	
	Amory House	L	H			
	Post Office	L	H	<i>Self Managed:</i>		
	Cemetery Lodge	L	H	Asset Register	Y	
	Cemetery Chapel	L	L	Planned inspection & maintenance	Y	
	Cemetery Workshop	L	L	Annual Review of Insurance cover	Y	
				Periodical Review of Insurer	Y	
				Council Authority for Acquisitions/disposals	Y	
1.2	<b>PLANT/EQUIPMENT &amp; SUNDRY ITEMS</b>					
	Ford Pick-Up	L	M	<i>Self Managed:</i>		
	Piano	L	L	Asset Register		
	Town Hall Equipment	L	H	Planned inspection & maintenance		
	Pannier Market Equipment	L	H	Annual Review of Insurance cover		
	Play Equipment	L	M	Periodical Review of Insurer		
	Office Equipment	L	H	Council Authority for Acquisitions/disposals		
	Computer Equipment	L	H			
	Ground Maintenance Equipment	L	H			
	Close Circuit TV System	N/A	N/A			
	Mayor's Parlour Equipment	L	L			
	Museum Contents	L	H			
	Paintings & Tapestrys	L	H			
	Civic Regalia	L	H			

<b>1.3</b>	<b>LAND</b>					
	New Road Parking Spaces	L	M	<b>Self Managed:</b>		
	Southley Road Parking Spaces	L	M	Asset Register		
	Land West Side of Pannier Market	L	L	Planned inspection & maintenance		
	Maclins Quarry	L	H	Annual Review of Insurance cover		
	Sub-Stations	N/A	N/A	Periodical Review of Insurer		
	Commercial Sites (Hacche Moor)	L	M	Council Authority for Acquisitions/disposals		
	Agricultural Land	L	L			
	The Square	L	L			
	Central Park	L	M			
	Recreation Ground	L	M			
	Community Woodlands	L	M			
	Dart Park Allotments	L	L			
	West End Terrace Allotment	L	L			
	Cemetery	L	H			
<b>1.4</b>	<b>CASH</b>	H	M	<b>Insurance:</b>		
				Fire, Theft, Loss or Damage	Y	
				Fidelity Guarantee	Y	
				<b>Self Managed:</b>		
				Adequate System of Internal Check	Y	
				Financial Regulations	Y	
				Annual Review of Insurance cover	Y	

		RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N	ACTION
<b>2</b>	<b>PROTECTION OF THE PUBLIC</b>					
<b>2.1</b>	<b>OFFICES &amp; PUBLIC BUILDINGS</b>			<b>Insurance:</b>		
	Town Hall	H	H	Public Liability	Y	
	Pannier Market	H	H			
	1 East Street	H	M	<b>Self Managed:</b>		
	Amory House	H	M	Compliance with Health & Safety Regulations	Y	
	Cemetery Chapel	M	L	Planned Inspection & Maintenance	Y	
				Security Arrangements	Y	
				Annual Review of Insurance cover	Y	
<b>2.2</b>	<b>PARKS/PLAY EQUIPMENT &amp; OPEN SPACES</b>			<b>Insurance:</b>		
	The Square	H	L	Public Liability	Y	
	Recreation Ground	M	L			
	Community Woodlands	M	L	<b>Self Managed:</b>		
	Central Park	H	M	Compliance with Health & Safety Regulations	Y	
	Sheep Fair Field	L	L	Regular Safety Inspections/Maintenance	Y	
				Appropriate Notices re Safety/Dogs/Litter	Y	
				Security Arrangements - Gates/Fences etc	Y	
				Annual Review of Insurance cover	Y	
<b>2.3</b>	<b>CEMETERIES</b>	H	H	<b>Insurance:</b>		
				Public Liability	Y	
				<b>Self Managed:</b>		
				Compliance with Health & Safety Regulations	Y	
				Regular Safety Inspections/Maintenance	Y	
				Record of Burials	Y	
				Security Arrangements - Gates/Fences	Y	
				Annual Review of Insurance Cover	Y	

<b>2.4</b>	<b>CAR PARKS</b>			<b>Insurance:</b>		
	New Road Parking Spaces	M	L	Public Liability	Y	
	Southley Road Parking Spaces	M	L			
	Pannier Market Parking Spaces	H	M	<b>Self Managed:</b>		
				Compliance with Health & Safety Regulations	Y	
				Regular Safety Inspections/Maintenance	Y	
				Security Arrangements - Lighting etc	Y	
				Appropriate Notices	Y	
				Annual Review of Insurance Cover	Y	
<b>2.5</b>	<b>FOOTPATHS</b>	M	L	<b>Insurance:</b>		
				Public Liability	Y	
				<b>Self Managed:</b>		
				Compliance with Health & Safety Regulations	Y	
				Regular Safety Inspections/Maintenance	Y	
				Security Arrangements - Lighting/seating etc	Y	
				Appropriate Notices	Y	
				Annual Review of Insurance Cover	Y	
<b>2.6</b>	<b>VEHICLES/PLANT/EQUIPMENT &amp; SUNDRY ITEMS</b>			<b>Insurance:</b>		
	Ford Pick Up	L	L	Public Liability	Y	
	Piano	L	L	Fully Comprehensive Vehicle Cover	Y	
	Town Hall Equipment	M	H	Equipment Cover	Y	
	Pannier Market Equipment	M	H	<b>Self Managed:</b>		
	Play Equipment	H	H	Adequate Training for Staff	Y	
	Office Equipment	M	H	Regular Safety Inspections/Maintenance	Y	
	Computer Equipment	L	M	Annual Review of Insurance Cover	Y	
	Ground Maintenance Equipment	M	H			
	Close Circuit TV System	N/A	N/A			
	Mayor's Parlour Equipment	L	L			
	Museum Contents	L	L			
	Paintings & Tapestrys	L	L			
	Civic Regalia	L	L			

<b>2.7</b>	<b>LAND</b>					
	Maclins Quarry	H	M			
	Sub-Stations	N/A	N/A			
	Commercial Sites (Hacche Moor)	L	L			
	Agricultural Land	L	L			
	Dart Park Allotments	L	L			
	West End Terrace Allotment	L	L			

		RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N	ACTION
<b>3</b>	<b>PROTECTION OF STAFF</b>			<i>Insurance:</i>		
		L	H	Employer's Liability	Y	
				<i>Self Managed:</i>		
				Compliance with Health & Safety Regulations	Y	
				Compliance with Employment Legislation	Y	
				Contracts of Employment	Y	
				Security of Staff - Review	Y	
				Training of Staff	Y	
				Annual Review of Insurance Cover	Y	
		RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N	ACTION
<b>4</b>	<b>USE OF CONTRACTORS</b>			<i>Insurance:</i>		
		M	H	Consequential Loss	Y	
				<i>Self Managed:</i>		
				Standing Orders - Selection of Contractors	Y	
				Vetting of Contractors - Self Insurance/Viability	Y	
				Regular Inspection/Valuation of Works	Y	
				Council Approval of Payments	Y	
				Risk Assessments for Contractors	Y	To be actioned by Matt Ray

		RISK LEVEL	POTENTIAL IMPACT	CONTROL MEASURES	CONTROL IN PLACE Y/N	ACTION
<b>5</b>	<b>FINANCIAL MANAGEMENT &amp; CONTROL</b>					
5.1	<b>CAPITAL EXPENDITURE/INCOME</b>			<i>Insurance:</i>		
		H	H	Fidelity Guarantee	Y	
				Consequential Loss	Y	
				<i>Self Managed:</i>		
				Properly Drafted Contracts	Y	
				Appointment of External Expertise	Y	
				Regular Reporting on Project Costs/Progress (Compared to Budgeted)	Y	
				Regular Maintenance of Asset Register	Y	
				Standing Orders - re Tendering/Appointment	Y	
				Council Approval of all Expenditure/Income	Y	
				<i>Use of External Expertise:</i>		
				Appointment of Professional Valuers	Y	
				Appointment of Professional Solicitors etc	Y	
5.2	<b>REVENUE EXPENDITURE/INCOME</b>			<i>Insurance:</i>		
		H	H	Fidelity Guarantee	Y	
				Consequential Loss	Y	
				<i>Self Managed:</i>		
				Council Approval of Annual Budget & Precept	Y	
				Regular Reports of Costs (Compared to Budgeted). Analysis of Significant Variations	Y	Only submitted half yearly
				Financial Regulations Covering Supplementary Estimates	Y	
				Record of Approved Staff & Rates of Pay	Y	
				Maintenance of Rental Terrier	Y	

				Maintenance of Register of Burials	Y	
				Annual Review of all Rents/Fees/Charges	Y	
				Annual Review of Insurance Cover	Y	
				Council Approval of all Expenditure/Income	Y	
<b>5.3</b>	<b>BOTH REVENUE &amp; CAPITAL EXPENDITURE/INCOME</b>			<b>Self Managed:</b>		
		H	H	Monthly Bank Reconciliations	Y	Now done weekly
				Compliance with Inland Revenue Regulations	Y	
				Compliance with Customs & Excise Regulations	Y	
				Check all Expenditure is Intra Vires	Y	
				Ensure Proper use of Section 137 Powers	Y	Now under General Power
				All payments Approved by Council and Recorded in Minutes	Y	
				Financial Records/Accounts to Accord with Statutory Requirements	Y	
				Establish Adequate System of Internal Check	Y	
				Ensure all Borrowing is Approved and Within Statutory Guidelines	Y	
				Ensure all Investments are Approved and Within Statutory Guidelines	Y	
		<b>RISK LEVEL</b>	<b>POTENTIAL IMPACT</b>	<b>CONTROL MEASURES</b>	<b>CONTROL IN PLACE Y/N</b>	<b>ACTION</b>
<b>6</b>	<b>OTHER RISKS</b>					
<b>6.1</b>	<b>MEMBERS INTEREST/GIFTS/ALLOWANCES</b>			<b>Self Managed:</b>		
		L	H	Members Code of Conduct Declarations	Y	
				Members Record of Interests	Y	
				Record of Declaration of Interests	Y	
				Members Record of Allowances Paid	Y	
<b>6.2</b>	<b>COUNCIL/COMMITTEE MINUTES</b>			<b>Self Managed:</b>		



		L	M	Central Record of all Minutes	Y	
				Pages and Minutes to be Numbered within Years	Y	
				Minute Pages to be Signed by Chair	Y	
<b>6.3</b>	<b>STANDING ORDERS/FINANCIAL REGULATIONS</b>			<b><i>Self Managed:</i></b>		
		L	H	Formal Adoption of Written Standing Orders & Financial Regulations	Y	
<b>6.4</b>	<b>COMPLAINTS FROM PUBLIC</b>			<b><i>Self Managed:</i></b>		
		L	M	Record of all Complaints From Public	Y	