

		SOUTH MOLTON T	
		<i>Reviewed Annually. Last approv</i>	
		RISK ASSESSMENT	
		RISK LEVEL	POTENTIAL IMPACT
1	PROTECTION OF ASSETS		
1.1	BUILDINGS		
	Town Hall	L	H
	Pannier Market	L	H
	1 East Street	L	H
	Amory House	L	H
	Post Office	L	H
	Cemetery Lodge	L	H
	Cemetery Chapel	L	L
	Cemetery Workshop	L	L
1.2	PLANT/EQUIPMENT & SUNDRY ITEMS		
	Ford Pick-Up	L	M
	Piano	L	L
	Town Hall Equipment	L	H
	Pannier Market Equipment	L	H
	Play Equipment	L	M
	Office Equipment	L	H
	Computer Equipment	L	H
	Ground Maintenance Equipment	L	H
	Close Circuit TV System	N/A	N/A
	Mayor's Parlour Equipment	L	L
	Museum Contents	L	H
	Paintings & Tapestrys	L	H
	Civic Regalia	L	H

2.4	CAR PARKS		
	New Road Parking Spaces	M	L
	Southley Road Parking Spaces	M	L
	Pannier Market Parking Spaces	H	M
2.5	FOOTPATHS	M	L
2.6	VEHICLES/PLANT/EQUIPMENT & SUNDRY ITEMS		
	Ford Pick Up	L	L
	Piano	L	L
	Town Hall Equipment	M	H
	Pannier Market Equipment	M	H
	Play Equipment	H	H
	Office Equipment	M	H
	Computer Equipment	L	M
	Ground Maintenance Equipment	M	H
	Close Circuit TV System	N/A	N/A
	Mayor's Parlour Equipment	L	L
	Museum Contents	L	L
	Paintings & Tapestrys	L	L
	Civic Regalia	L	L

2.7	LAND		
	Maclins Quarry	H	M
	Sub-Stations	N/A	N/A
	Commercial Sites (Hacche Moor)	L	L
	Agricultural Land	L	L
	Dart Park Allotments	L	L
	West End Terrace Allotment	L	L

		RISK LEVEL	POTENTIAL IMPACT
6	OTHER RISKS		
6.1	MEMBERS INTEREST/GIFTS/ALLOWANCES		
		L	H
6.2	COUNCIL/COMMITTEE MINUTES		
		L	M
6.3	STANDING ORDERS/FINANCIAL REGULATIONS		
		L	H
6.4	COMPLAINTS FROM PUBLIC		
		L	M

Self Managed:		
Asset Register	Y	
Planned inspection & maintenance	Y	
Annual Review of Insurance cover	Y	
Periodical Review of Insurer	Y	
Council Authority for Acquisitions/disposals	Y	
Insurance:		
Fire, Theft, Loss or Damage	Y	
Fidelity Guarantee	Y	
Self Managed:		
Adequate System of Internal Check	Y	
Financial Regulations	Y	
Annual Review of Insurance cover	Y	

CONTROL MEASURES	CONTROL IN PLACE Y/N	ACTION
Insurance:		
Public Liability	Y	
Self Managed:		
Compliance with Health & Safety Regulations	Y	
Planned Inspection & Maintenance	Y	
Security Arrangements	Y	
Annual Review of Insurance cover	Y	
Insurance:		
Public Liability	Y	
Self Managed:		
Compliance with Health & Safety Regulations	Y	
Regular Safety Inspections/Maintenance	Y	
Appropriate Notices re Safety/Dogs/Litter	Y	
Security Arrangements - Gates/Fences etc	Y	
Annual Review of Insurance cover	Y	
Insurance:		
Public Liability	Y	
Self Managed:		
Compliance with Health & Safety Regulations	Y	
Regular Safety Inspections/Maintenance	Y	
Record of Burials	Y	
Security Arrangements - Gates/Fences	Y	
Annual Review of Insurance Cover	Y	

CONTROL MEASURES	CONTROL IN PLACE Y/N	ACTION
Insurance:		
Employer's Liability	Y	
Self Managed:		
Compliance with Health & Safety Regulations	Y	
Compliance with Employment Legislation	Y	
Contracts of Employment	Y	
Security of Staff - Review	Y	
Training of Staff	Y	
Annual Review of Insurance Cover	Y	
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CONTROL MEASURES	CONTROL IN PLACE Y/N	ACTION
Insurance:		
Consequential Loss	Y	
Self Managed:		
Standing Orders - Selection of Contractors	Y	
Vetting of Contractors - Self Insurance/Viability	Y	
Regular Inspection/Valuation of Works	Y	
Council Approval of Payments	Y	
Risk Assessments for Contractors	Y	To be actioned by Matt Ray

CONTROL MEASURES	CONTROL IN PLACE Y/N	ACTION
Insurance:		
Fidelity Guarantee	Y	
Consequential Loss	Y	
Self Managed:		
Properly Drafted Contracts	Y	
Appointment of External Expertise	Y	
Regular Reporting on Project Costs/Progress (Compared to Budgeted)	Y	
Regular Maintenance of Asset Register	Y	
Standing Orders - re Tendering/Appointment	Y	
Council Approval of all Expenditure/Income	Y	
Use of External Expertise:		
Appointment of Professional Valuers	Y	
Appointment of Professional Solicitors etc	Y	
Insurance:		
Fidelity Guarantee	Y	
Consequential Loss	Y	
Self Managed:		
Council Approval of Annual Budget & Precept	Y	
Regular Reports of Costs (Compared to Budgeted). Analysis of Significant Variations	Y	Only submitted half yearly
Financial Regulations Covering Supplementary Estimates	Y	
Record of Approved Staff & Rates of Pay	Y	
Maintenance of Rental Terrier	Y	
Maintenance of Register of Burials	Y	
Annual Review of all Rents/Fees/Charges	Y	
Annual Review of Insurance Cover	Y	
Council Approval of all Expenditure/Income	Y	
Self Managed:		
Monthly Bank Reconcilliations	Y	Now done weekly
Compliance with Inland Revenue Regulations	Y	
Compliance with Customs & Excise Regulations	Y	
Check all Expenditure is Intra Vires	Y	
Ensure Proper use of Section 137 Powers	Y	Now under General Power
All payments Approved by Council and Recorded in Minutes	Y	
Financial Records/Accounts to Accord with Statutory Requirements	Y	
Establish Adequate System of Internal Check	Y	
Ensure all Borrowing is Approved and Within Statutory Guidelines	Y	

Ensure all Investments are Approved and Within Statutory Guidelines	Y	
CONTROL MEASURES	CONTROL IN PLACE Y/N	ACTION
Self Managed:		
Members Code of Conduct Declarations	Y	
Members Record of Interests	Y	
Record of Declaration of Interests	Y	
Members Record of Allowances Paid	Y	
Self Managed:		
Central Record of all Minutes	Y	
Pages and Minutes to be Numbered within Years	Y	
Minute Pages to be Signed by Chair	Y	
Self Managed:		
Formal Adoption of Written Standing Orders & Financial Regulations	Y	
Self Managed:		
Record of all Complaints From Public	Y	