



Ulverston Town Council. RISK ASSESSMENT General and Financial

Introduction.

The Council must carry out an annual risk assessment which identifies all risks it is exposed to and identify actions it considers necessary to minimise those risks. The document covers Governance and Financial Control

Purpose.

This document is designed to ensure that the Town Council meets its requirement to:

- Maintain an adequate system of internal controls including measures to prevent and detect fraud and corruption and to review its effectiveness
- Assure members that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finance
- Carry out an assessment of all risks facing the council and demonstrate how these are managed including appropriate internal control
- Maintain an adequate and effective system of internal audit of the council's accounting records and control systems and their effectiveness.

Reference: "Governance and Accountability for Local Councils; a Practitioners Guide March 2019" (England)

Date Agreed: 20 May 2024

Minute Number: B018

Due for review May 2025

<u>Risk Area</u>	<u>Risk</u>	<u>Risk level</u>	<u>Recommendation to Manage Risk</u>	<u>Action by</u>
External Legislation	The risk of legislative changes which may have an impact on the Town Council's powers, duties and opportunities to raise funds through the precept.	L	Town Clerk to appraise members of developments in national and local policy	F&G/P full council
Covid 19 and Infectious diseases	Council to follow guidance from Government. Council public conveniences and SJB Monument should consider operational risk to volunteers and community. Office remain open with one member of staff if possible; or work from home (follow guidance)	M	Public toilets to remain open with additional cleansing measures. Monument to be closed to protect volunteers and visitors. Office to remain open with one member of staff depending on guidance. Technology allows all staff to work from home now and access work on PC and take calls	Full Council
GDPR	Council is registered is registered under the Data Protection Act (Z3583992)	L	Council has databases of councillors and allotment holders only. Office is locked every evening Computers password protected	Full council

			Any group e mailings are blind copied.	
Staff	Lone working.	M	Office will be open to the public from 9 – 1.30 Monday – Thursday and 9 – 12.00 on Friday. Door locked at all times. No admittance to public during lone working times or at any time when staff are on their own due to external meetings, leave or sickness.	HR
	Training	L	Staff to receive training as required.	HR
	Fraud by staff/loss of cash	L	Fidelity Insurance in place up to 100,000	HR
	Accidents	L	Maintain an accident log	HR
Buildings, allotments and land	The risk of damage to a third party of property or individuals as a consequence of the Town Council providing a service	L	Risk Assessment for Monument updated annually and displayed in monument.	Full Council
		L	Electrical testing annually on all equipment including Christmas Lights.	
		M	Arboriculture survey on trees annually years. Action taken on trees requiring immediate attention Reviewed once every two years. Annual walk over of trees by qualified arboriculturist	

General and Financial Risk Assessment.

		L	Gill banks and Little Hoad furniture/walls. Dynamic risk assessment undertaken annually	
		M	Budget to be set aside annually for repairs and maintenance and any underspend transferred to reserves.	
		L	Walls around allotments: Survey undertaken as required.	
		L	Annual test of lightening conductor on monument	
Business Continuity	Loss of all data and accident to staff	L	Office keys given to Mayor/Deputy and Leader together with all passwords.	Full council
		L	Council data is backed up separately at external business Miller Waite.	
Financial	All payments made by electronic bank transfer	L	Authorised monthly either in person or by email by two councillors following town council meeting.	Full Council
	Internal Audit	L	Undertaken twice a year by qualified auditor and approved by council	Full Council
	External Audit/annual return	L	Town clerk assisted by external accountant	
	Budget setting	L	Begins in October to enable precept setting. Also provides evidence to auditors that this has been discussed.	

			Precept request to SLDC by end of January	
	Bank Reconciliation bank statements and reserve bank statement to F&GP and council	L	F&GP and council to approve monthly Signed by Chair of F&GP and approved by Full Council	
	Annual Interest	L	Transfer to unallocated reserves	
	Verifying Transfer to reserve	L	By clerk and counter signed by councillor	
	Security of Cash Transactions	L	Signed authorisation from the town clerk. Counter signed by councillor. Reserves transferred in line with budget	
	Controls and records	L	Cash from WC and donation from SJB Monument paid into the bank on the same day.	Full Council F&GP
	Payroll	L	Lamont Pridmore	
	VAT	L	Lamont Pridmore. Vat repayment to be transferred to deposit account.	
	Banking	L	All banking at Cumberland Building Society, linked to Xero accounting software.	
	Investment	L	Investment held in Public Sector Fund with CCLA.	

General and Financial Risk Assessment.

	Allotment Deposits	L	Deposits are £50.00 and returnable when a tenant gives up an allotment. It is retained if the tenant leaves the allotment untended or with rubbish to be cleared. The income is NOT part of the council's budget and must be kept separately for accounting purposes.	
Insurance	Tender	L	Insurance tendered annually. Renewable every January. Cover includes all aspects of council's work including fidelity and public liability.	Full Council F&GP
Election Costs		M	Clarity from SLDC annually on charges Budget annually and transfer to reserve account to an agreed sum. Election costs are shared with SLDC if there is a district/county/national election. Stand along Town Council elections are fully chargeable to the town council	Clerk
Minutes	Minutes	L	Reviewed at following council meeting and approved with amendments if required. The minutes are signed by the chair of the meeting	F&Grants/clerk
Meetings	Standing orders	L	Review annually	Full council
	Financial Procedures	L	Review annually	

General and Financial Risk Assessment.

	Code of Conduct	L	Review as required	
	Standing committees	L	Terms of reference	
Contracts	Contract over £3000.00 to be tendered	L	F&GP and Council	F&G Full Council

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