



**WAVENDON PARISH COUNCIL - RISK ASSESSMENT**

<p>3. To influence other council departments and Government organisations to fulfil the requirements of the Parish population.</p>	<p>1. Lack of effective lines of communication with other organisations.</p> <p>2. Lack of effective lines of communication with parishioners.</p> <p>3. Lack of preparation on subjects requiring influence.</p> <p>4. Lack of confidence by Parish Councillors.</p>	<p>Note all communication lines which are essential or beneficial and make information available to all councillors Establish contacts by name and where possible face-to-face.</p> <p>Take every opportunity to publicise role of Parish Council. Create Parish newsletter if none exists. Effective use of Notice Boards and “fliers”. Use key issues to raise profile of PC and to test parishioner’s views. Add social event to occasional meeting. Create Annual PC plan and put to parishioners for comment.</p> <p>Ensure that all councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion.</p> <p>As at 1 above. Experienced councillors to assist newcomers to establish essential contacts. Delegate responsibility for specific contacts to individual councillors</p>	<p>Chairman Clerk</p> <p>Chairman</p> <p>Chairman Vice-Chairman Clerk</p> <p>All Councillors</p>	<p>MKC are contacted as required for guidance and support.</p> <p>A Parish Newsletter is published 4 times per year.</p> <p>This is provided by the Chairman / Vice-Chairman / Clerk.</p> <p>This has been adopted and is currently working.</p>
<p>4. To ensure that all councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.</p>	<p>1. Lack of knowledge of possible culpability of councillors.</p> <p>2. Lack of education of Councillors regarding culpability.</p> <p>3. Inadequate insurance cover taken out – property, personal liability, employer’s liability.</p>	<p>Creation of standing orders and familiarisation with those where greatest risk occurs.</p> <p>As at 1 above. Delegate responsibility to one or two councillors to assist newcomers to understand culpability. Attend any training courses available.</p> <p>Review risk assessment by including on agenda of PC meetings at least quarterly. Delegate responsibility for keeping up to date with insurance requirements to an individual councillor.</p>	<p>Clerk All Councillors</p> <p>Chairman / Clerk</p> <p>Clerk</p>	<p>S/O’s were reviewed at meeting held on the 17/09/18.</p> <p>This is provided by the Chairman / Vice-Chairman / Clerk.</p> <p>Clerk to ensure that this is covered as an agenda item when necessary.</p>

**WAVENDON PARISH COUNCIL - RISK ASSESSMENT**

<p>5. To keep appropriate books of account accurately and up-to-date throughout the financial year.</p>	<p>1. Lack of knowledge of accounting requirements</p>	<p>Ensure that all councillors are familiar with current financial regulations and include them in standing orders. Regularly review standing orders.</p>	<p>Chairman / Clerk</p>	<p>S/O's were reviewed at meeting held on the 17/09/18. See WPC F/R's that were updated in September 2020.</p>
	<p>2. Lack of commitment to accounting requirements.</p>	<p>Appoint the RFO to take overall responsibility for financial management.</p> <p>As at 1 above. RFO to produce financial reports at all meetings. Internal audit reports to be made available to all councillors and any recommendations to be acted upon promptly.</p>	<p>Clerk</p>	<p>Clerk has been appointed as RFO.</p> <p>Financial reports are reviewed at every Parish Council meeting. Internal Audit reports are reviewed annually as part of the Annual Return.</p>
	<p>3. Bank charges unnecessarily incurred</p>	<p>RFO to carry out regular inspection of books of account. Internal audit to be undertaken periodically during the current financial year.</p>	<p>Clerk / Chairman</p>	<p>These are formally reviewed at least three times per year at selected Parish Council Meetings. <u>See Budget Review documents.</u></p>
	<p>4. Inaccuracies in recording amounts totals in books of account, and bank reconciliations.</p>	<p>RFO to ensure that books of account are formatted in such a way that internal controls are included and activated. Regular internal audits to advise on internal controls required.</p>	<p>Clerk / Chairman</p>	<p>These are formally reviewed at least three times per year at selected Parish Council Meetings. <u>See Budget Review documents.</u></p>
	<p>5. Inaccuracies and interest losses caused by account transfers.</p>	<p>Keep number of accounts to a minimum but ensure that any large credit balances are deposited in an interest-bearing account.</p>	<p>Clerk</p>	<p>We have two accounts, and these are reviewed on a monthly basis.</p>
	<p>6. The most beneficial interest terms not being employed.</p>	<p>Ensure that favourable interest rate is obtained in deposit accounts and review against alternatives but bearing in mind the risks in changing accounts.</p>	<p>Clerk</p>	<p>We have two accounts, and these are reviewed on a monthly basis.</p>
	<p>7. Inadequate control of cash receipts and payments.</p>	<p>Avoid cash payments and receipts if possible. Where cash payments and receipts are unavoidable use a properly controlled petty cash account with a set maximum balance.</p>	<p>Clerk</p>	<p>N/A.</p>



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<p>7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.</p>	<p>1. Lack of knowledge of budgetary process, and Council regulations.</p> <p>2. Lack of commitment to budgetary process.</p> <p>3. Inadequate consideration of requirements for annual precept.</p> <p>4. Calculation not in accordance with Council regulations.</p> <p>5. Inadequate internal controls with regard to monitoring expenditure.</p> <p>6. Reserves too low.</p>	<p>Include regulations in Standing Orders issued to all councillors. Place item on agenda early in year to remind councillors of budget process and actions required. Delegate responsibility for managing budgetary process to one councillor or to councillor appointed as RFO</p> <p>As at 1. above Involve all councillors in budgetary process not solely the clerk.</p> <p>Place item on agenda early in year to remind councillors of budget process and actions required. Delegate responsibility for managing budgetary process to one councillor or to councillor appointed as RFO Start consideration of calculation at least 4 months prior to submission date</p> <p>Create annual and 2/3 plans to assist in process.</p> <p>Checks by RFO and Internal Auditor.</p> <p>Checks by RFO and Internal Auditor. Financial and budget progress reports to all PC meetings. As at 5 above.</p>	<p>Chairman / Clerk</p> <p>Clerk / Chairman</p> <p>Clerk / Chairman</p> <p>Clerk / Chairman</p>	<p>) ) ) This issue is reviewed at the half year stage by all Councillors and in November and January when budgets are set. ) ) ) ) ) This happens in November and January each year when budgets are set. ) ) ) ) Conducted on a six-monthly basis in September and March. Monitored on a monthly basis.</p>
<p>8. To explore all possible sources of income, and to ensure that expected income is fully received.</p>	<p>1. Lack of knowledge of possible sources of income e.g. grants.</p> <p>2. Lack of commitment to pursue possible sources of income.</p> <p>3. Receipts not banked or not banked promptly.</p>	<p>Appoint a councillor as Grants Officer to gain experience of all grants available and application procedures.</p> <p>As at 1.</p> <p>Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Internal audit checks.</p>	<p>Chairman Clerk</p> <p>Chairman Clerk</p> <p>Clerk / Chairman</p>	<p>) ) To be addressed when required. ) ) ) Reviewed monthly.</p>

**WAVENDON PARISH COUNCIL - RISK ASSESSMENT**

	<p>4. Debts not pursued promptly.</p> <p>5. VAT claims not made promptly or made incorrectly.</p>	<p>As at 3 above.</p> <p>Ensure Clerk has appropriate and up-to-date VAT official publications. Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Internal audit checks.</p>	<p>Clerk / Chairman</p> <p>Clerk / Chairman</p>	<p>N/A</p> <p>VAT claim to be submitted yearly or every six months if necessary.</p>
<p>9. To ensure that salaries paid to employees and amounts paid to contractors are paid in accordance with council regulations, and adequately monitored.</p>	<p>1. Inappropriate rate of pay to employees.</p> <p>2. Tax and NI arrangements not in accordance with regulations.</p> <p>3. Amounts paid to contractors not in accordance with contract and inadequately monitored.</p>	<p>Ensure employee regulations are available and understood by Clerk Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Internal audit checks</p> <p>As at 1 above.</p> <p>Internal audit checks Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Appoint councillor to monitor contract work carried out.</p>	<p>Chairman Vice-Chairman Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Salary to be paid in accordance with National published Salary Scales.</p> <p>Clerk to ensure that all rules are followed. Clerk has run a PAYE System from 01/04/11.</p> <p>This is reviewed on a monthly basis at Parish Council meetings.</p>
<p>10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.</p>	<p>1. Lack of knowledge of Council regulations and procedures.</p> <p>2. Late or non- submission of annual accounts.</p> <p>3. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements.</p> <p>4. Inadequate audit trail from records to final accounts.</p>	<p>Include financial regulations in Standing Orders. Attend training seminars where available.</p> <p>Include a timetable in Standing Orders. RFO to monitor progress against timetable and report to PC meetings.</p> <p>Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Internal audit checks</p> <p>As at 3 above.</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>Chairman Clerk</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>Year end accounts are prepared by the Clerk and are reviewed at the April or May meetings. These are subject to an annual internal audit and are signed off at the June meeting and submitted as part of the Annual Return.</p> <p>)</p> <p>)</p> <p>)</p>

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<p>11. To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained.</p>	<p>1. Lack of knowledge of assets of Parish Council.</p> <p>2. Assets lost or misappropriated</p> <p>3. Inadequate or inaccurate valuation of the council's assets.</p> <p>4. Asset register not established or inadequately maintained.</p>	<p>Ascertain and record all assets for which Parish council is responsible. Create permanent asset register.</p> <p>Establish who is responsible for security and maintenance of each asset. Appoint councillor responsible for regular monitoring of location and use of assets.</p> <p>Arrange for periodic review of valuations and arrange for professional valuation where necessary. Internal audit checks.</p> <p>Create asset register in accordance with Audit Commission requirements.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>Reviewed annually as part of the Internal Audit and Annual Return submission.</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>
<p>12. To comply with appropriate Government legislation regarding disability, racial equality, safeguarding children etc.</p>	<p>1. Lack of knowledge of applicable legislation</p> <p>2. Lack of public awareness of applicable legislation.</p> <p>3. Failure to comply with applicable legislation.</p>	<p>Clerk to have all appropriate legislation available. Review liabilities and responsibilities periodically at PC meetings.</p> <p>Include, as appropriate, in any public consultations.</p> <p>As at 1 above</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>)</p> <p>)</p> <p>Clerk to ensure that he/she are up to date with current legislation and include as agenda items, when required.</p> <p>)</p> <p>)</p> <p>)</p>
<p>13. To carry out adequate safety checks on all buildings, properties, and equipment for which the council is responsible.</p>	<p>1. Lack of information on properties, buildings and equipment.</p> <p>2. Lack of knowledge of safety requirements.</p>	<p>Ensure that all current legislation and advice is held by Clerk. Include in asset register all properties for which PC responsible.</p> <p>Ensure that all current legislation and advice is held by Clerk. Place subject as item on PC meeting agenda at regular intervals.</p>	<p>Clerk</p> <p>Clerk</p>	<p>)</p> <p>)</p> <p>)</p> <p>The main asset is the Community Centre and any issues are covered at the regularly held meetings of the Community Centre Executive Committee. Also, an update is provided as an agenda item at each Parish Council meeting.</p>

**WAVENDON PARISH COUNCIL - RISK ASSESSMENT**

	<p>3. Lack of commitment to carrying out safety checks.</p> <p>4. Complete a review of all trees that are under the control of the Parish Council</p> <p>5. Complete a review of the three Bus Shelters under the ownership of the Parish Council.</p> <p>6. Ensure that MKC carry out safety checks on the Play Equipment on the Recreation Ground.</p> <p>7. Undertake regular safety checks to the 2 Notice Boards.</p>	<p>As at 2 above. Delegate responsibility for particular properties to individual councillors.</p> <p>Ensure that a safety check is conducted at least once a year.</p> <p>Ensure that these are checked at least on a six-monthly basis.</p> <p>These are inspected every six weeks by MKC, and any problems highlighted by them to the Clerk.</p> <p>Ensure that these are checked at least on a six-monthly basis.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>) ) )</p> <p><b>St Marys Green</b> – Tree work scheduled for the 7<sup>th</sup> / 8<sup>th</sup> December 2020</p> <p><b>Recreation Ground</b> – Tree work on the large Ash tree and Oak Tree scheduled on the 9<sup>th</sup> December 2020</p> <p><b>St Marys Green</b> - No problems as at 13/10/20.</p> <p><b>Lower End Road</b> – Order placed on MKC to demolish this damaged beyond repair bus shelter.</p> <p><b>Newport Road</b> – This bus shelter has been damaged beyond repair. Insurance company has been informed that WPC may put in a claim for a replacement. MKC Passenger Transport Department have also been informed. Clerk to obtain at least two quotations. <b><u>MKC require a payment of £500 to fence this bus off.</u></b></p> <p>No problems as at 09/03/20 <b><u>although one small item is being regularly monitored by the Clerk.</u></b></p> <p>No problems identified as at 13/10/20</p>
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	<p>8. Complete a review of the benches under the ownership of the Parish Council.</p> <p>9. Undertake regular checks to the boundary fences on the Recreation Ground.</p> <p>10. Community Centre Car Park.</p> <p>11. Community Centre Paths</p> <p>12. Pavements.</p>	<p>Ensure that these are checked on a six-monthly basis.</p> <p>Ensure that these are checked on a six-monthly basis.</p> <p>Ensure that these are checked monthly.</p> <p>Ensure that these are checked monthly.</p> <p>To be checked on a regular basis.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Two benches on St Marys Green require repairs – <b>Requesting 106 funding to replace both benches</b></p> <p>No problems identified as at 13/10/20</p> <p>Car Park will be resurfaced on the 28<sup>th</sup> October 2020.</p> <p>No problems identified as at 13/10/20</p> <p><b>Walton Road</b> – The pavement from the junction of Newport Road to the Community Centre entrance requires regular monitoring as it is showing some decay. This had been assessed by Milton Keynes Council, but it doesn't meet the criteria yet for repair. This will be address with MKC again when thing return to normal after the current COVID-19 Health Emergency. <b><u>See photos below.</u></b></p> <p>One of the anchor bolts requires replacing. Order placed on MKC to have this repaired.</p> <p>Damaged road sign near to the bus shelter on Newport Road required reporting to Milton Keynes Council. <b><u>See photo below.</u></b></p> <p>Base of old road sign requires removing next to the bus stop on Walton Road (opposite the Old Chapel / Phoebe Lane. <b><u>See photo below. Reported to MKC</u></b></p>

Benches on St Marys Green and boundary issue that require monitoring.



Highway Issues – Walton Road & St Marys Close (near bus stop)





<p>Highway Issue (near bus stop in Newport Road opposite the Wavendon Arms</p>	<p>Rugby Post (Recreation Ground</p>	<p>Near bus stop opposite Phoebe Lane.</p>
		