

KILMINGTON

PARISH COUNCIL

2024

To review and assess the effectiveness of internal controls:

Internal Controls	Action
Standing Orders	Adopted 18.09.2023
Financial Regulations	Updated March 2021 – review March 2024
Code of Conduct	Adopted July 2012 - No action necessary
Audit Plan & Terms of Reference	No action necessary
Health & Safety Policy	No action necessary
Effectiveness of Internal Controls and Risk Management Policy	Updated March 2024 – review March 2025
Data Protection Policy	Adopted 18.09.2023
Freedom of Information Scheme	No Policy not yet adopted
Child Protection Policy	No action necessary
Staff & Employment	
• Contract of Employment	Written & signed July 2018

Risk Management Strategy

Risk	Action
Loss of data on computer as a result of fire/theft	All data is regularly backed-up onto an external hard drive as well as a USB memory data stick; these are stored in separate rooms at the Clerk's home. Microsoft Outlook is now used for emails and they could be accessed via heartinternet.co.uk
Security of data	Clerk has installed Norton antivirus package on the PC laptop which is part of her own personal BT broadband package. PC has not purchased a package. This should be budgeted for in Nov 2024 for financial year 2025-26 and onward.
Risks to visitors, contractors & staff (Play Area)	Inspection reports on play area adequate – no action necessary. (D. Davis completes regular weekly inspection sheets and annual inspection carried out by RoSPA)

Annual Insurance Review:

Core Cover:

Public Liability covering the Playground and the Skate Park	£10,000,000 Limit of Indemnity
Hirers Indemnity	£2,000,000 Limit of Indemnity
Employers Liability	£10,000,000 Limit of Indemnity

Officials Indemnity	Not covered.
Libel & Slander	£250,000 Limit of Indemnity
Money	Non-negotiable £250,000 Loss of other money: In private resident of member or employee £100
Fidelity Guarantee (members & employee dishonesty)	£25,000 Limit of Indemnity
Increased Cost of Working	Not covered.
Loss of Revenue	Not covered
Legal Expenses	£100,000 Limit of Indemnity Covers: Employment disputes and compensation awards; legal defence; property protection and bodily injury; tax protection; Not covered: contract disputes & statutory licence protection
Contents kept at Clerk's home	£2,500
Business interruption	Restricted to £500 loss of computer data
Personal Accident (age 16-90) (members & employee)	£500,000 any one person and £2,000,000 any one incident. Capital Sum £20,000. Weekly Sum £100
Defibrillator	£2,000
All Risks:	
• Outside Equipment	£2500
• Street Furniture	£12499
• War Memorial	£3640
• Playground Equipment	£12298
• Wet Pour Surfaces	£9050
• Shelter/Pavilion	£4025
• Playing Field Gates	£713
• Clerk's laptop and software	£740

**Total value of assets as per asset register @
07.03.2024 = £49965.00**

Reviewed at PC Meeting on 25.03.24

