

## Poynings Parish Council Risk Assessment

Purpose of this document:

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:-

- Identify the areas to be reviewed
- Identify what the risks might be. Assess the level of risk. High = 5, low = 1
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise as required.

Area	Risk	Risk Level	Management / Control of Risk	Action Required
Assets	Loss or Damage	3	An annual review of assets to be undertaken for insurance provision and maintenance provisions	Set up yearly maintenance check on all PC assets
Council Records (paper)	Loss through Theft Damage Fire	1  3	The Parish Council records are stored at the home of the Clerk. Records include historical minutes, correspondence and insurance records  Clerk's house is fitted with smoke detectors	Damage and theft unlikely, therefore cover adequate  Smoke detectors checked
Council Records (Electronic)	Loss through theft, fire or damage	2	The Parish Council electronic records are stored on the Clerks computer. They are backed up regularly	Hard copies printed and filed
Liability	Corruption of Computer	3	Computer fitted with anti-virus	None
Employer Liability	Comply with Employment Laws	1	Membership to SALC for the Council and SLCC for the Clerk to advise as necessary	None
Legal Powers	Illegal Activity	1	All activity to be resolved and minuted at PC meetings	None
Minutes/ Agendas/ Notices Statutory Documents	Accuracy and legality Non-compliance with	2	Minutes and agendas are produced in the prescribed method by the Clerk	

	statutory requirements		Minutes are approved and signed at the next Council Meeting Minutes and Agenda's are displayed Business conducted at Council meeting should be managed by the Chair	Put on website regularly Members of PC to abide by Code of Conduct
Members Interest	Conflict of Interest Register of Member Interest	2	Councillors have a duty to declare any interest at the start of the meeting Register of Member Interest forms to be reviewed and displayed on Parish Website	None None

This document agreed at Parish Council Meeting on \_\_\_\_\_ and to be reviewed annually.

Signed



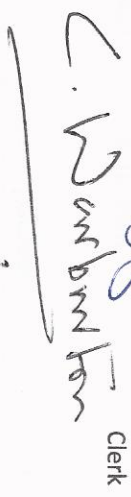
Chairman

Date

10/1/24

Date

1st Jan 2024



Clerk