PLUMSTEAD PARISH COUNCIL

Risk Assessment Policy

Adopted by the council at its meeting held on 22/05/26

Purpose of the document

This document is produced to enable Plumstead Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise the risks. This will enable the Council to make an adequate declaration in its return to the external auditors.

The risks have been divided into a number of categories as shown below. For each category the actions currently being taken to manage the risks are recorded.

Loss of Financial Control

The Council seeks to maintain financial control through procedures and by a number of mechanisms.

Asset Register

The Council maintains a list of assets that it owns and reviews and amends the list from time to time, as appropriate. A risk assessment of all assets is undertaken on an annual basis.

Bank Account

The Council has a current account. Money received is paid into the account by the Parish Clerk.

All cheques must be signed by two authorised Councillors. The Clerk has access to online banking in order to check the balance of the Plumstead Parish bank account and to make online payments. A daily limit of £500 has been implemented. The Clerk, along with a Councillor, reconciles the cash book with the bank statement once a month, when the bank statement is received.

Annual Precept/Budget

A financial report will be prepared by the Responsible Financial Officer (the Clerk), at the appropriate time, to assist the Council in determining the annual precept, and will be available to the public to view if they wish. The precept is set on the basis of the financial report.

Financial Reporting

At every Parish Council meeting, the Parish Clerk will present a financial report which includes a statement of income received and payments made since the previous Parish Council meeting. A bank reconciliation is also presented.

Auditing of Accounts

The Council has an internal auditor who assists the Council in ensuring that controls are being properly exercised. As an exempt Council, there is no obligation on the Council to have an External Audit.

General Data Protection Regulations

Ensure that:

- training is kept up to date with changing GDPR regulations
- Councillors are GDPR aware
- only relevant & current information is retained
- an Information audit will be carried out annually
- privacy statements will be produced
- information kept is done so in a secure manner

Best Value

The Council has produced a set of procurement procedures, which it follows when placing orders. These procedures are reviewed from time to time. The normal practice is to seek competitive quotations, where appropriate and possible, although there may be occasions when the Council would wish to use the services of local Charities. For major contract services, formal competitive tenders are sought. {Please see Plumstead Parish Council's Financial Procedures}.

Harm to Third Parties

The Council regularly undertakes a visual inspection of the condition of its assets to ensure that its health and safety obligations are met and it takes appropriate action to minimise any risk of injury to third parties. The Council has insurance cover to enable it to meet any third party liability that it might face if an accident were to occur and the Council found to be in default of its duties.