

CHARLTON PARISH COUNCIL - RISK MANAGEMENT (as at July 2024)

Serial	Key Risk Facing Charlton Parish Council	Potential Consequence Should Risk Occur	Mitigation measures taken
1	Assets		
1.1	Assets: Bus Shelters		
1.1.1	Damage to bus shelters, by e.g. vehicle collision or vandalism.	Need to make good the damage.	<ul style="list-style-type: none"> - Insurance – we have reviewed the level of cover to ensure this is sufficient (now £11,711 in total) - Occasional inspection of bus shelters.
1.2	Assets: Noticeboards		
1.2.1	Damage to noticeboards.	Need to make good the damage.	<ul style="list-style-type: none"> - Frequent inspections when posting notices. - These are now separately insured.
1.3	Assets: Bench		
1.3.1	Theft of/damage to bench	Loss of/damage to asset	<ul style="list-style-type: none"> - Insurance – this is covered by current insurance (see policy). Believed to be low risk of theft. Bench is secured to ground.
1.3.2	Injury to persons sitting on the bench – if wood rots.	Claim against PC	<ul style="list-style-type: none"> - Periodic inspection of the bench. - Insurance – 3rd party cover.
1.4	Assets: War Memorial		
1.4.1	Damage to War Memorial, including the surrounding wall, by eg vehicle collision or vandalism.	Need to make good the damage	<ul style="list-style-type: none"> - No mitigation – believed to be low risk. Decision not to insure.
1.4.2	Wear and tear.	Damage to stone, loss of legibility of inscriptions including names.	Cleaning to be by soft brush and plain water only. Wreaths to be secured with a material like twine and removed after Easter each year.
1.5	Assets: Telephone Box		
1.5.1	Damage from vehicle strike	Loss of asset, need to repair	<ul style="list-style-type: none"> - Insurance
1.6	Assets – SID		
1.6.1	Theft, vandalism	Need to repair or replace	<ul style="list-style-type: none"> - Insurance (SID is secured with a padlock).
2	Parish Council Finances		
2.1	Financial Prudence and Probity	Potential damage to PC reputation	<ul style="list-style-type: none"> - Ensuring adequacy of annual Precept within sound budgetary arrangements. - Regular budgetary monitoring statements (at every PC meeting).
2.2	Fraud/Misappropriation of funds	Financial loss	<ul style="list-style-type: none"> - 2 signatories to every cheque. - cheque payments authorised at each PC meeting and recorded in the PC Minutes Book.

			- independent, internal audit completed annually as part of the Annual Return statement.
3	Councillors and Employees		
3.1	Probity of Cllrs and of the Clerk	Potential damage to PC reputation	<ul style="list-style-type: none"> - Remind Cllrs of need to declare interests – agenda item at every PC meeting. - Remind Cllrs of need to review entry in Register of Members' Interests (annual). - Clerk's expenses – separately assessed and approved by the PC in formal meetings/2 signatories to every cheque. - Clerk's salary is in line with the benchmark rates recommended by the National Association of Local Councils (March 2009) for part-time clerks. Regularly reviewed.
3.2	Negligence, accidental error or omission	Potential claim against PC.	Insurance cover. Parish Cllr training available. All Cllrs to keep au fait with Good Cllrs Guide – all Cllrs (with internet access) now issued with soft copy Guide.
3.3	Libel and Slander	Potential claim against PC	Insurance cover. Parish Cllr training available. All Cllrs to keep au fait with Good Cllrs Guide – all Cllrs (with internet access) now issued with soft copy Guide.
3.4	Personal accident	Potential claim against PC	Insurance cover.
4	Defibrillator		
4.1	Theft or vandalism	Defibrillator not available in working order.	<ul style="list-style-type: none"> - Owned by SWASFT who will replace it directly on any damage or inoperability. - Daily (or thereabouts) simple checks by Village Hall curator.
4.2	Damage to Village Hall wall if defibrillator wrenched away.	Damage to VH wall and cost of repair to PC.	Insurance cover. Insurers have confirmed such damage would be covered.

Reviewed 4 July 2013 (6.2/6.3 mitigation expanded.)

Added to 9 Sep 13 (addition of War Memorial, other items renumbered)

Reviewed 17 Jul 14, 2 Jul 15, 7 Jul 16, 5 Jul 18

Reviewed 6 Jul 17 (5.1 Mitigation amended - not requiring frequent inspection)

Reviewed 2 Jul 19 (new Serials 4.2 and 8, 8.1, 8.2)

Reviewed 8 Jul 20 (addition to 4.2 mitigation; and new Serial 9)

Reviewed 6 Jul 21 - serials re-numbered – all Assets under Ser 1, Ser 5 deleted, from 6 onward re-numbered to 2 onward

Draft for Jul 22 – Telephone Box (Ser 1.5) added during past year. Insurance figure Ser 1.1.1 updated.
Reviewed 6 Jul 23, 11 Jul 24 – no changes