



# MARLOW TOWN COUNCIL

## RISK ASSESSMENT AND MANAGEMENT PLAN 2023

Area	Risk	Level	Control (and agreed improvements)	Actioned by	Progress and Comments
Assets As recorded on the Town Council's Asset Register	Protection of physical assets	M	Buildings insured and insurance valuations reviewed bi-annually. Asset Register maintained and reviewed annually and approved by Council.  <b>To undertake only urgent repairs to the Chapel building during 2023-24</b>	Town Clerk	There are no plans to undertake any unnecessary works
	Security of buildings, equipment etc	H	Alarms on Town Council Office, Cemetery Garage and Store. Door entry system at office and alarms serviced annually. Contents insured. Weekly site inspections of amenity areas are undertaken. Visible CCTV signage on site at the Cemetery. Sole working alarm for officers.	Town Clerk / Amenities Supervisor	
	Maintenance of buildings etc	M	Buildings currently maintained, when necessary, as a result of inspections. Planned programme of electrical and safety equipment in place. 5 yearly wiring checks undertaken. Written records kept. PAT testing undertaken annually records kept.	Town Clerk	5 yearly wiring check undertaken in February 2022, next check due February 2027.  PAT testing carried annually, test being carried out June 2023

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Finance	Banking	M	Investments to be reviewed quarterly and reported to Resources Committee and annually to Town Council. Cash banked by two people when over £250. Two Councillor authorisations for payments from bank accounts. Officers permitted to authorised electronic bank payments on an exceptional basis. Resources chairman to physically inspect and sign bank statements at every meeting.	Town Clerk	Financial regulations to be updated to include two Councillors authorise bank payments.
	Risk of consequential loss of income	M	Insurance cover. Fidelity Guarantee in place. Important documents backed-up and filed off site. Insurance schedule and Fidelity Guarantee reviewed February 2023 and cover is £1million.	Town Clerk	
	Loss of cash through theft or dishonesty	H	Receipts issued. Cash above £250 checked by two officers. Petty cash reconciled bimonthly. <b>Office is now cashless with the exception of Charity donations.</b>	Town Clerk / Officers	
	Financial controls and records	M	Monthly reconciliation and management accounts prepared by Senior Management Accountant and checked by Town Clerk and reported to Council. Clerk checks and signs bank reconciliations and original bank statements. Internal Interim and year end Audits and External Audit. Internal Auditors check list reviewed annually. Financial Regulations reviewed March 2023.	Town Clerk	
	Comply with VAT Regulations	H	VAT returns compiled and submitted by the Senior Management Accountant online. MTC receive direct notification from HMRC regarding repayments due. HMRC online account reviewed annually. HMRC inspection insurance in place.	Town Clerk/Officers	

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<b>Finance</b>	Sound budgeting to underlie annual Precept	M	Resources Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Resources Committee at every meeting (alternate months). Accounts sent to Chairman of Resources Committee and Town Mayor each month. Narrative of any spend outside budget now included in monthly accounts.	Town Clerk / Councillors	
	Complying with borrowing restrictions	L	No borrowing at present.		
	Comply with HMRC requirements	M	Regular advice from HMRC- shared with Senior Management Accountant. Internal and External audit carried out annually.		
<b>Liability</b>	Risk to third party, property or individuals	M	Insurance in place. Open spaces and play areas checked regularly. Risk Assessments are completed annually and kept on file. <b>ROSPA Risk Assessments carried out on playgrounds monthly by contractor.</b>	Town Clerk / Officers	
	Legal liability as consequence of asset ownership (especially play areas / cemetery / allotments)	H	Insurance in place. Weekly checks of playgrounds / play areas. Minimum two weekly inspection of amenity sites.	Town Clerk / Officers	
	Legal liability, consequence of approved Civic Events	H	Insurance in place. All events are risk assessed prior to taking place. Written records are kept.		

Area	Risk	Level	Control ( <i>and agreed improvements</i> )	Actioned by	Progress and Comments
<b>Employer Liability</b>	Comply with Employment Law	M	Membership of BALC, NALC and SLCC. Training courses attended by these organisations and other external providers. Legal and professional advice sought when necessary.		Clerk has achieved Principal level membership of the SLCC for 2023
	Safety of Staff and visitors	M	<p>Employees are advised to lock the entry door when lone working, opening the door to admit public after using the spy hole and assessing the risk. HSE information displayed in office in compliance with HSE legislation and guidelines.</p> <p>To issue staff with H and S briefings relevant to their roles at their yearly appraisal.</p> <p>All staff are instructed to enter accidents in the Town Council's accident book.</p> <p>First Aid kit in office – dates on items checked annually.</p>	Town Clerk / Officers	
<b>Legal Liability</b>	Ensuring activities are within legal powers	H	Town Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.	Town Clerk	
	Proper and timely reporting via the Minutes	M	Council meets every two months and receives and approves Minutes of meetings held in interim. Minutes made available to press and public at the Town Council office and via the web site.	Town Clerk	
	Proper document control	M	Leases and legal documents in safe in Town Council office. Other data storage to comply GDPR. Merchant trader copy receipts kept in compliance with PCI policy. To use version control methods when filing documents electronically when appropriate.	Town Clerk / Officers	

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<b>Legal Liability</b>	Provision of Goods and Services by third parties	H	All reasonable efforts are made to establish third parties have the appropriate qualifications, skills insurance and public liability when working for or under the direction of the Town Council. <b>Copies of all insurance records kept on file in line with document retention policy.</b>	Town Clerk / Officers	
	Volunteering	H	Volunteers must be fully briefed as per the Town Council's Volunteering policy as approved.  Insurance company to be contacted for advice if the volunteer job is complex	Town Clerk / Officers / Members	
<b>Councillor propriety</b>	Registers of Interests and gifts and hospitality in place  Code of Conduct	H  H	Register of interest completed and reviewed by members / officers annually. Gifts and hospitality register is available for inspection in the office. Members are reminded of their obligation to declare interests and gifts at the Annual Meeting and one other meeting during the Town Council year. The Town Council has adopted the current "Code of Conduct".	Town Clerk / Councillors  Members	

Risk Management Plan internally reviewed and approved by Bucks Association of Local Councils March 2023

**The Risk Assessment and Management Plan will be submitted to the Town Council on April 18<sup>th</sup> 2023**

Town Mayor ..... Dated: 18/4/2023

The Risk Management Plan will be reviewed again in 2024 or as and when necessary.