

Actions to support scores of 4 or more from the Risk Register - 8th March 2021

Financial Records & Reporting (9)

Actions noted on internal audit response in July 2020 and agreed by the Council (response attached). Actions have been followed. Risk score to be reviewed on receipt of the 2020/21 internal audit, and risk score re-assessed. Internal audit response attached detailing actions. Outcome depending on 2020/21 internal audit,

Annual Return (6)

Action – Clerk to attend formal finance training (unable to have done previously due to COVID restrictions) – courses are now available and will be booked by the end of March 2021 (for a time later in the coming months).

Banking (4)

Bank mandate to be reviewed at the Annual Meeting of The Parish Council (May)

Meeting & Process (4)

New Chair has not received any formal training due to COVID restrictions. Courses are now becoming available, and so opportunity will arise for this to be undertaken. Clerk has been in contact with BATCP for course dates (6/3/2021)

Role performed inadequately (4)

Clerk has now been in post for just over a year – Chair to arrange annual review of employment.

Damage/Injury to third party (9)

The Parish Open Spaces Risk Assessment needs to be reviewed and completed. This will be completed in time for presentation at the April 2021 meeting.

Damage to assets (9)

This is about the ROSPA report and is our biggest risk issue. We have one quotation to complete the work required, but we need another two. This has become difficult. Contractors either do not come back and quote, or they say they cannot because they are too busy.

As COVID restrictions begin to lift, the Clerk will try to obtain quotations again.

A monthly update will be made to the Parish Council Meeting until this item is resolved

The Parish Open Spaces Risk Assessment needs to be reviewed and completed. This will be completed in time for presentation at the April 2021 meeting.

Loss of paper records through theft, fire etc (4)

Last 20 years of legal retention paperwork (such as Minutes) are currently stored at the Clerks Home. They are ready to be archived – however the Archive is closed until the end of the COVID restrictions. They will be stored securely as soon as they can be. Clerk to provide bi monthly updates to the Parish Council until resolved.