

SHAPWICK PARISH COUNCIL RISK MANAGEMENT REPORT 2024/25

Assets

1) Protection of Physical Assets Level Medium

Buildings, bus shelter and main play equipment insured. Insured value checked annually at renewal date.

2) Security of Equipment in Playing Field Level Medium

The play area is fenced the vehicular access gates are padlocked with keys stored on site in a key safe. The play area equipment and seating is fixed to the ground where possible.

3) Maintenance of Assets Level Low

Equipment currently maintained by reacting promptly to issues as they arise. Play equipment inspected annually professionally and subject to regular visual checks. Repairs carried out promptly when identified. Maintenance work such as grass cutting contracted out.

Finance

1) Banking Level Medium

All sums banked at High Street bank. Precept and grants from Somerset Council paid by BACS direct to bank account. Quarterly bank reconciliations provided by Clerk and provided at each meeting. No petty cash float maintained. Payments requested by cheque or BACS and any cash received is immediately banked.

2) Financial Controls Level High

Budget continuously monitored and reported to Council quarterly with reconciliations. Original bank statements inspected by Members. Two Member signatories on cheques and payment instructions. All payments are minuted in full and details entered on invoices. Clerk provides advice on legality of payments and when in doubt seeks advice of SALC.

3) Comply with Inland Revenue and Customs and Excise Regulations Level Medium

Tax, VAT payments and claims calculated on a quarterly basis by Clerk/RFO. Internal Auditor provides check.

4) Sound Budgeting Process leading to Annual Precept Level Medium

Actual income and expenditure monitored against budget heads throughout the year. Council considers draft budget for ensuing year in November and detailed budget in January. Precept derived directly from this, ensuring adequate levels of reserves are maintained in case of unexpected expenditure.

5) Compliance with Borrowing Restrictions Level Low

No new borrowing is anticipated.

6) Liability – risk to third party, property or individuals Level Medium

Insurance in place. Reviewed annually.

Legal Liability

1) Ensuring activities are within legal powers Level Low

Clerk to clarify legal position on any new proposal and to seek advice, when necessary, from SALC.

2) Unlawful Meeting Level Low

Clerk/Chairman to ensure that summons and agenda are properly issued and notices are displayed.

3) Document Control Level Low

Legal documents digitised.

4) Members Propriety Level Medium

Register of interests updated comprehensively every four years. Members requested to register any changes to details listed in the register as soon as they occur.

5) Data Protection Level Medium

Data protection rules followed. Privacy statement in place.