

Chilton Trinity Parish Council

Risk Management Report 2024-2025

Assets

1. Maintenance of Assets

Level Low

The Council's Assets are fully listed in the Asset Register which is presented to Members annually for approval. The notice board in Church Road is used to display Parish Council information, other official notices and details of community events. Visual inspection by Councillors and Clerk when changing notices, remedial action taken if unacceptable risk to public or property identified. (Also applies to adjacent former telephone kiosk adopted from BT now used as a book exchange). The defibrillator is checked regularly by a volunteer who reports any concerns to the Council. The dog waste bins are emptied weekly by a contractor who reports any disappearance or damage to the Council. Grit bins are visually inspected with repairs undertaken as and when required. Items of portable equipment kept securely in the custody of Members, the Clerk or appointed agents. Council owned land is regularly inspected and maintained to an appropriate standard for intended purposes eg use as a footpath/cycleway and provision of public seats. Defects to these and other assets are addressed as and when required.

Finance

1. Banking*

Level Medium

All sums banked at High Street bank. Precept and Grants received from Somerset Council and VAT recovered from HMRC paid by BACS direct to bank account. Regular bank reconciliations undertaken by the Responsible Financial Officer and agreed by the Council quarterly. No petty cash float maintained. All other payments received banked and recorded promptly.

2. Financial Control*

Level High

Budget continuously monitored. Bank statements inspected. Two signatories on cheques and counterfoils initialled in accordance with the adopted Financial Regulations. All payments recorded in minutes and details entered on invoices. RFO provides advice on legality of payments, when in doubt advice sought from the Somerset Association of Local Councils. Records kept to demonstrate that funds received which have restricted use eg Community Infrastructure Levy, are only used for legitimate purposes.

3. Comply with HM Revenue & Customs Regulations


Level Low

VAT payments and claims calculated on an annual basis by Clerk or more frequently if circumstances dictate. Clerk's Salary processed through PAYE.

4. Budgeting Process leading to Annual Precept Level Medium
Actual income and expenditure monitored throughout the year. Council considers draft budget, Precept derived directly from this, ensuring adequate levels of reserves are maintained in case of unexpected expenditure.
5. Compliance with Borrowing Restrictions Level Low
No borrowing is anticipated.
6. Liability - risk to third party Level Medium
Insurance cover in place which is reviewed annually. Sufficient funds held to meet any policy excess.

Legal Liability

1. Ensuring activities are within legal powers. Level Low
Clerk to clarify legal position on any new activity and to seek advice, when necessary from the Somerset Association of Local Councils.
2. Unlawful Meeting Level Low
Clerk to ensure that summons and agenda are properly issued and notices are displayed.
3. Document Control Level Low
Records are stored at the home of the Clerk - back-up data held by Chairman.
4. Members Propriety Level Medium
Register of interests updated comprehensively every four years. Members to register any changes to details listed in the Register to the Monitoring Officer of Somerset Council within 28 days of the change.

Chairman 
12th March 2025.

Clerk of the Council 

*** Business Continuity - Coronavirus (Covid-19) Pandemic.**

On 29th April 2020 following Government advice the Council approved a Business Continuity Motion which overrode elements of the Council's Standing Orders and Financial Regulations to solve some practical difficulties as a consequence of the Pandemic. The Council are satisfied that adequate safeguards of the risks have been maintained.