

# BICTON PARISH COUNCIL (BPC)

## RISK POLICY

### Risk assessment and Risk Management

#### 1, General Level of Risk

The general level of risk is low due to careful scrutiny of all finances and policies and insurance cover.

#### 2, Legal responsibilities

A, BPC has no legal duties to provide, or maintain, any parish services nor any public amenities.

B, The clerk is appointed as BPC's *Proper Officer and Responsible Financial Officer*.

C, The clerk has a duty to assess and manage all legal and financial liabilities and inform BPC of any risks.

D, The responsibility for BPC's properly made decisions rests with the body corporate of BPC.

#### 3, Mandatory Insurance Covers

A, BPC is insured with Zurich.

B, The mandatory items are covered, plus other cover, which will be reviewed, by BPC, annually.

#### 4, Financial Liabilities

A, BPC's financial commitments are set out annually in its budget.

B, BPC will keep a reasonable reserve of money as a contingency and should never run out of funds.

C, Fraud and theft. The monthly audit, plus the annual internal audit, plus the annual external audit, plus insurance cover in the form of the *Fidelity Guarantee*, means that any possibility of loss from fraud and theft going undetected is vanishingly small.

#### 5, Muriel's Little Wood

A, BPC owns Muriel's Little Wood and is responsible for its maintenance and any public liability claims that arise. The deeds exclude making any profits.

#### 6, Bicton Pool

A, This is not owned by BPC, but BPC has acted as the owner in renovating the area.

B, It is not known who the owner is. There are no records at the land registry or anywhere else that BPC can find.

C, After some years (?) as acting owner BPC will, if it wishes at the time, be able to apply to be registered as the owner at the land registry.

#### 7, Annual Review

A, BPC's Insurance Risk Policy must be presented to the council and reviewed annually.

B, Any additional risks which are not apparent to BPC or its clerk at the present time will be added to this risk assessment as and when they arise.