

**Risk assessment during the financial year 2018-19**

**RISK IDENTIFICATION – INSURANCE COVER**

- a) Council assets are fully insured and all insurances are re-assessed annually on receipt of insurance policy renewal.
- b) Adequately covered by £10m public and £10m employer's liability.
- c) Adequately covered by £500,000 fidelity guarantee.
- d) Risks to the council's buildings and contents property are covered by current insurance. Noting that street lamps or seats are not insured for accidental damage but are covered for public liability issues.

**INTERNAL CONTROLS**

- a) Updated and complete register of assets contained within the accounts package each year.
- b) Regular inspection by the clerk of all council owned property is carried out and recorded. If any concerns are found they will be reported to the Council.
- c) Review of risks and cover carried out annually
- d) Insurance provided by AXA Insurance via Came and Company, specialist providers of cover for Town and Parish councils

**INTERNAL AUDIT ASSURANCE**

- a) All necessary reviews completed by the internal auditor including a written report to council.
- b) The advice of the council's internal auditor is formally considered by full Council.
- c) The effectiveness of the internal audit is reviewed annually by the council, in accordance with the requirements of the current Accounts and Audit Regulations.

**RISK IDENTIFICATION – SERVICES PROVIDED BY EXTERNAL PROVIDERS**

- a) Security: council office security provided by Stanley Security Services; building has an alarm system. All buildings have key controls in place and records of any keys issued are recorded.
- b) All buildings and equipment regularly checked by the Clerk. Security system, fire extinguishers, gas appliances and portable electrical equipment are all professionally inspected and reported on each year with repairs carried out in accordance with recommendations.
- c) Agency agreements held with Oxfordshire County Council and South Oxfordshire District Council are dealt with on an annual basis; also performance against contracts with grounds maintenance companies is regularly checked and contracts are re-tendered every three years.
- d) Banking arrangements are strictly managed. No borrowing or lending applies at this time.

**INTERNAL CONTROLS**

- a) Standing orders and direct debits are reviewed on a regular basis.
- b) Performance of major suppliers is monitored and if any issues arise these are reported to the Council.
- c) Contracts are reviewed and re-tendered at regular intervals.
- d) Expenditure and income are monitored continually against budget and performance reported quarterly to council.
- e) All procurements / investments are dealt with as prescribed by standing orders.
- f) Detection / fraud prevention / corruption prevention are in place ie, all payments are authorised and receipts monitored by council.
- g) All bank accounts are reconciled on a monthly basis.

**RISK IDENTIFICATION – BUSINESS ACTIVITIES**

- a) Approved accounting package is used.
- b) All activities carried out are within legal powers and responsibilities.
- c) All payroll transactions comply with HMRC (Inland Revenue) regulations and calculations are made using computer software supplied by HMRC. Annual returns are made online.
- d) All Vat payments and reclaims comply with HMRC (Customs & Excise) regulations and are scrutinised by internal auditor.
- e) The annual precept is controlled by strict budgeting.
- f) All minutes are timely and accurate in reporting council business.
- g) The council complies with current Freedom of Information legislation and the Data Protection Act by following the guide lines issued.
- h) All complaints and enquiries are responded to as soon as possible.
- i) Adequate document control is provided by safely storing information using the safe and strict controls over the computer.
- j) The burial register is complete and accurate and will be kept up to date using dedicated computer software.
- k) The council's obligations to conform to disabled access and health and safety legislation with regard to its properties and plans will be prepared with professional advice as required to comply with the legislation.
- l) Playground equipment is inspected annually by suitably qualified consultants and repairs carried out as necessary.
- m) Measures have been implemented to minimise the risks and costs of criminal damage to the council's properties.
- n) The clerk continually reviews the council's obligations under trust deeds and covenants taking into account the following:-
  - occupier's liability legislation and the
  - duty of care under common law

The Council has taken steps to ensure that funds will be available to meet the maintenance of boundaries, fences, trees, hedges, and the River Bank at the end of Ferry Lane.

**INTERNAL CONTROLS**

Internal controls are carried out on a regular basis, either monthly or quarterly or semi-annually and reports are presented to the Council.

Master copies of all Full Council minutes are stored in a locked safe or cabinets. Additionally, all minutes since February 2016 are stored on the website server, which is held remote from the council office. Electronic copies are backed up regularly.

All deeds of land owned or controlled by the council, and all leases, are stored in a fire-proof safe.

Members' declarations of interest etc. are filed and updated when necessary and Adoption of codes etc. are dealt with as a matter of course.

**CONCLUSION**

The clerk to the council has examined the above items in detail. There appears to be no additional risks to the council compared with earlier assessments.

Colin Ratcliff  
25 September 2018