

| Subject | Risk | Likelihood (L) Score | Impact (I) Score | Severity (L x I) Score | Management of Risk |
|-----------------------------------|--|----------------------|------------------|------------------------|--|
| Financial & Management | | | | | |
| Lone Working | Working alone with dangerous members of the public. | 1 | 3 | 3 | Commitment by Members and the Parish Clerk not to meet strangers alone. |
| Salaries | Salary is paid incorrectly or the wrong hours are paid. | 1 | 1 | 1 | The Parish Clerk maintains a summary of the hours worked. Payment of the salary is approved by Members of the Council. Cheques are signed by two signatories. The Parish Clerk is not a cheque signatory. |
| | The wrong NI and income tax is paid. | 2 | 1 | 2 | SALC is employed to carry out PAYE duties. |
| Precept | The precept agreed is inadequate. The Council's financial requirements are not submitted to MSDC. The precept requested from MSDC is not received. | 1 | 2 | 2 | The annual budget is approved by Members of the Council. The request for the payment of a precept is submitted to MSDC by the end of January in advance of the start of the financial year. A remittance notification is received from MSDC once payment has been made. A quarterly bank reconciliation is carried out and approved. |
| Reporting and Auditing Finances | The lack of the communication of information. | 2 | 2 | 4 | Cashbook and income and expenditure statements, including a review of the budget, are presented to Members at each meeting for review. A bank reconciliation is also presented for approval. |
| Banking and Payments | Payment of unauthorised cheques. | 1 | 2 | 2 | Cheques are signed by two of the three signatories. The Parish Clerk is not a cheque signatory. A schedule of payments and the related cheque stubs are initialled by these Members at each meeting. |
| Election Costs | An election or a contested election. | 1 | 1 | 1 | This is particularly relevant in an election year. Funds have been built up in reserve to finance an election. |
| VAT | VAT is not reclaimed. | 2 | 1 | 2 | The Parish Clerk submits a claim for VAT previously paid to HMRC to be refunded on an annual basis. |
| Member Interests | There is a conflict of interests. | 1 | 1 | 1 | Members complete a register of interests form following their appointment as a Member. Members declare any interests as a standing item on each meeting's agenda. |

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| Minutes, Agendas, Notices and Statutory Documents | Such documents are not accurate, legal and made available. | 1 | 1 | 1 | The Parish Clerk produces draft minutes of meetings of the Council and posts them on the web site within one month. Draft minutes are replaced on the web site by approved minutes following each meeting. An agenda is posted on the web site and circulated to Members within three clear days of the date of each meeting. A notice of the Council's meetings during the year is displayed on the notice board. Business conducted at each meeting is managed by the Chair. |
| Insurance | The level of insurance is inadequate and risks are inadequately or not covered. | 1 | 3 | 3 | A review of the Council's insurance arrangements takes place by Members on an annual basis. |
| Freedom of Information Act | The Parish Clerk's salary could dramatically increase with each request received for information. | 1 | 1 | 1 | The Parish Clerk will attempt to work additional hours in this situation. |
| Physical Equipment or Areas | | | | | |
| Filing Cabinet | Injury to the user. | 1 | 1 | 1 | Checks are made to ensure that the filing cabinet is in an operational condition which does not impose a risk. |
| Notice Board | Injury to a third party. | 1 | 2 | 2 | Checks are made to ensure that the notice board is in an operational condition which does not impose a risk. |
| Meeting Location | There is a danger to health and safety due to the inadequacy of the venue. | 1 | 3 | 3 | The Community Hall and its facilities are considered to be adequate for those attending Council meetings. |
| Council Paper Records | There is a loss of paper records. | 1 | 1 | 1 | Historical paper records are retained in a locked storage room located at the Community Hall. Current paper records are retained at the Parish Clerk's home address. |
| Council Electronic Records | There is a loss of electronic records. | 2 | 2 | 4 | Backup copies of electronic records are maintained separately by the Parish Clerk. |

Myles Hansen

Chairman

Date

13 September 2017

Simon Ashton

Responsible Financial Officer

Date

13 September 2017