

# BODDINGTON PARISH COUNCIL

Chairman: Mike Harrison

Clerk: Michelle Hinde

## Risk Assessment Aug 21

### Potential Risk Areas

#### Insurable Risks

Property Damage	Noticeboard/Litter Bins	£2k limit
Office contents		£2.5k
Libel / Slander		£250k limit
Personal Accident		£20k
Fidelity		£10k
Legal Expenses		Covered
Public Liability		£5m
Employers Liability		£10m

#### External Assistance

Market Management	None
Investment Management	None
Trading Units	None
Hiring in of Services	Tender

#### Statutory Requirements

Borrowings Authorised	None
PAYE Compliance	The Council has engaged the services of PATA Payroll Services to manage PAYE Requirements
VAT Compliance	Yes
Adoption of Codes of Conduct	Yes – all Cllrs have been provided with a copy of the code
Register of Members Interest	Yes – also noted at each meeting
Appointment of Internal Auditor	Yes
Maintenance of Accounting Records	Yes
Adoption of Standing Orders	Yes

#### Self Controlled Areas

Adequacy of Precept	Yes – budget analysis carried out by Clerk and presented to meeting
Monitoring of Expenditure	Each meeting cheque list approved and invoices intialled
Legality of Payments	Yes – Clerk ensures appropriate power to spend
Proper use of Grants and s137	Yes
Preservation of Voters Rights	Yes
Safety of Documents	External Hard Drive
Documentation of Dealings with the public	Open to Public
Standby Arrangements for Absence of Clerk	Yes