

TOW LAW TOWN COUNCIL

RISK ASSESSMENT STATEMENT 2012/13 and 2013/2014 (review)

ANNUAL GENERAL MEETING 21st MAY 2013

The last risk assessment was carried out on 15th May 2012.

Following a review of the Council's services and activities the following risks were identified and classified into high, medium and low potential consequences:-

A. LOW

1. Newsletter and WWW site

Cover is taken out under the Council's Insurance Policy for possible Libel and Slander cases.

2. Notice boards

Cover is taken out under the Council's Insurance Policy for All Risks named items.

3. Finance

The adequacy of reserves is considered at the Finance & General Purposes Committee. Works Contracts are subject to tendering/quotations process. Standing Orders and Financial Regulations are reviewed annually.

B. MEDIUM

1. Insurance arrangements

This is reviewed on an annual basis and when the occasion demands, to reflect possible changes in cover during the term period. Details are reported to a Town Council meeting.

The current cover includes the following:-

Material damage, All Risks, Public Liability, Employers Liability, Fidelity Guarantee, Personal accident and Business interruption.

2. Christmas trees and brackets

Installed and maintained by contractor, Insurance Company informed of event. Brackets are to be inspected by a suitable contractor on an annual basis.

3. Office equipment

Included in rent paid to the Community Association.

4. Stone entrance features

Cover is taken out under the Council's Insurance Policy.

5. Public Seats

Cover is taken out under the Council's Insurance Policy.

6. Councillors

Cover is taken out under the Council's Insurance Policy. The Council have agreed the Model Code of Conduct . Declaration of Interests forms are signed by all Members and sent to the County's Monitoring Officer. Declaration of Interests are minuted at Council meetings.

7. Staff

Cover is taken out under the Council's Insurance Policy. A Contract of Employment has been agreed with the Clerk and signed by both parties.

8. Lap tops used by Clerk and Assistant Clerk

The two lap tops are used at the homes of the above members of staff. Cover is taken out under the Council's Insurance Policy

C. HIGH

None identified, although if any high risk features are identified then these item/s will be dealt with accordingly.

Geoff Smith

Town Clerk

21st May 2013