

WOULDHAM PARISH COUNCIL
RISK IDENTIFICATION AND MANAGEMENT SUMMARY 2025

IDENTIFICATION	INTERNAL CONTROL	ACTION TAKEN	ACTION REQ'D
<u>Protection of Physical Assets owned by the Parish Council</u> - Buildings – Wouldham Village Hall - Street Furniture – Wouldham Village - PC owned Office equipment - General PC contents - Gates and fences - Sports surfaces – Recreation Ground - Play equipment – Recreation Ground	Insured: Zurich (Policy YLL-2720868053)		Reviewed at renewal
<u>Protection for the Loss of Revenue</u>	Insured: Zurich		
<u>Protection of Security of Building and Contents</u> Village Hall	Insured: Zurich(Policy YLL 2720845553)		Reviewed at renewal
<u>Safety of Play Areas</u> Recreation Ground Play equipment	Equipment insured: Zurich (Policy YLL-2720868053) Monthly equipment/area inspections with rolling repair programme Annual independent inspection		Reviewed at renewal Reported at PC Meeting RoSPA Play inspection
<u>Protection for Legal Liabilities</u> - Public & Products - Hirers' Indemnity - Officials indemnity - Employers Liability - Libel & Slander - Personal Accident - Commercial Legal Protection - Fidelity Guarantee	Insured: Zurich (Policy XAO1220586743)		Reviewed at renewal Feb '26
<u>Protection for Village Events (under the PC's wing)</u>	Individual event organiser to undertake a risk assessment	Check insurance cover	

IDENTIFICATION

INTERNAL CONTROL

ACTION TAKEN

ACTION REQ'D

Health and Safety

- Village Hall

On-going risk assessment of the Village Hall according to current legislation.

Report monthly at PC meeting

Fire Training and Fire Emergency Plan

- Village Hall

Fire emergency details given to all hirers with booking information
Plan displayed prominently in building

Standard Terms and Conditions of Hire

Reviewed annually

Banking Arrangements

Monthly bank reconciliations.
Parish Councillors to see Financial Statement every month.
A Councillor to verify and sign the bank statement at every meeting.
Cheques received are recorded and banked promptly.

Statement of internal control approved at meeting Apr '25

Review Financial Regs. annually

Petty Cash

No petty cash kept.
Receipts required for expenses.
Insurance against theft -

Cash expenses reclaimed by RFO and authorised by 2 signatories

Keeping Proper Financial Records

Accounts for payment – agreed at Parish Council Meeting.
All cheques/standing orders/BACS agreements to be signed by 2 signatories
Accounts records recorded on spreadsheet
Financial Statement – presented to PC prior to monthly meeting.
Quarterly accounts – presented to PC
Year end accounts are prepared on a correct accounting basis and supported by an adequate audit trail.
Independent Internal Audit for the Annual Return – once a year
End of year accounts – prepared by an independent Accountant

IDENTIFICATION	INTERNAL CONTROL	ACTION TAKEN	ACTION REQ'D
<u>Ensuring adequacy of Annual Precept</u>	PC Budget/Annual Precept meeting held in Dec/Jan each year.		Recorded in PC minutes
<u>Accurate reporting of Council Business in Minutes</u>	Meetings and minutes properly numbered.		
<u>Adoption and Adherence to the Code of Conduct, Standing Orders, Financial Regulations, Complaints Procedure, Terms of reference for Committees and Acts of Parliament</u>	Each Councillor is provided with copy of the Code of Conduct. Standing Orders, Financial regulations, Complaints Procedure and Terms of reference are in place and reviewed on an annual basis. Members are updated on new Acts of Parliament affecting the Council Information pack provided for all new Members	<i>Fin Regs - Apr '25 SO/COC - Dec '25</i> Updates from KALC circulated regularly to all councillors	<i>To be Reviewed annually</i>
	Ensure Clerk/RFO has appropriate publications and training to ensure compliance with regulations	Clerk to attend KALC as necessary Clerk has passed ILCA exam	
<u>Computer Failure</u>	Back-up on a memory stick and Microsoft one drive weekly. Occasional check that back-ups can be restored Files saved via Cloud		
<u>Areas of Public Access which the Parish Council is responsible for:</u>			
Recreation Ground, Knowle Rd	Monitor:- Litter Pickers duties, litter and dog bins to ensure collections, trees, holes/ruts in the recreation ground, rolling repair programme for street furniture/fences Check for damage and recycling area is tidy and rubbish not dumped here		Monthly inspection
Recreation Ground Car Park and Recycling area		Recycling bins removed 2021	Monthly inspection

IDENTIFICATION

- Bus Shelter, Knowle Road
- PC owned streetlights
- PC employed contractors
- Allotments
- Wouldham Common
- Valley of Visions Community Trail
- Grounds maintenance for PC owned open spaces and regular maintained areas:- Recreation Ground, Sculpture site, Village Hall, Wouldham Common and footpaths MR6, MR9 and MR179.
- Village Hall
- Defibrillator and cabinet through the side gate of Village Hall
On the Community Centre wall in PV

Compliance with Audit Requirements

Communication

- Church Magazine (PC Newsletter), Chairman's Report, PC Website and Notice Boards
- Contact with other organisations/businesses

INTERNAL CONTROLS

Check for damage
Rolling repair programme
Contractors must be insured
Volunteers must adhere to safe working practises as detailed by councillor responsible for the project.
Rolling repair programme
Inspect for damage / litter /maintenance
Rolling repair/maintenance programme
Review contractor's quality of work throughout the contract

Rolling repair programme / review cleaning contractor's quality of work
Check battery and pads are in date
And operational. Check cabinet for Damage.

Annual Return completed annually
End of year bank reconciliation produced
Independent internal audit check
Create an Asset Register in accordance with the Audit Commission
The effectiveness of the internal controls are reviewed annually

Insure against accusations of slander
Create effective use of communication lines to parishioners. Ensure all communications are non-provocative
Delegate responsibility for specific contacts to individual councillors

ACTION REQ'D

Annual Inspection
Monthly Inspection

Vol Policy adopted
Oct 2023

Monthly report
Monthly report
Monthly report
Fortnightly inspection

Monthly report
Weekly inspection for damage and battery charge, yearly inspection for use by dates

Maintain Circuit register

Agreed Apr '25

***To be agreed
June 2026***

Review insurance annually

Record in minutes