

CHARD TOWN COUNCIL

Assets and Liabilities Internal Audit August 2026

Risk	Hazard and Consequences	Process	Current Control Measures	Red, Amber, Green	Revised Further Actions	Date Completed
Assets are not covered adequately by insurance	Financial Loss	Asset Management	All assets are covered under our insurance policy		Full review and revaluation of assets to be completed externally to ensure insurance valuation is sufficient.	
Liabilities are not covered adequately covered by insurance	Financial Loss	Asset Management	All assets are covered under our insurance policy		Full review and revaluation of assets to be completed externally to ensure insurance valuation is sufficient.	
Civic Regalia is lost, stolen or damaged	Financial Loss, Legal Challenge	Asset Management	All assets are covered under our insurance policy		Full review and revaluation of assets to be completed externally to ensure insurance valuation is sufficient.	
Damage/Injury to third party due to lack of management of council assets and resources	Financial Loss, Loss of Reputation	Asset Management	All assets are covered under our insurance policy		To review the existing staff structure to ensure that all events are staffed to the correct levels for our insurance policy, this must include fire.	
Damage/Injury to third party due to Health and Safety Risks	Financial Loss, Injury to staff or members of the public	Building Management / Risk Management	All assets are covered under our insurance policy		Risk Management Training and Event Management Training to be completed by Event Officer Building management is ongoing and completed daily and weekly. All service contracts are maintained and completed, staffing restructure to	

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					consider employing a facilities manager, also a maintenance contractor/employee for all council-controlled buildings. H&S advisor to be appointed to review /revise RAs and H&S policy. Officers to sign read, understood and will abide by H&S policy.	
Damage to loss of Council assets due to poor house keeping	Financial Loss, Loss of Reputation	Building Management	All assets are covered under our insurance policy		Review of "house keeping" practices. Staffing restructure to consider employing a facilities manager, a maintenance contractor/employee and internal and external cleaning arrangements for all council-controlled buildings.	
Inappropriate Risk Management for Venue / Event	Injury to people, loss of reputation	Risk Management, Building Management, People Management, Training	All assets are covered under our insurance policy; the policies are based on the council meeting its legal requirements. Hire agreements are completed. Event/meeting management is provided by staff and/or event organiser.		Risk Management Training and Event Management Training to be completed by Event officer. Hire agreement to be revised to comply with insurance policy requirements.	

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Assets are devalued due to lack of regular planned inspections/management	Financial Loss, Loss of Reputation	Building Management	All assets are covered under our insurance policy. Maintenance budgets included.		Building management is ongoing and completed daily, weekly check, all service contracts are maintained and completed, staffing restructure to consider employing a facilities manager, also a maintenance contractor/employee for all council-controlled buildings.	
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