

Council Records electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on the Clerk's computer. Adequate anti-virus protection is reviewed annually by the Clerk but on a personal basis only.	Annual back-ups of files are kept on external hard-drive and memory stick
FINANCE:				
Subject:	Risk(s) Identified:	H/M/L	Management/Control of Risks	Review/Assess/Revise
Precept	Adequacy of precept	L	Sound budgeting to underlie annual precept. The Parish Council receives half yearly budget updates and financial updates throughout the year. The precept is an agenda item at the November/January meeting.	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee as a statutory requirement.	Existing procedure adequate Review provision and compliance annually
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking and reconciliation of accounts.	Existing procedures adequate. Review Financial Regulations annually.
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Transactions are made or paid online or business visa card only, i.e. there is no cash handling.	Existing procedures adequate

Financial controls and records	Inadequate checks	L	Half yearly reconciliation checked by Parish Council. Internal audit. Any payments must be resolved and clearly minuted.	Existing procedures adequate
Freedom of Information Act	Policy Provision	L	The Council has a Publication Scheme.	Monitor and report any impacts made under Freedom of Information Act.
Clerk	Loss of Clerk Fraud Actions undertaken Salary paid incorrectly	M L L L	The requirements of Fidelity Guarantee insurance must be adhered to. Clerk should be provided with relevant training, reference books, access to assistance and legal advice. Payroll is on HMRC PAYE managed by external payroll services. Payroll is checked as part of the work of the internal auditor.	Purchase revised reference books. Membership of SLCC. Monitor working conditions, hours and rate of pay.
Election Costs	Risk of election cost	M	Risk is higher in an election year. There are no measures which can be adopted to minimise risk of having a contested election. A contingency fund has been established within reserves to meet the cost.	
VAT	Re-claiming	L	The reclaiming of VAT is carried out by the Clerk on a twice yearly basis.	Existing procedures adequate
Annual Return	Not submitted within time limits	L	Agar is completed/signed by the Council, submitted to the Internal Auditor for completion and signing, checked and sent within time frame	Existing procedures adequate.

ASSETS:				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Car Park	Loss or damage Risk/damage to third party(ies)/property	L	Ground surface £3k insurance	Existing procedure adequate
Playground	Health & Safety, Management of equipment Risk/damage/injury to third party(ies)	M	Playground is inspected weekly and annually by ROSPA Public Liability Insurance £10,000,000	Existing procedure adequate New equipment being sourced through funding opportunities
Office Equipment	Loss or damage	L		Clerk's own property
LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Ensure established with clear terms of reference.	Existing procedures adequate.

Minutes/agendas/ statutory documents	Accuracy and legality Non-compliance with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedures adequate. Undertake adequate training. Members to adhere to Code of Conduct.
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken.	Existing procedures adequate
Employer Liability	Non-compliance with employment law	L	Undertaken adequate training	Existing procedures adequate
Legal Liability	Legality of activities Proper and timely reporting via minutes Proper document control	M L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves minutes at bi- monthly meetings. All documents are retained.	Existing procedures adequate Existing procedures adequate Existing procedures adequate
COUNCILLORS PROPRIETY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members Interests	Conflict of interest Register of Members Interests	M L	Councillors have a duty to declare any interest at the start of the meeting Register of Members Interests form to be reviewed at least on an annual basis	Existing procedures adequate. Members to take responsibility to update their register

RISK SCHEDULE: ITEM	FREQUENCY	LAST REVIEWED	COMMENTS/ACTION
Asset Inspection	Annually	To be undertaken before end of financial year.	
Financial Matters:	Annually	March	
Banking arrangements	Annually	March	
Insurance providers	Annually	March	
VAT return completed	Half yearly	March & November	
Budget agreed	Annually	January 2020	
Precept requested	Annually	January 2020	
Bank reconciliation overseen by Councillors	Half yearly	March & November	
Clerk's salary reviewed and documented	Annually	September	
Internal audit	Annually	May	
Internal check of financial procedures	Annually	May	
Administration:			
Minutes properly numbered	On-going	March	
Asset register available/updated	On-going	March	
Financial Regulations reviewed	On-going	May	
Standing Orders reviewed	On-going	May	
Backups taken of computer records	On-going	Weekly	
Employers Responsibilities:			
Contract of employment in place	On-going	October 2020	
Contractors indemnity insurance	N/A		

First Adopted: 16th November 2021 - Review & Re-adoption Date: Annually Officer Responsible: Parish Clerk

Members' Responsibilities:		
Code of Conduct adopted	On-going	May
Register of Interests completed and updated	On-going	May
Declarations of Interests minuted	On-going	May

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