

Alwington Parish Council Risk Assessment 2019/20

Subject FINANCE	Identified Risks	Management and control of Risk (the Parish Council actions)	Reviewing the Risk (the Parish Council assessment)
The Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	To determine the precept amount required, the Council at its January meeting receives a budget report, including actual position and projected position to the end of year from the RFO (Clerk) With this information the Council maps out the required monies for the infrastructure, grant aid and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Torridge District Council . The figure is submitted by the Clerk in writing. The minutes of the meeting are published on notice boards.	Existing procedures are adequate.
Financial Records	Inadequate records Financial irregularities	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate
Bank and banking	Inadequate checks Banks mistakes	The Council has Financial Regulations which set out banking requirements	Existing procedure adequate
Reporting and auditing	Information communication	Financial information is a regular agenda item (Financial Matters) and all expenditure is approved at each meeting. The Council has an internal audit review each year	Existing procedures adequate.
Project Management	Work awarded Overspend on services.	Financial regulations clear on securing quotation for any substantial work to be undertaken. Project management would be reported regularly at meetings	Existing procedures within Council Financial regulations.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	Salaries paid to self-employed staff on basis of a HMRC tax assessment number or through payment via District Council	Existing procedures within Council Financial regulations
VAT	Reclaiming/charging	The Council has Financial Regulations which set out The requirements.	Existing procedures adequate

Annual Return	Submit within time limits	Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
Subject INFRASTRUCTURE	Identified Risks	Management and Control of Risks (The Parish Council Actions)	Reviewing the Risk (the Parish Council Assessment)
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality Business conduct	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Existing procedures adequate. Members adhere to Code of Conduct
Members interests	Conflict of interests Register of members interests	Declarations of interest by members at Council meetings. Register of members interests forms to be reviewed at each AGM.	Existing procedures adequate. Members to take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	An annual review to be undertaken of all insurance needs. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure to be reviewed. Insurance reviewed annually.
Data protection	Policy provision	The Parish Council is registered with the Data Protection Agency	Review if necessary
Freedom of Information	Policy Provision	To date there has been no requests under FOI.	Monitor any requests made under FOI
Assets	Loss or damage Risk/damage to third party (ies) property	An annual review of assets is undertaken for insurance provision/	Existing procedures to be formalised
Notice Board	Risk of damage	No formal inspection procedures are in place but the land around the new notice board will require grass cuts and the steps to the board regularly checked.	Existing procedures to be formalised
Meeting locations	Adequacy Health & Safety	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	The Parish Council records are stored at the home of the Clerk. Records such as the minutes, insurance, bank records. The documents are stored in a lockable cabinet .	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	The Parish Council electronic records are stored on the Council laptop held with the Clerk at home. Back ups of electronic data is made at regular intervals	Existing procedures considered adequate