

Pateley Bridge Town Council – Assessment of Risks

Risks Identified - Insured

Possible Risk	Control
Physical Assets	Mayoral Regalia (£6,457), Wilsill Bus Shelter (£2,281) office contents (£2,500), play equipment, all insured.
Damage to Third Party	Covered by Public Liability Insurance – updated to £10 million
Employers' Liability	£10 million
Libel and Slander	Covered up to £250,000
Personal Accident	11 Councillors plus Clerk and volunteers £25,000
Legal Expenses	Covered up to £100,000
Employee Dishonesty	£25,000 – money and property, Clerk and Councillors
Loss of Cash	£100 in private residence and not in safe; £2,000 in private residence and in safe; money in transit £2,000
Loss of Data and/or documentation	£500 data re-instatement, weekly back up of data, all original legal documents currently being scanned to keep copies

Internal Controls

Register of Assets	Updated in May 2019 in order to complete the Annual Return, to insurance policy.
Maintenance of physical assets	<ul style="list-style-type: none"> Play Area inspected weekly/monthly by designated councillor and annually by District Council Agent. Remedial works undertaken as advised by Annual Inspection. Tree inspection carried out by HBC in December 2015 and tree works carried out in 2016, 2018 and 2019. Bus Shelter in Wilsill refurbished June 2016. Bus Shelter in Glasshouses refurbished May 2019. BMX Track inspected weekly. Defibrillators inspected weekly.
Regulations for awarding contracts	Covered by Financial Regulations – revised May 2018
Bank reconciliations	By Clerk and Finance Working Group at four-monthly intervals
Internal controls	By Clerk and Finance Working Group at four-monthly intervals
Audit arrangements	Audit Plan approved by Council

Outside Risks

Flooding and other Civil Emergencies	Emergency Plan reviewed by the Emergency Planning and Business Continuity Officer at HBC in February 2016, updated 2018; exhibition for residents held in 2017; table top emergency drill to be undertaken in conjunction with HBC.
Legality of Council Actions	Procedures covered by Code of Conduct, Standing Orders and Council Policies, all reviewed on annual basis.
Employment of Parish Caretaker	The Caretaker and Grasscutting Contractor has his own public liability insurance for £5 million, and is required to formally indemnify Pateley Bridge Town Council against claims arising from his work.

This Risk Assessment was reviewed by the full Council at its meeting on 14 May 2019 and it was agreed that the measures mentioned above are considered to be adequate.

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Cllr Christine Skaife, Mayor and Chairman