DRAFT Mar-24

# Much Wenlock Town Council Internal Financial Risk and Health & Safety Evaluation

### PURPOSE

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LEVE	Finance data drives viet		RESILIENCE
1	Finance - data driven risk	Very the Council was DDC Dishes Owners of the residence and the second	V
Low	Are proper financial records kept in accordance with statutory requirements	Yes - the Council uses RBS Rialtas Omega software for its accounts and these are	Yes - data is
		balanced monthly. The Council's financial status is presented to the Finance and Asset	backed up to the
		Management Committee during each meeting.	One Drive each
			month
Low	Do the accounts comply with the Accounts and Audit Regulations	Yes - they are checked by the RFO. The Annual Accounts are checked internally by the	Yes
		appointed Internal Auditor and external audit is carried out annually.	
Low	Are Annual Accounts formally approved and accepted by Councillors at a Town	Yes - the accounts are approved and accepted as soon as possible after the end of the	Yes
	Council Meeting	financial year.	
	Internal Controls - business driven risk		
Low	Does the Council have Standing Orders	Yes - these were last reviewed at the Town Council meeting in May 2023.	Yes
Low	Does the Council have Financial Regulations that deal with the award of contracts for	Yes - these were last reviewed at the Town Council meeting in May 2023.	Yes
	services or the purchase of capital equipment		
Med	Have items or services above the de minimus amount been competitively	Yes. However, it is sometimes difficult to obtain more than one quotation from suppliers.	There can be a
	purchased?		delay in urgent
			work being
			carried out.
Low	Have the Financial Regulations been formerly approved by the Council	Yes - these were last approved at the Town Council meeting held in May 2023.	Yes
Low	Are the Financial Regulations regularly monitored and reviewed	Yes - these were last approved at the Town Council meeting field in May 2023.	Yes
		· .	
Low	Is there an annual review of contracts	Where applicable - some contracts are for a three year term.	Yes
Low	Are there clear statements of management responsibility for each service	Yes - all committees have Terms of Reference approved by the Town Council.	Yes
Low	Does the Council have a code of practice for procurement and investment	Yes - as set out in Financial Regulations and Investment Strategy.	Yes
Low	Are there arrangements in place to detect fraud and corruption	Yes - internal audits are carried out twice per annum and financial status presented to	Yes
		councillors for approval at each meeting of the Finance and Asset Management	
		Committee.	
Low	Are the bank statements reconciled and independently reviewed	The RFO produces monthly bank reconciliations and Councillors are provided with copies	Yes - the Council
Low	Are the bank statements reconciled and independently reviewed	· · · · · · · · · · · · · · · · · · ·	
		at each meeting of the Finance and Asset Management Committee. These are checked	has 5 bank
		by the internal auditor.	accounts so the
			money is spread
			between 3
			banks.
	Internal Audit Assurance - business driven		
Low	Is an Internal Audit carried out at least once per year	Yes - normally twice yearly.	Yes
Low	Is the Internal Auditor independent from members of the council	Yes	Yes
Low	Does the internal audit review internal controls and their documentation	Yes	Yes
		Yes. The last risk assessment was carried out in March 2023.	
Low	Do minutes record the Council carrying out an annual risk assessment		Yes
Low	Are internal financial controls documented and regularly reviewed	Yes	Yes
Low	Does a review of the minutes identify any unusual financial activity?	Yes	Yes
Low	Does the internal audit review minutes to ensure compliance with legal powers	Yes	Yes
Low	Does the internal audit assess that adequate insurance cover is in place	Yes	Yes
Low	Does the internal audit provide assurance to the Council that there is adequate	Yes - auditor's report presented to councillors for approval, along with Town Clerk's/RFO	Yes
	internal control	comments on action taken or necessary.	
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High	Is the annual precept adequate to ensure sound budgeting arrangements	Yes - a draft budget is presented to the Finance and Asset Management Committee and	Yes
		recommended to the Town Council for approval.	
	Legal Requirements - legislative risk		
Low	Are all business activities within the legal powers applicable to local councils	Yes - the Council is qualified to use the General Power of Competence.	Yes
Low	Is there assurance that funds granted to local community bodies are used solely for	All applicants must complete a grant application form and must state for what purpose	Yes
	the specific powers under s137	the grant is required. Council is eligible to use the General Power of Competence so does	
		not currently use \$137.	
Levi	Door the Council comply with restrictions on horsewin-		Voc
Low	Does the Council comply with restrictions on borrowing	The Council has no borrowings.	Yes
Low	Are all requirements met under employment law and HM Revenue & Customs	Yes	Yes
Med	Are all requirements met under Revenue & Customs regulations e.g. VAT	The Council is not VAT registered and reclaims VAT on non business purchases. The	Yes
		Council needs to monitor its sales to ensure that it does not need to register to charge	
		VAT.	
Low	Are proper and accurate reports of council business recorded in the minutes	Yes - all expenditure, is approved at meetings and recorded in the minutes.	Yes
Low	Are the minutes available for public inspection	Yes - they are available to view on the Town Council website.	Yes
Low	Are minutes properly numbered and paginated with a secure master copy	Yes - electronic and hard copies kept.	Yes
Low	Is a proper Register of Members' Pecuniary Interests and Gifts of Hospitality in place,		Yes
	that is complete, accurate and current	Yes - one copy is held by the Town Clerk and one copy with the Monitoring Officer at	
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		Shropshire Council.	

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so Development of the Council have a glate of the operations and appeal on process of the council or superative development of the process of the council or council			Yes - the new model LGA Code of Conduct was adopted on 3 March 2022.	Yes
And the control of th				
one was multiplicity to produce for for revenue and capital expenditure and approved by the Council presented an annual budget in support of the Council and the Council Council for agreement Committee and the Council Counc			Yes	Yes
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Committee meeting.  Are them any significant unequilibred variances from budget Any sprifficant variances from budget are explained.  Yes Approximation against budgets monitored at regular intervals The GO monitors expenditure and recomments viewments for approval whem recossary.  And committee septemblishes and recomments viewments for approval whem recossary.  Yes And committee septemblishes and recomments viewments for approval whem recossary.  Yes Are all records begin and budgets monitored at regular checks to ensure accurate recording of reconstructions.  Yes -cheques/Goth banked as soon as practicable.  Yes -cheques/Goth banked as	Low	Has the Council prepared an annual budget in support of its precept		Yes
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Vest   As a fill income properly recorded and banked   Vest   V	_ow	Is performance against budgets monitored at regular intervals		Yes
Vest		Income - business driven risk	,	
Med Are receipt books controlled with regular checks to ensure accurate recording of norme received more received with receipts and approval is noted in the minutes.  Med Are regular checks carried out to ensure there are no discrepancies between records.  Yes — all cheque payments are accounted for in the bank paying in books. Cash receipts are paid into the post office and receipts provided. Receipts are also issued for any direct ordit transactions.  Yes — all cheque payments are accounted for in the bank paying in books. Cash receipts are paid into the post office and receipts provided. Receipts are also issued for any direct ordit transactions.  Yes — all cheque payments are accounted for in the bank paying in books. Cash receipts are paid into the post office and receipts provided. Receipts are also issued for any direct ordit transactions.  Yes — Wes — Yes — The Council is narrated for income — Yes — Yes — The Council has reserved.  Yes — the income and dependiture is monitored by the Finance and Asset Management — Committee on a monthly basis and the Council has reserved.  Yes — the asset register was last updated as at March 2023 and it is kept under regular received — Yes — The Samph Justice — Yes —			Yes - cheques/cash banked as soon as practicable.	Yes
Are regular checks carried out to ensure there are no discrepancies between records  Ves - monthly reconciliation carried out and checked by RFO and approved by Members  Ves - all cheque payments are accounted for in the bank paying in books. Cash receipts are paid into the post office and receipts provided. Receipts are also issued for any direct credit transactions  Ves - all cheque payments are accounted for in the bank paying in books. Cash receipts are paid into the post office and receipts provided. Receipts are also issued for any direct credit transactions  Ves - Are full receipts banked at least weekly  Ves - Are full receipts banked at least weekly  Ves - Ves	Med			Yes
are pald into the post office and receipts are also issued for any direct credit transactions  Are receipts banked at least weekly  Ves  Are receipts banked at least weekly  Yes  Are full records held of all investments  Yes  Are investments reviewed regularly  Yes  Are investments reviewed regularly  Yes  Are there controls in place to ensure the card reader at the Guildhall is operational  Yes - the Council is insured for loss of income.  Yes  Are there controls in place to ensure the card reader at the Guildhall is operational  Yes - the Council is insured for loss of income.  Yes  Are there controls in place to identify insufficient income being generated  Yes - the Custodians make regular checks.  Yes  Control of Assets  Control of Assets  Ow  Are all assets held and kept up to date  Yes - the asset register was last updated as at March 2023 and it is kept under regular review review  Yes  Are all assets adequately insured  Yes  Sand/Bulling Society Accounts - business insured  Are all assets held on a regular basis to ensure they are kept in good mpair  Yes  Sand/Bulling Society Accounts - business driven risk  Are all valuables held on permises insured  Yes  Are regular basis committee on a monthly basis and the Council has reserves.  Yes  Sand/Bulling Society Accounts - business driven risk  Ow  Are regular basis reconcilications carried out  Asset Management Committee meeting.  Yes  Are all assets reconciliations carried out  Asset Management Committee meeting.  Yes  Are computer passwords protected  Yes, monthly. Bank reconcilications are presented to members at each Finance and Asset Management  Committee meeting.  Yes  Yes  Are computer passwords protected  Yes, monthly. Bank reconcilications are presented to members at each Finance and Asset Management  Committee meeting.  Yes  Internet banking, data driven risk  Yes  Are computer passwords protected  Yes, in accordance with Financial Regulation 6.12 only administrative staff have access to internet banking other than councilions who have their own	Med			Yes
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Are investment records held in a secure place  Are investment records held in a secure place  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Y	Med	Are receipts banked at least weekly	Yes	Yes
Are investments reviewed regularly   Yes   Are there controls in place for loss of income   Yes   Yes + the Council is insured for loss of income.   Yes   Yes + the Council is insured for loss of income.   Yes   Yes + the Council is insured for loss of income.   Yes   Yes + the Council is insured for loss of income.   Yes   Yes + the Council is insured for loss of income.   Yes   Yes + the Council is insured for loss of income.   Yes   Yes + the Council is insured for loss of income.   Yes   Yes + the Council is insured for loss of income.   Yes + the Council is insured for loss of income.   Yes + the Council is insured for loss of income.   Yes + the Council is insured for loss of income.   Yes + the Council is insured for loss of income.   Yes + the Council is insured for loss of income.   Yes + the Council is insured for loss of income.   Yes + the Council is insured for loss of income.   Yes + the Council is insured for loss of income.   Yes + the Council is insured for loss of income and expenditure is monitored by the Finance and Asset Management Committee on a monthly basis and the Council has reserves.   Yes + the income and expenditure is monitored by the Finance and Asset Management Committee on a monthly basis and the Council has reserves.   Yes + the asset register was last updated as at March 2023 and it is kept under regular review   Yes + the asset register was last updated as at March 2023 and it is kept under regular review   Yes + the asset register was last updated as at March 2023 and it is kept under regular yes   Yes + the asset register was last updated as at March 2023 and it is kept under regular yes   Yes + the asset register was last updated as at March 2023 and it is kept under regular yes   Yes + the asset register was last updated as at March 2023 and it is kept under regular yes   Yes   Yes + the asset register was last updated as at March 2023 and it is kept under regular yes   Yes   Yes + the asset register was last updated	Low	Are full records held of all investments	Yes	Yes
Are investment instructions authorised by the appointed cheque signatories  Ves  Ves - the Council is insured for loss of income.  Ves  Ves - the Council is insured for loss of income.  Ves  Ves - the Council is insured for loss of income.  Ves  Ves  Ves  Ves  Ves  Ves  Ves  V	Low	Are investment records held in a secure place	Yes	Yes
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Are all assets adequately insured  Are all valuables held on premises insured  Bank/Building Society Accounts - business driven risk  Are regular bank reconciliations carried out  Are regular bank reconciliations carried out  Are instructions to open/close accounts properly authorised and reported to councillors  Are bank statements regularly inspected by councillors  Are all bank statements regularly inspected by councillors  Are all bank statements regularly inspected by councillors  Are all bank statements resularly inspected by councillors  Are all bank statements ross checked with income and expenditure recorded by internet banking - data driven risk  Internet banking - data driven risk  Are computer passwords protected  Are bank account pins kept secure  Yes, passwords are held securely and kept confidential. Passwords are changed if there is a change in personnel.  Yes  Ves  Ves  These are presented to members at each Finance and Asset Management Committee meeting.  Yes  Ves  Internet banking - data driven risk  Are computer passwords protected  Yes, passwords are held securely and kept confidential. Passwords are changed if there is a change in personnel.  Yes  The bank account pins kept secure  Yes - in accordance with Financial Regulation 6.12 only administrative staff have access to internet banking other than councillors who have their own pins to authorise bank transfers.  Data loss  Is computer data backed up sufficiently to safeguard against loss of data  Yes - in accordance with Financial Regulations 6.11 and 6.12. Office staff use Apple Maccomputers which incorporate security features. (Delete: Anti virus oftware is installed on all computers and) there are periodic back ups carried out and stored off site.	Low	Is a list of all assets held and kept up to date		Yes
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Are regular bank reconciliations carried out  Yes, monthly. Bank reconcilications are presented to members at each Finance and Asset Management Committee meeting.  Yes  Yes  Yes  These are presented to members at each Finance and Asset Management Committee meeting.  Yes  These are presented to members at each Finance and Asset Management Committee meeting.  Yes  These are presented to members at each Finance and Asset Management Committee meeting.  Yes  These are presented to members at each Finance and Asset Management Yes  Tommittee meeting.  Yes  Yes  Yes  These are presented to members at each Finance and Asset Management Yes  Yes  These are presented to members at each Finance and Asset Management Yes  Yes  These are presented to members at each Finance and Asset Management Yes  Yes  Yes  Yes  These are presented to members at each Finance and Asset Management Yes  Yes  These are presented to members at each Finance and Asset Management Yes  Yes  These are presented to members at each Finance and Asset Management Yes  Yes  These are presented to members at each Finance and Asset Management Yes  Yes  Yes  Yes  These are presented to members at each Finance and Asset Management Yes  Yes  The bank statements cross checked with income and expenditure recorded by Internet banking and the present of the pr		Bank/Building Society Accounts - business driven risk		
Are regular bank reconciliations carried out  Asset Management Committee meeting.  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Are instructions to open/close accounts properly authorised and reported to councillors  Yes  Yes. These are presented to members at each Finance and Asset Management Committee meeting.  Yes  Owmittee meeting.  Yes  Yes  Internet banking - data driven risk  Owmittee passwords protected  Yes, passwords are held securely and kept confidential. Passwords are changed if there is a change in personnel.  Yes  Obata loss  Is computer data backed up sufficiently to safeguard against loss of data  Yes - in accordance with Financial Regulation 6.12 only administrative staff have access to internet banking other than councillors who have their own pins to authorise bank transfers.  Yes - in accordance with Financial Regulations 6.11 and 6.12. Office staff use Apple Mac computers which incorporate security features. (Delete: Anti virus software is installed on all computers and) there are periodic back ups carried out and stored off site.	Low	Are secure records held of all accounts	Yes	Yes
Are instructions to open/close accounts properly authorised and reported to councillors  Are all bank statements regularly inspected by councillors  Are all bank statements cross checked with income and expenditure recorded by internet banking - data driven risk  Are computer passwords protected  Are computer passwords protected  Are bank account pins kept secure  Yes - in accordance with Financial Regulation 6.12 only administrative staff have access to internet banking other than councillors who have their own pins to authorise bank transfers.  Data loss  Is computer data backed up sufficiently to safeguard against loss of data  Yes - in accordance with Financial Regulations 6.11 and 6.12. Office staff use Apple Mac computers which incorporate security features. (Delete: Anti virus software is installed on all computers and) there are periodic back ups carried out and stored off site.	Low	Are regular bank reconciliations carried out	1 ' '	Yes
Are bank statements regularly inspected by councillors  Committee meeting.  Yes  Yes  Internet banking - data driven risk  Ow Are computer passwords protected  Yes, passwords are held securely and kept confidential. Passwords are changed if there is a change in personnel.  Yes - in accordance with Financial Regulation 6.12 only administrative staff have access to internet banking other than councillors who have their own pins to authorise bank transfers.  Data loss  Is computer data backed up sufficiently to safeguard against loss of data  Yes - in accordance with Financial Regulations 6.11 and 6.12. Office staff use Apple Mac computers which incorporate security features. (Delete: Anti virus software is installed on all computers and) there are periodic back ups carried out and stored off site.	Low		Yes	Yes
Are all bank statements cross checked with income and expenditure recorded by internal audit  Internet banking - data driven risk  Ow Are computer passwords protected  Yes, passwords are held securely and kept confidential. Passwords are changed if there is a change in personnel.  Yes - in accordance with Financial Regulation 6.12 only administrative staff have access to internet banking other than councillors who have their own pins to authorise bank transfers.  Data loss  Ow Is computer data backed up sufficiently to safeguard against loss of data  Yes - in accordance with Financial Regulations 6.11 and 6.12. Office staff use Apple Mac computers which incorporate security features. (Delete: Anti virus software is installed on all computers and) there are periodic back ups carried out and stored off site.	Low	Are bank statements regularly inspected by councillors	1	Yes
Internet banking - data driven risk ow Are computer passwords protected  Yes, passwords are held securely and kept confidential. Passwords are changed if there is a change in personnel.  Yes - in accordance with Financial Regulation 6.12 only administrative staff have access to internet banking other than councillors who have their own pins to authorise bank transfers.  Data loss  Yes - in accordance with Financial Regulations 6.12 only administrative staff have access to internet banking other than councillors who have their own pins to authorise bank transfers.  Yes - in accordance with Financial Regulations 6.11 and 6.12. Office staff use Apple Mac computers which incorporate security features. (Delete: Anti virus software is installed on all computers and) there are periodic back ups carried out and stored off site.			-	Yes
Are computer passwords protected  Yes, passwords are held securely and kept confidential. Passwords are changed if there is a change in personnel.  Yes - in accordance with Financial Regulation 6.12 only administrative staff have access to intermet banking other than councillors who have their own pins to authorise bank transfers.  Data loss  Yes - in accordance with Financial Regulations 6.12 only administrative staff have access to intermet banking other than councillors who have their own pins to authorise bank transfers.  Yes - in accordance with Financial Regulations 6.11 and 6.12. Office staff use Apple Mac computers which incorporate security features. (Delete: Anti virus software is installed on all computers and) there are periodic back ups carried out and stored off site.				
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to internet banking other than councillors who have their own pins to authorise bank transfers.  Data loss  .ow Is computer data backed up sufficiently to safeguard against loss of data  Yes - in accordance with Financial Regulations 6.11 and 6.12. Office staff use Apple Mac computers which incorporate security features. (Delete: Anti virus software is installed on all computers and) there are periodic back ups carried out and stored off site.	2011	The compact, possitions protected	1 '	
Now Is computer data backed up sufficiently to safeguard against loss of data  Yes - in accordance with Financial Regulations 6.11 and 6.12. Office staff use Apple Mac computers which incorporate security features. (Delete: Anti virus software is installed on all computers and) there are periodic back ups carried out and stored off site.	Low	Are bank account pins kept secure	to internet banking other than councillors who have their own pins to authorise bank	Yes
computers which incorporate security features. (Delete: Anti virus software is installed on all computers and) there are periodic back ups carried out and stored off site.		Data loss		
Parsonal/amplayae data	Low	Is computer data backed up sufficiently to safeguard against loss of data	computers which incorporate security features. (Delete: Anti virus software is installed	Yes
		Personal/employee data		

## PURPOSE

RISK LEVE	AREA	CONTROLS	BUSINESS RESILIENC
Low	Is personal data and employee information kept secure	Yes - employee information is kept on file and locked away in the Town Clerk's desk.	Yes
	Bank reconciliation - data driven risk		
.ow	Is there a bank reconciliation for each account	Yes	Yes
.ow	Are there any unexplained balancing entries in any reconciliation	No	Yes
_ow	Is the value of investments held summarised on the reconciliation	Yes	Yes
	Year-end procedures - business driven risk		
Med	Are year end accounts prepared on the correct accounting basis - income and expenditure	Yes	Yes
Иed	Do accounts agree with the cash book	Yes	Yes
Иed	Is there an audit trail from underlying financial records to the accounts	Yes	Yes
Иed	Where appropriate, have debtors and creditors been properly recorded	Yes	Yes
	Expenditure - business driven risk		
Low	Is all expenditure properly recorded	Yes - electronic and hard copies produced monthly and presented to each Finance and Asset Management Committee meeting.	Yes
.ow	Does all expenditure have supporting documentation e.g. invoices	Yes	Yes
.OW	Is all expenditure properly authorised	Yes - list of monthly payments presented to Members and approved at Finance and Asset Management Committee meetings.	Yes
.ow	Are invoices checked against orders made	Yes	Yes
.ow	Is the quality and quantity of goods supplied checked against orders made	Yes	Yes
.ow	Are invoices checked for accuracy	Yes	Yes
леd	Is regular stocktaking carried out	Yes - stock in Guildhall checked monthly by custodian.	Yes
иed	Are payments only made against original invoices	Yes. Occasional internet purchases made, which are covered by supporting	Yes
		documentation and approved by Members retrospectively.	
Иed	Are cheque books kept secure	Yes - kept in a locked drawer.	Yes
ow	Are blank cheques ever signed	No	Yes
∕led	Are all cheques signed by two authorised signatories in accordance with the bank mandate	Cheque stubs are also initialled by the same two Members who have signed the cheque.	Yes
Лed	Are any cash payments made	Petty cash payments only.	Yes
∕led	Is all expenditure properly recorded	Yes	Yes
Med	Does supporting expenditure documentation show the following details: - Payee, payment details, amount, authorised signatory and payment date	Yes - detailed list of payments supplied to Members for approval at each Finance and Asset Management Committee meeting. Authorised cheque signatories shown on cheque stubs and invoices paid.	Yes
	Petty Cash - business driven risk		
Иed	Is Imprest operated to the agreed level	£200 budget for 2023/24 topped up, usually in amounts of £50.	Yes
Иed	Are all cash payments made from a cash float	Paid from Petty Cash and supported with receipts.	Yes
Иed	Is all Petty Cash expenditure properly recorded in a Petty Cash book	Yes	Yes
Иed	Are all top-up bank withdrawals recorded in the Petty Cash book	Amount included in monthly list of payments.	Yes
.ow	Are VAT receipts available to support all Petty Cash expenditure	All receipts kept on file.	Yes
.ow	Are receipts cross-referenced with Petty Cash book	Yes	Yes
.ow	Are entries in the Petty Cash book kept up to date	Yes	Yes
_ow	Is the Petty Cash balanced at regular intervals	Yes	Yes
Low	Are personal cheques cashed from Council funds or petty cash	No	Yes
.ow	Are accounts books maintained and kept up to date	Yes	Yes
.ow	Are reconciliations carried out monthly	Yes and quarterly checks made by Councillor.	Yes
	VAT - business driven risk		
.OW	Are VAT reimbursements claimed and what is the frequency of such claims	VAT is claimed quarterly and is refunded directly into the Council's current account by HMRC.	Yes
	Payroll controls - business/legislative driven risk		
ligh	Do salaries and wages paid agree with those approved by the Council	Yes	Yes
Лed	Are other payments to employees reasonable and approved by the Council	Yes	Yes
	Are any salaries paid in cash	No - paid directly into employees' bank accounts.	Yes
	Are any salaries paid in cash	Yes	Yes
Иed	Do all employees have a proper contract of employment	163	т`
vled .ow		Only Town Clerk and administrative staff	Yes
Med .ow Med	Do all employees have a proper contract of employment	177	Yes
ow Med Med	Do all employees have a proper contract of employment  Are salaries paid as agreed by NJC and recommended by NALC and SLCC	Only Town Clerk and administrative staff	
ow Med Med	Do all employees have a proper contract of employment  Are salaries paid as agreed by NJC and recommended by NALC and SLCC  Are salaries regularly reviewed  Are appropriate PAYE/NIC deductions made and paid to HM Revenue & Customs	Only Town Clerk and administrative staff Yes	Yes
Med OW Med Med Med	Do all employees have a proper contract of employment  Are salaries paid as agreed by NJC and recommended by NALC and SLCC  Are salaries regularly reviewed	Only Town Clerk and administrative staff Yes Yes Yes Yes - cover includes legal liabilities, asset protection, revenue protection, and	Yes
Med Low Med Med Med Med	Do all employees have a proper contract of employment Are salaries paid as agreed by NJC and recommended by NALC and SLCC Are salaries regularly reviewed Are appropriate PAYE/NIC deductions made and paid to HM Revenue & Customs  Insurance - legislative/business driven risk Does the council have adequate insurance cover	Only Town Clerk and administrative staff Yes Yes Yes Yes-cover includes legal liabilities, asset protection, revenue protection, and asset/revenue protection.	Yes Yes Yes
Med Jow Med Med Med Med	Do all employees have a proper contract of employment Are salaries paid as agreed by NJC and recommended by NALC and SLCC Are salaries regularly reviewed Are appropriate PAYE/NIC deductions made and paid to HM Revenue & Customs  Insurance - legislative/business driven risk Does the council have adequate insurance cover  Is the insurance cover approved by members	Only Town Clerk and administrative staff Yes Yes Yes Yes-cover includes legal liabilities, asset protection, revenue protection, and asset/revenue protection. Yes, annually.	Yes Yes Yes
Med Low Med Med Med Med	Do all employees have a proper contract of employment Are salaries paid as agreed by NJC and recommended by NALC and SLCC Are salaries regularly reviewed Are appropriate PAYE/NIC deductions made and paid to HM Revenue & Customs  Insurance - legislative/business driven risk Does the council have adequate insurance cover  Is the insurance cover approved by members Is there adequate fidelity guarantee	Only Town Clerk and administrative staff Yes Yes Yes  Yes-cover includes legal liabilities, asset protection, revenue protection, and asset/revenue protection. Yes, annually. Fidelity Guarantee = £250,000	Yes Yes Yes
Med Low Med Med Med Med Med Low	Do all employees have a proper contract of employment Are salaries paid as agreed by NJC and recommended by NALC and SLCC Are salaries regularly reviewed Are appropriate PAYE/NIC deductions made and paid to HM Revenue & Customs  Insurance - legislative/business driven risk Does the council have adequate insurance cover  Is the insurance cover approved by members	Only Town Clerk and administrative staff Yes Yes Yes Yes-cover includes legal liabilities, asset protection, revenue protection, and asset/revenue protection. Yes, annually.	Yes Yes Yes

#### PURPOSE

	AREA	CONTROLS	BUSINESS
LEVE			RESILIENCE
High	Is there cover for employer's liability	£10,000,000	Yes
High	Is there cover for libel and slander	£250,000	Yes
High	Is there cover for personal accident	Yes	Yes
High	Are employees insured for personal accident	Yes. Also covered for business travel.	Yes
High	Are Members insured for personal accident	Whilst performing council duties only.	Yes
Low	Is there cover for terrorism	No	No
Low	Is there cover for loss of money	Yes	Yes
Low	Is there separate cover for users of the Council's premises	Tenants and stall holders are required to have their own insurance.	Yes
Low	Are the buildings adequately insured	Yes	Yes
Low	Are the buildings insured for damage	Yes	Yes
Low	Are the contents of the buildings insured	Yes	Yes
Med	Is there cover for loss of gross revenue	Yes	Yes
	Corn Exchange - business driven risk	v.	· ·
High	Is the property adequately insured	Yes	Yes
High	Is the building regularly checked	Yes	Yes
High	Is there an intruder alarm system	Maintained and tested annually.	Yes
High	Is there a fire alarm system	Maintained and tested annually.	Yes
Low	Is there a phone for public use	Phone for staff use only.	Yes
Low	Is there a first aid kit on the premises  Are there adequate fire outlinguishers	Signposted with an accident record book nearby.	Yes
Low	Are there adequate fire extinguishers	Yes - maintained and tested annually.  PAT testing was last sarried out in April 2022	Yes
Low	Is all electrical equipment regularly checked by a competent electrician	PAT testing was last carried out in April 2023.	Yes
Low	Are emergency exits kept clear	Yes	Yes
Low	Are emergency exits adequately displayed	Yes	Yes
Med	Is the water adequately tested	Yes	Yes
Low	Is the heating system inspected regularly	Yes - new boiler installed Feb 2018. Last service was carried out in February 2024. Next	Yes
1	A b	service due Spring 2025.	V
Low	Are hazardous materials i.e. cleaning materials adequately labelled and out of reach	No hazardous materials on premises other than cleaning materials	Yes
Low	Are tenants aware that they are responsible for their own property and liability insurance	Yes	Yes
Low	Are tenants informed of safety procedures to follow in case of emergency	Yes - fire alarm tests carried out regularly, evacuation procedures have been given to all tenants. An external fire risk assessment was carried out in June 2021.	Yes
High	Are building repairs mitigated	The Council has £10,519 in reserves for property and there is an annual budget for repairs and maintenance.	Part
	The Guildhall - business driven risk		
Low	Is the property adequately insured	Yes	Yes
Low	Le the building requirely should	Yes	Yes
	Is the building regularly checked		163
Low	Is there an intruder alarm system	Maintained and tested annually.	Yes
Low		Maintained and tested annually.  Maintained and tested annually.	
	Is there an intruder alarm system	·	Yes
Low	Is there an intruder alarm system Is there a fire alarm system	Maintained and tested annually.	Yes Yes
Low	Is there an intruder alarm system Is there a fire alarm system Is there a phone for public use	Maintained and tested annually.  No, phone for staff use only.	Yes Yes
Low Low	Is there an intruder alarm system Is there a fire alarm system Is there a phone for public use Is there a first aid kit on the premises	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.	Yes Yes Yes
Low Low Low	Is there an intruder alarm system Is there a fire alarm system Is there a phone for public use Is there a first aid kit on the premises Are there adequate fire extinguishers	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.	Yes Yes Yes Yes
Low Low Low Low	Is there an intruder alarm system Is there a fire alarm system Is there a phone for public use Is there a first aid kit on the premises Are there adequate fire extinguishers Is all electrical equipment regularly checked by a competent electrician	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.	Yes Yes Yes Yes Yes Yes
Low Low Low Low	Is there an intruder alarm system Is there a fire alarm system Is there a phone for public use Is there a first aid kit on the premises Are there adequate fire extinguishers Is all electrical equipment regularly checked by a competent electrician Are emergency exits kept clear	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes	Yes Yes Yes Yes Yes Yes Yes Yes
Low Low Low Low Low Low Low	Is there an intruder alarm system Is there a fire alarm system Is there a phone for public use Is there a first aid kit on the premises Are there adequate fire extinguishers Is all electrical equipment regularly checked by a competent electrician Are emergency exits kept clear Are emergency exits adequately displayed	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes  Yes	Yes
Low Low Low Low Low Low Med	Is there an intruder alarm system Is there a fire alarm system Is there a phone for public use Is there a first aid kit on the premises Are there adequate fire extinguishers Is all electrical equipment regularly checked by a competent electrician Are emergency exits kept clear Are emergency exits adequately displayed Is the water adequately tested	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes  Yes  Legionella monitoring undertaken monthly by qualified contractor.	Yes
Low	Is there an intruder alarm system Is there a fire alarm system Is there a phone for public use Is there a first aid kit on the premises Are there adequate fire extinguishers Is all electrical equipment regularly checked by a competent electrician Are emergency exits kept clear Are emergency exits adequately displayed Is the water adequately tested Is the heating system inspected regularly Are hazardous materials i.e. cleaning materials adequately labelled and out of reach Are regular users of the building informed of safety procedures to follow in case of	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes  Yes  Legionella monitoring undertaken monthly by qualified contractor.  Service carried out in February 2024. Next service due spring 2025.	Yes Yes Yes Yes Yes Yes Yes Yes Part Yes
Low	Is there an intruder alarm system Is there a fire alarm system Is there a phone for public use Is there a first aid kit on the premises Are there adequate fire extinguishers Is all electrical equipment regularly checked by a competent electrician Are emergency exits kept clear Are emergency exits adequately displayed Is the water adequately tested Is the heating system inspected regularly Are hazardous materials i.e. cleaning materials adequately labelled and out of reach	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes  Yes  Legionella monitoring undertaken monthly by qualified contractor.  Service carried out in February 2024. Next service due spring 2025.  No hazardous material kept on site other than cleaning materials.  All users are issued with safety procedure information.  The Council has £10,519 in reserves for property and there is an annual budget for repairs	Yes
Low	Is there an intruder alarm system Is there a fire alarm system Is there a phone for public use Is there a first aid kit on the premises Are there adequate fire extinguishers Is all electrical equipment regularly checked by a competent electrician Are emergency exits kept clear Are emergency exits adequately displayed Is the water adequately tested Is the heating system inspected regularly Are hazardous materials i.e. cleaning materials adequately labelled and out of reach Are regular users of the building informed of safety procedures to follow in case of emergency Are building repairs mitigated	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes  Yes  Legionella monitoring undertaken monthly by qualified contractor.  Service carried out in February 2024. Next service due spring 2025.  No hazardous material kept on site other than cleaning materials.  All users are issued with safety procedure information.	Yes
Low Low Low Low Low Low Low Low Hed Low	Is there an intruder alarm system Is there a fire alarm system Is there a phone for public use Is there a first aid kit on the premises Are there adequate fire extinguishers Is all electrical equipment regularly checked by a competent electrician Are emergency exits kept clear Are emergency exits adequately displayed Is the water adequately tested Is the heating system inspected regularly Are hazardous materials i.e. cleaning materials adequately labelled and out of reach Are regular users of the building informed of safety procedures to follow in case of emergency Are building repairs mitigated  The Cemetery Chapel - business driven risk	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes  Yes  Legionella monitoring undertaken monthly by qualified contractor.  Service carried out in February 2024. Next service due spring 2025.  No hazardous material kept on site other than cleaning materials.  All users are issued with safety procedure information.  The Council has £10,519 in reserves for property and there is an annual budget for repairs and maintenance.	Yes
Low Low Low Low Low Low Low Low Hed Low Low High	Is there an intruder alarm system  Is there a fire alarm system  Is there a phone for public use  Is there a first aid kit on the premises  Are there adequate fire extinguishers  Is all electrical equipment regularly checked by a competent electrician  Are emergency exits kept clear  Are emergency exits adequately displayed  Is the water adequately tested  Is the heating system inspected regularly  Are hazardous materials i.e. cleaning materials adequately labelled and out of reach  Are regular users of the building informed of safety procedures to follow in case of emergency  Are building repairs mitigated  The Cemetery Chapel - business driven risk  Is the property adequately insured	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes  Yes  Legionella monitoring undertaken monthly by qualified contractor.  Service carried out in February 2024. Next service due spring 2025.  No hazardous material kept on site other than cleaning materials.  All users are issued with safety procedure information.  The Council has £10,519 in reserves for property and there is an annual budget for repairs and maintenance.	Yes
Low Low Low Low Low Low Low Low High High Low	Is there an intruder alarm system  Is there a fire alarm system  Is there a phone for public use  Is there a first aid kit on the premises  Are there adequate fire extinguishers  Is all electrical equipment regularly checked by a competent electrician  Are emergency exits kept clear  Are emergency exits adequately displayed  Is the water adequately tested  Is the heating system inspected regularly  Are hazardous materials i.e. cleaning materials adequately labelled and out of reach  Are regular users of the building informed of safety procedures to follow in case of emergency  Are building repairs mitigated  The Cemetery Chapel - business driven risk  Is the property adequately insured  Is the building checked regularly	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes  Yes  Legionella monitoring undertaken monthly by qualified contractor.  Service carried out in February 2024. Next service due spring 2025.  No hazardous material kept on site other than cleaning materials.  All users are issued with safety procedure information.  The Council has £10,519 in reserves for property and there is an annual budget for repairs and maintenance.  Yes  Checked periodically since the building is not used	Yes
Low Low Low Low Low Low High High Low Low Low	Is there an intruder alarm system  Is there a fire alarm system  Is there a phone for public use  Is there a first aid kit on the premises  Are there adequate fire extinguishers  Is all electrical equipment regularly checked by a competent electrician  Are emergency exits kept clear  Are emergency exits adequately displayed  Is the water adequately tested  Is the heating system inspected regularly  Are hazardous materials i.e. cleaning materials adequately labelled and out of reach  Are regular users of the building informed of safety procedures to follow in case of emergency  Are building repairs mitigated  The Cemetery Chapel - business driven risk  Is the property adequately insured  Is the building checked regularly  Is there an intruder alarm system	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes  Yes  Legionella monitoring undertaken monthly by qualified contractor.  Service carried out in February 2024. Next service due spring 2025.  No hazardous material kept on site other than cleaning materials.  All users are issued with safety procedure information.  The Council has £10,519 in reserves for property and there is an annual budget for repairs and maintenance.  Yes  Checked periodically since the building is not used  No	Yes Yes Yes Yes Yes Yes Yes Yes Yes Part Yes Part No - the building is unoccupied and presently
Low Low Low Low Low High Low High Med Low Low Med Low Med Med Med Med Med Med Med Med	Is there an intruder alarm system  Is there a fire alarm system  Is there a phone for public use  Is there a first aid kit on the premises  Are there adequate fire extinguishers  Is all electrical equipment regularly checked by a competent electrician  Are emergency exits kept clear  Are emergency exits adequately displayed  Is the water adequately tested  Is the heating system inspected regularly  Are hazardous materials i.e. cleaning materials adequately labelled and out of reach  Are regular users of the building informed of safety procedures to follow in case of emergency  Are building repairs mitigated  The Cemetery Chapel - business driven risk  Is the property adequately insured  Is the building checked regularly  Is there an intruder alarm system  Is there a fire alarm system	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes  Yes  Legionella monitoring undertaken monthly by qualified contractor.  Service carried out in February 2024. Next service due spring 2025.  No hazardous material kept on site other than cleaning materials.  All users are issued with safety procedure information.  The Council has £10,519 in reserves for property and there is an annual budget for repairs and maintenance.  Yes  Checked periodically since the building is not used  No	Yes
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Low Low Low Low Low High High Low Low Med Low	Is there an intruder alarm system  Is there a fire alarm system  Is there a phone for public use  Is there a first aid kit on the premises  Are there adequate fire extinguishers  Is all electrical equipment regularly checked by a competent electrician  Are emergency exits kept clear  Are emergency exits adequately displayed  Is the water adequately tested  Is the heating system inspected regularly  Are hazardous materials i.e. cleaning materials adequately labelled and out of reach  Are regular users of the building informed of safety procedures to follow in case of emergency  Are building repairs mitigated  The Cemetery Chapel - business driven risk  Is the property adequately insured  Is the building checked regularly  Is there an intruder alarm system  Is there a fire alarm system  Is there a first aid kit on the premises	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes  Yes  Legionella monitoring undertaken monthly by qualified contractor.  Service carried out in February 2024. Next service due spring 2025.  No hazardous material kept on site other than cleaning materials.  All users are issued with safety procedure information.  The Council has £10,519 in reserves for property and there is an annual budget for repairs and maintenance.  Yes  Checked periodically since the building is not used  No  No	Yes
Low Low Low Low Low High High Low Med Low Med Low Med Med Med Med Med Med	Is there an intruder alarm system  Is there a fire alarm system  Is there a phone for public use  Is there a first aid kit on the premises  Are there adequate fire extinguishers  Is all electrical equipment regularly checked by a competent electrician  Are emergency exits kept clear  Are emergency exits adequately displayed  Is the water adequately tested  Is the heating system inspected regularly  Are hazardous materials i.e. cleaning materials adequately labelled and out of reach  Are regular users of the building informed of safety procedures to follow in case of emergency  Are building repairs mitigated  The Cemetery Chapel - business driven risk  Is the property adequately insured  Is the property adequately insured  Is there an intruder alarm system  Is there a fire alarm system  Is there a first aid kit on the premises  Are there adequate fire extinguishers	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes  Yes  Legionella monitoring undertaken monthly by qualified contractor.  Service carried out in February 2024. Next service due spring 2025.  No hazardous material kept on site other than cleaning materials.  All users are issued with safety procedure information.  The Council has £10,519 in reserves for property and there is an annual budget for repairs and maintenance.  Yes  Checked periodically since the building is not used  No  No  No  No  No	Yes
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Low Low Low Low Low Heigh High Low Med Low Med Low Low Med Low Med Low Med Med Med Med Med	Is there an intruder alarm system  Is there a fire alarm system  Is there a phone for public use  Is there a first aid kit on the premises  Are there adequate fire extinguishers  Is all electrical equipment regularly checked by a competent electrician  Are emergency exits kept clear  Are emergency exits adequately displayed  Is the water adequately tested  Is the heating system inspected regularly  Are hazardous materials i.e. cleaning materials adequately labelled and out of reach  Are regular users of the building informed of safety procedures to follow in case of emergency  Are building repairs mitigated  The Cemetery Chapel - business driven risk  Is the property adequately insured  Is the property adequately insured  Is there an intruder alarm system  Is there a fire alarm system  Is there a first aid kit on the premises  Are there adequate fire extinguishers	Maintained and tested annually.  No, phone for staff use only.  Yes - kept in kitchen.  Yes - maintained and tested annually.  PAT testing was last carried out in April 2023.  Yes  Yes  Legionella monitoring undertaken monthly by qualified contractor.  Service carried out in February 2024. Next service due spring 2025.  No hazardous material kept on site other than cleaning materials.  All users are issued with safety procedure information.  The Council has £10,519 in reserves for property and there is an annual budget for repairs and maintenance.  Yes  Checked periodically since the building is not used  No  No  No  No  No	Yes

#### PURPOSE

RISK LEVE	AREA	CONTROLS	BUSINESS RESILIENCE
Low	Are hazardous materials i.e. cleaning materials adequately labelled and out of reach	None kept on premises.	
Low	Are regular users of the building informed of safety procedures to follow in case of emergency	Building not used.	
High	Are building repairs mitigated	The Council has £10,519 in reserves for property and there is an annual budget for repairs and maintenance.	Part
	The Cooke Clock - business driven risk		
High	Is the building regularly checked	Yearly maintenance inspection carried out.	Yes
Low	Is the building adequately insured	Yes	Yes
	The Pound - business driven risk		
Low	Is the property checked regularly	Periodically when weeding is carried out.	Yes
Low	Is the property adequately insured	Yes, covered by the council's Public Liability insurance.	Yes
	Street lighting - business driven risk		
Med	Are the lights regularly checked	Yes - annual maintenance check carried out to one third of the lights each year.	Yes
	Is there adequate insurance cover	Yes. Lights not insured but public liability insurance in place.	Yes
	Bus shelters	, ,	
Low	Is the property regularly checked	Yes. Repairs to Queen Street shelter carried out in March 2022.	Yes
	Is there adequate insurance cover	Yes	Yes
	Gaskell Recreation Ground - event driven risk		
Med	Is the property adequately insured	Yes	Yes
	Is the property regularly checked	Yes. RoSPA testing is carried out in the children's playground annually plus weekly inspection by handyman.	Yes
High	Is there adequate security in place	A coded padlock is fitted to the Linden Gate for limited access. Area is open to the general public and is a public open space.	Yes
	Cemetery field - business/legislative risk		
High	Is the property adequately insured	Leased to the Allotments Society, which takes responsibility.	Yes
Med	Is the property regularly checked	Leased to the Allotments Society, which takes responsibility.	Yes
Low	Is access to the property secure	Gate to premises is kept locked, with access for allotment holders only.	Yes
	Street furniture - business driven risk		
High	Is the property adequately insured	Yes	Yes
Low	Is the property regularly checked	Yes	Yes
Low	Is the property secure	Vulnerable to vandalism, although none recorded to date.	Yes
	Assets controls - business driven risk		
High	Are all assets adequately insured	Yes - based on a replacement valuation. However, the Council owns items of provenance which cannot be replaced.	Yes
Med	Are the assets and investments registers up to date	Yes	Yes
	Are all assets kept secure	Yes - the Guildhall and Corn Exchange are fitted with security alarms and secure locks. The buildings are kept alarmed when empty.	Yes
Med	Does the Council maintain a register of all material assets owned or in its care	Yes	Yes
	This risk assessment will be reviewed annually.		
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	Date of assessment:	19 March 2024	
	Assessment carried out by:	Trudi Barrett/Diane Barlow	
		Town Clerk/Responsible Financial Officer	
	Approved:	Minute No ? of, Finance and Asset Management Committee Meeting, 19 March 2024	