

**WHITE WALTHAM PARISH COUNCIL
RISK MANAGEMENT AND INSURANCE REPORT
31/03/2022**

1.	Security of buildings, equipment etc	<p>Woodlands Park Village Centre is protected by CCTV cameras and an alarm system connected to a central control. Fire alarm tested weekly.</p> <p>The Parish Hall in White Waltham does not have an alarm system but is considered reasonably safe being connected to the caretaker's cottage.</p> <p>Other than tables and chairs there are no items of significant value within the hall.</p> <p>The playground equipment in Phipps Close is covered by CCTV cameras. All assets belonging to Council are covered under the insurance policy</p>
2	Maintenance of buildings etc	Both the Village Centre and Parish Hall are regularly checked and maintenance carried out as appropriate. Preventative maintenance, redecoration etc is provided within the Council's annual budget. Smaller maintenance tasks are performed by the Council's handyman and larger jobs by appointed contractors.
Finance	Banking	Bankers are NatWest with two accounts; current and business reserve. Any two of 5 signatories are required for all payments and transfers between accounts.
	Risk of consequential loss of income	Business interruption with loss of gross revenue of £65,000 in a 12-month period is covered under the terms of the insurance policy
	Loss of cash through theft or dishonesty	This is covered under the terms of our insurance. Care is taken to ensure that any unbanked monies are placed in the safe overnight.
	Financial controls and records	Accounts are prepared on an Income and Expenditure basis. Proper budget phasing was introduced from 1 April 2016 which provides more accurate comparison between actual expenditure and budget each quarter. Outgoing payments are separately recorded each month for approval by Council. The budget for the forthcoming financial year is agreed in the preceding November each year and the precept set by 31 January.
	Comply with Customs and Excise Regulations	Since registering registered for VAT in August 2013 quarterly returns have been made since that date.
	Sound budgeting to underline annual precept	This has by and large been covered under financial controls above
	Complying with borrowing restrictions	Not applicable at present as Council has no loans in place
Liability	Risk to third party, property or individuals	This risk is covered under insurance cover of £10 million

	Legal liability as consequence of asset ownership (especially burial ground, swimming pool, playgrounds, tennis courts and skateboard park)	Play equipment in the parks is regularly inspected by our own staff as well as outsourced specialist contractors. The tennis courts are regularly inspected by our own staff and any issues reported to the parish clerk.
Employer Liability	Comply with Employment Law	Employer liability insurance is in place. The Staffing committee meets regularly during the year to ensure that Council is fully compliant with regard to its obligations to its staff. A generic contract of employment has been developed as also have annual appraisal forms
	Comply with Inland Revenue requirements	With the outsourcing of the payroll Council is fully compliant with its obligations regarding PAYE and NHI payments and returns
	Safety of staff and visitors	Health and safety policy has been adopted for the village centre and the parish hall
Legal Liability	Ensuring activities are within legal powers	Blandy & Blandy are the current legal advisors to Council and matters are referred to them as appropriate. Consideration needs to be given to using the services of another legal company for new legal matters.
	Proper and timely report via the minutes	Minutes of council meetings are properly reported and are signed off at the next available council meeting.
	Proper document control	A review of potential reduction in the amount of documentation being generated is ongoing.
Councillor Propriety	Registers of Interests and gifts and hospitality in place	Members are required to declare interests at each meeting which they do for specific agenda items; most of these tend to be personal rather than disclosable pecuniary interests.
Insurance	Provided by Zurich Insurance	Insured values are higher than financially recorded as many smaller value items have been expensed but in the event of a total loss at the Village Centre for example need to be insured. A 3- Year contract is in place. A review of fixed assets owned by the parish council is carried out annually to remove any assets recorded that do not belong to them and ensure that all recent purchases have been properly recorded.

The risk management report was considered and approved by Council on 29th March 2022 and will be reviewed again in 12 months time.