

HIGH STOY PARISH COUNCIL

ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2018

RISK ASSESSMENT

1. **PERSONAL INJURY** Persons potentially involved include: Councillors, part-time Clerk and members of the public who attend Council meetings.

Premises for Council Meetings – All meetings take place in Hermitage village hall which is well maintained and run by the Hall Committee. The hall is fully accessible for wheelchair users and the floor is even and in good condition. Injury may arise from trips or falls or back injuries when setting out chairs and table for meetings. **Risk Reduction** – The Clerk carries out a visual check of the village hall premises before each meeting to ensure the building is in good order. Tables and chairs for meetings are set out by 2 persons to avoid injury by repetitive or heavy lifting.

Notices – are fixed to external notice boards in each of the three villages and injury here may result from a trip or fall. The Clerk puts up all notices and is aware of the uneven terrain around the boards.

Secretarial work – is undertaken at the Clerk's residence where she has use of laptop, fitted with McAfee anti-virus software, her own phone and stationery and other supplies. Contemporary documents are stored in a filing cabinet in the office and archival documents are stored in water-tight boxes; the weight of the box means that there is a risk of personal injury if lifted and moved without due care. **Risk Reduction** – boxes are stored so that they are easily accessible (i.e not above head height or behind other items) and heavy boxes are lifted by 2 persons.

2. **RISK TO PHYSICAL ASSETS** The Council has no building or property of commercial value. Fire is a risk to HSPC records and the Clerk's premises is fitted with hardwired fire alarms which are checked regularly.

3. **INTERNAL FINANCIAL CONTROLS** The Council has a full set of current Financial Regulations to which it adheres and which are reviewed annually. **Accounts** – the Council operate a current account with HSBC and holds no cash. Payment of cheques is approved by the councillors, either at meetings or retrospectively. Cheques are issued with two signatures from authorised councillors and cheque stubs are signed by the chairman. The clerk checks bank statements on receipt and balances are announced at each council meeting. The books are checked regularly by the RFO and Financial Monitor together.

The part-time Clerk – is the Council's only employee, she is also the Responsible Financial Officer. The new clerk took office in January 2017. She was shadowed and assisted by the previous Clerk for the first 3 months and completed New Clerk training programme in March 2017. The Council operates the PAYE scheme and the Clerks salary was fixed by reference to figures produced by DAPTC at a council meeting held December 2016; paid quarterly in arrears. The clerk keeps account of all expenses incurred while carrying out her duties and is repaid at the end of the Financial Year.

The Financial Monitor - checks the records at the end of each financial year and helps to prepare the Annual Statement for audit. The accounts are available for inspection by the electorate at any time, by application to the clerk and published on an appropriate website for general view.

VAT – the Council is VAT registered and VAT is reclaimed every 2-3 years.


The Register of Member's Interests – is kept by the clerk with a copy deposited at the offices of WDDC. A councillor making a Declaration of Interest is required, where appropriate, to leave the council meeting and this is minuted and recorded in the Register of Interests.

INSURANCE The Council pays annual insurance premiums to Community First Insurance. This provides mandatory cover for Section 1: Part A – Public Liability; Part B – Employer's Liability; Part C- Money; Part D – Fidelity guarantee, and optional cover for Section 2: Part C - Official Indemnity; Part D – Libel and Slander; Part F – Personal Accident for members of the Council and the clerk. New quotes for insurance are sought and compared annually to ensure Value for Money.

This Risk Assessment for High Stoy Parish Council is presented by:

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Chairman HSPC



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RFO and Clerk HSPC

