

## Kirby Hill & District Parish Council

### **Assessment of risks that could, under certain circumstances, affect the finances and the internal control/management of Kirby Hill & District Parish Council**

This brief assessment considers the implications of accidents and wanton damage to Council property and, where such events may affect the finances or the smooth running of the Council, what action might be taken to minimise the risk

The assessment considers three areas:

1. Damage resulting in loss of income to the Council
2. Accidents resulting in a claim against the Council
3. Loss of or damage to Council assets

#### **1. Loss of Income**

The Council does not receive any income from the hiring out of any of its assets. The major source of income comes from the precept set annually by the Council with a small income resulting from Bank interest and refund of VAT

#### **2. Possible Claims against the Council**

##### **PUBLIC LIABILITY**

The Council is at risk of being asked to pay compensation to members of the public for injury, illness, or loss of or damage to material property arising in connection with the Council's activities

##### **Action**

The Council has taken out Public Liability Insurance with **ZURICH** for cover up to **£12M** for any one occurrence

##### **EMPLOYER'S LIABILITY**

The Council has one employee and our insurance with **ZURICH** provides cover of up to **£10M** for employer's liability

### **3. Loss of, or Damage to, Council Assets**

#### **BENCHES, NOTICE BOARDS & WAR MEMORIAL**

Covered through insurance with **ZURICH** under PROPERTY DAMAGE – Street Furniture - ALL RISKS: Benches £1,356; Notice Boards £1,082  
WAR MEMORIAL – all risks £16,000 LAPTOP COMPUTER -all risks £600

#### **MONEY**

Fidelity Guarantee (**ZURICH** Insurance) UP TO £250,000 INDEMNITY

The Council has very few transactions in the year and requires any cheques to be signed by the Chairman, Clerk and one other councillor. Payments are also made through Internet Banking. Authority to make payments against invoices in this way is given to the clerk in parish council meetings. The Parish Council Chairman has online 'view-access' to the account on Internet Banking. Internal audits are carried out annually through 'peer group review' with other local councils. The council does not run a petty cash system or deal in any cash transactions

*Martin Rae, Parish Clerk*

*For Kirby Hill & District Parish Council*

*September, 2014*

*Updated /APRIL 2020*