

Introduction: *“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”*

This document has been produced to enable the Parish Council to assess the financial related risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT					
Subject	Risk(s)	Risk H/M/L	Management /Control of Risk	Review /Assess /Revise	Action
Business continuity	Council unable to continue its business due to an unexpected or tragic circumstance	L	Recruit a suitably skilled temporary employee.	Existing procedure adequate.	
Budget / Precept	Adequacy of precept Requirements not submitted to local Council Non receipt of precept	L L L	A budget for the following year is prepared by the Finance Committee. This budget is then approved by the full council This figure is submitted by the RFO in writing to the local District Council prior to the deadline date. Monies paid directly into Parish Council’s bank account in two parts and the RFO informs Council when this occurs. The Council keeps a Reserve Fund.	Existing procedure adequate.	
Financial records	Inadequate records Financial irregularities	L M L	The Council has Financial Regulations which set out the requirements. All financial records are kept by the RFO and internal audits take place annually. The RFO is a new appointment in March 2020. End of year audit undertaken by External Auditor.	Review the Financial Regulations periodically. Requires training	
Bank and Banking	Inadequate checks Error in Bacs payment Bank mistakes	L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The Parish Council has two bank accounts (current and savings). Cash and cheques received are banked promptly. Cheques and Bacs payments require two signatures (any two of four nominated to sign). RFO is experienced at making Bacs payments and bank system retains list of previous payees. Cheque stubs are also initialled by one councillor.	Review the Financial Regulations periodically. Periodically review list of bank signatories.	

	Charges / Interest rates	L	Monthly bank statements are checked by RFO on receipt. Any errors are reported immediately to the bank for their correction. Funds invested in The Local Authorities' Property Fund for the maintenance of St Clements Common.	Reviewed annually	
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked promptly. There is no petty cash or float.	Review the Financial Regulations periodically.	
Reporting and auditing	Information communication / compliance	L	A monitoring statement is produced regularly at each Council meeting which is distributed, discussed and approved. This statement includes a budget update and a breakdown of receipts and payments made. A quarterly bank reconciliation is reported to the Council.	Existing procedure adequate.	
Payments Direct costs, Overhead Expenses and Debts	Incorrect invoicing Cheque, BACs payable incorrect Unpaid invoices Invoice paid twice	L L L L	All invoices authorized by a Councillor (not a cheque signatory) appointed as the internal verifier. Cheque signatories check amount on cheque/BACs against invoice and monthly Payments and Receipts Report. Any unpaid invoices to the Council are pursued rigorously. Payment made only against hard copy invoice, note copies.	Existing procedure adequate.	
Grants and support - payable	Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure or the General Power of Competence.	Existing procedure adequate.	
Grants - receivable	Receipts of Grant	L	The Parish Council does not receive any regular grants. One off grants would come with terms and conditions to be satisfied.		
Charges - rentals payable	Payments of charges, leased, rentals	-	The Parish Council does not pay any rents.	No procedure required	

Charges - rentals receivable	Receipt of rentals	L	The Parish Council receives income in respect of allotments, sports pitches, bowling green. For these the Parish Council agrees in advance each year the fee for the rental. The Parish Council also receives income in respect of a property at 9 Rectory Rd which is let on a long term contract. <u>Allotments</u> – Agreements and invoices for rents issued annually.	Existing procedure adequate. Review agreement and fees annually.	
	Insurance implication	L	Signed agreements, register of holders and payments made are held by RFO.	Rental agreements request up-to-date copy of renters insurance certificate	
	Insurance implication	L	Allotment holders arrange own insurance. <u>Football pitches / Bowling Green</u> – Clerk issues a lease agreement when required. The Football and Bowls Clubs arrange own insurance and provide a copy to the Parish Council each year. <u>9 Rectory Rd</u> – Leased under a contract which ends in December 2025. Leaseholder arranges own insurance.		
Purchasing best practice Accountability	Work awarded incorrectly	L	The Council has Financial Regulations which set out the requirements to seek more than one quotation for any substantial work to be undertaken or purchase to be made.	Review the Financial Regulations periodically.	
	Overspend on purchases	L	For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the appropriate councillor would investigate the situation, check the quotation/tender, research the problem and report to Council.		
Salaries and associated costs	Paid incorrectly	L	The Parish Council authorises the appointment of all employees. All employees have a contract of employment.	Existing procedure adequate.	
	Wrong rate paid	L	Salary rates are approved annually by the Parish Council and are based on the NJC National Salary Agreement.		
	Wrong hours paid	L	The Clerk and Caretaker submit a monthly time sheet containing hours, tasks and other costs.		
	Unpaid Tax & NI contributions	L	The Council deducts tax and NI for its employees and sends this to HMRC quarterly.		
Councillor	Overpayments	-	No allowances are allocated to Parish Councillors.	No procedure required.	

allowances	Income tax deduction				
Election costs	Risk of cost from an election	L	When an election is due the Clerk will obtain an estimate of costs from the local Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled.	Existing procedure adequate.	
VAT	Reclaiming /charging	L	VAT is reclaimed quarterly. The Parish Council does not charge VAT.	Existing procedure adequate.	
Annual Return	Submit within time limits	L	Annual Return is completed and signed by officers of the Council, submitted to the Internal Auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedure adequate.	
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff	M L L	Covered under Business Continuity The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. Employees should have the opportunity for relevant training etc. required to undertake the role.	Existing procedure adequate. Membership of the SLCC/ training courses.	
Legal powers	Illegal activity or payments Clerk	L L	All activity and payments within the powers of the Parish Council to be resolved and minuted at full Parish Council Meetings, including a reference to the power used. The Clerk has been in post for over 5 years and is a member of SLCC.	Powers minuted	
Minutes /Agendas /Notices Statutory documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda is displayed according to the legal requirements. Copies of minutes available to public upon request and are published on the website with a summary in the Parish magazine.	Existing procedure adequate.	
Members interests	Conflict of interest Register of Members interests out of date	L M	New Code of Conduct adopted in 2018. Code of Conduct signed and a Register of Interest completed by each Member of the Council annually. Register maintained by Clerk.	Register updated	

			Disclosure of Members Interests to appear as an item on the agenda as a prompt to members and Register of forms should be reviewed regularly.		
Insurance	Adequacy	L	An annual review is undertaken (before policy renewal) of all insurance arrangements.	Existing procedure adequate.	
	Cost	L	Employers and Employee liability insurance is a necessity and must be paid for.		
Data protection	Policy Provision	L	Ecopy of Electoral Roll held by Councillor Adlam which is registered with the Data Protection Agency.	Registered with the Information Commissioner	
Freedom of Information Act	Policy Provision	L L	There have been no requests for information to date. Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Existing procedure adequate. Clerk to monitor and report any requests made under the FoI Act.	
PHYSICAL ASSETS					
Assets	Loss or Damage	L	Annual review of assets for insurance purposes and for the External Auditor including location. Asset Register is maintained up-to-date.	Existing procedure adequate.	
		M			
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained) as recommended by the Property Committee. See below for individual items Caretaker does minor jobs as these become necessary as authorised by the Councillor Kerr. All repairs and relevant expenditure for these repairs are actioned /authorized in accordance with Financial Regulations. The insurance of all assets is reviewed annually. No formalised programme of inspections is carried out; any damage or faults are reported to Council, logged and dealt with.	Existing procedure adequate.	
	Loss of income or performance	L			
	Damage /injury to third parties	L			
Village Hall	Risk/damage/injury to third parties	L	The Parish Council is the Management Trustee of Dickleburgh & Rushall Village Centre (a registered charity). The Parish Council is also the Custodian Trustee. A sub committee of the Parish Council is responsible for the management of the Village Centre.	Existing procedure adequate.	

	Village Centre Management committee		The Parish Council is responsible for ensuring adequate insurance cover. Village Centre Management Committee are responsible for ensuring proper procedures with regard to Health and Safety are followed. Other than weekly fire alarm and monthly emergency lighting checks no formalised programme of inspections is carried out; any damage or faults are reported to the Management Committee, logged and dealt with.		
9 Rectory Road	Risk/damage/injury to third parties	L	The property is leased as a Fish & Chip shop. The Parish Council is responsible for the structure of the building. The Parish Council is responsible for ensuring adequate insurance cover. The leaseholder is responsible for all building repairs	Existing procedure adequate.	
Bowling Green Pavilion & Storage/Toilet Block	Risk/damage/injury to third parties	L	The Parish Council is responsible for the structure of the Bowling Green Pavilion and the Storage/Toilet Block. The building and ground is leased to the Bowls Club. The Parish Council is responsible for ensuring adequate insurance cover. No formalised programme of inspections is carried out; any damage or faults are reported to Council, logged and dealt with.	Existing procedure adequate.	
Street Lights	Risk/damage/injury to third parties	L	The Parish Council is responsible for the structure of some of the street lights in the village. The Parish Council is responsible for ensuring adequate insurance cover. Damage or faults are reported to Council, logged and reported to contractors by designated Councillor and/or Clerk.	Existing procedure adequate.	
War Memorial	Risk/damage/injury to third parties	L	The Parish Council is responsible for the structure of the War Memorial. The Parish Council is responsible for ensuring adequate insurance cover No formalised programme of inspections is carried out; any damage or faults are reported to Council, logged and dealt with.		

Church Graveyard	Risk/damage/injury to third parties	L	The Parish Council is not responsible for either Dickleburgh or Rushall church graveyards. The Parochial Church Council is responsible for ensuring adequate insurance cover.		
Play equipment /BMX track /Youth Shelter	Risk /damage /injury to third parties	M	The Parish Council is responsible for childrens play equipment, a BMX track and a Youth Shelter. The Parish Council is responsible for ensuring adequate insurance cover. A documented programme of inspections is carried out weekly by the Caretaker, quarterly by a Councillor and annually by an external agency. Any faults or damage are logged and any required action undertaken promptly.	Existing procedure adequate.	
Allotment land	Risk/damage/injury to third parties	L	Handled by designated Councillor with special powers for allotments and as part of the duties of the Property Committee. All allotment holders must sign an agreement which regulates their use of the plots.	Existing procedure adequate.	
Notice boards	Risk/damage/injury to third parties	L L	The Parish Council has two Parish notice boards sited in Dickleburgh and Rushall. There are also noticeboards on site at Langmere Green and St. Clements. The Parish Council is responsible for ensuring adequate insurance cover. No formalised programme of inspections is carried out; any damage or faults are reported to Council, logged and dealt with.	Existing procedure adequate.	
Street furniture	Risk /damage /injury to third parties	L	The Parish Council is responsible for its wayside seats, tables and boundary signs around the villages. The Parish Council is responsible for ensuring adequate insurance cover. Any damage or faults are reported to Council, logged and dealt with.	Existing procedure adequate.	
Land areas	Risk /damage /injury to third parties	L	Parish Council is Trustee of St Clements Common Charity. The Parish Council has other pockets of land (as listed in Asset Register) which are maintained as	Existing procedure adequate.	

			necessary and these are covered by Public Liability Insurance.		
Meeting location	Adequacy of Health & Safety	L	The Parish Council meetings are usually held at the Village Centre, mostly in one room. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from a Health & Safety and comfort aspect.	Existing location adequate.	
Council records - physical	Loss through theft/fire/damage	L	Parish Council records include historical correspondence, minute books and copies, deeds and leases for land or property, records such as personnel, insurance, salaries etc.. Historical records are stored at the County Archive and in the safe at the Village Centre. Current records are maintained on computers or as hard copies at the homes of the Clerk and RFO.	Existing procedure adequate.	
Council records - digital	Loss through theft/fire/damage/ computer corruption	L	The Parish Council's electronic records are stored on computers held by the Clerk and RFO. Back-ups of the files are taken at regular intervals and stored away from the computer. The Clerk and RFO's computer is connected to the internet and virus protection is installed.	Existing procedure adequate.	

Chairman

Date