

MARSHCHAPEL PARISH COUNCIL RISK ASSESSMENT					
Financial and Management					
Subject	Risk	Level	Management/Control	Review/ Assess	Action by
Business Continuity	Risk of Council not being able to continue its business due to an unexpected of tragic circumstance	Low	Long term incapacity of Clerk (more than 3 months) would be covered by appointment of temporary Clerk. Short term illness covered by re-schedule of meeting or if urgent, urgent businesss transacted and minutes taken by a Councillor.	Exisiting procedure - adequate.	
		Low	Loss of computer records - monthly back-up taken and stored off-site.	Adequate	
		Low	Full or majority replacement of the Council at an election or other such instance.	Ongoing plan necessary	Chair/Vice
Precept	Adequacy of precept	Low	PC receives regular budget updates, including actual position, projected position to year end and indicative figures. Requests for financial aid are required in month prior to setting of precept.	Adequate	
	Requirement not submitted to ELDC	Low	See above, alternative arrangements would be made if meeting unable to go ahead	Adequate	
	Amount not received by ELDC			Adequate	
Financial Records	Inadequate records and financial irregularities	Low	The Council has Financial Regs. which set out the requirements.	Adequate	
Bank and banking	Inadequate checks	Low	The Council has Financial Regs. which set out the requirements.	Adequate	

	Bank mistakes	Low	Bank statements monitored monthly	Adequate	
	Cheques	Low	Payments banked within 7 days. Cheques require 2 signatures - 2 Cllrs + Clerk authorised	Adequate	
Reporting and auditing	Information	Low	A monitoring statement is emailed with Agenda to each Cllr which is discussed at meeting	Adequate	
	Compliance	Low	Annual audit - both internal and external;	Adequate	
Grants and support payable	Power to pay	Low	Council approval given or obtained to all payments	Adequate	
	Authorisation to pay	Low	Council approval given to all payments, minuted and listed accordingly.	Adequate	
Playing Field	Receipt of rental	Med	No rental received, if necessary Clerk would collect		
	Insurance Implication	Low	Proof of insurance from hirer required before renting	Adequate	
Allotments	Receipt of rental	Low	Invoiced and paid annually	Adequate	
Best Value	Work awarded	Low	The Council has Financial Regs. which set out the requirements. Normal practise is to seek more than one quote for substantial work	Adequate	
Salaries and assoc. costs	Salary paid incorrectly	Low	Salary rates assessed annually & paid in accordance with LALC directives from 1st April each year. Salary slips produced by clerk together with schedule of payment to Inland Rev. (Tax & NI). Tax and NI worked out using Inland Rev computer programme which is updated annually. All Tax & NI payments are submitted to IR in the Annual Return	Adequate	
Cllr allowances and expenses	Allowances made	Low	No allowances are allocated to Parish Councillors. Expenses are paid on production of receipt. Fuel paid in accordance with LALC directive.	Adequate	

Grants and support S137	Power to pay	Low	Approval obtained and minuted if S137 payment made	Adequate	
Election costs	Risk of cost	Low	If an election is to be paid for by PC, which is a democratic process and should not be stifled, sufficient money is available in the contingency fund to pay for this and the money would be recouped in the next financial years precept.	Adequate	
VAT	Re-claiming	Low	The Council has Financial Regs. which set out the requirements.	Adequate	
Annual Return	Submission within time limits	Low	The Clerk completes the Employers Annual Return online and submits to the IR within the prescribed time frame.	Adequate	
Minutes and Agendas	Accuracy and legality	Low	Minutes and agendas are produced by Clerk and emailed to all Cllrs, usually within two weeks of meeting and adhere to legal requirement. Agendas are emailed one week prior to meeting. Minutes are approved and signed at next Council meeting. Minutes are displayed on Council web site.	Adequate	
	Business conduct	Low	Business conducted at meeting managed by Chair.	Adequate	
Members interests	Conflict of interest	Low	Members declare interest at each meeting	Adequate	
	Register of interest	Low	Register regularly reviewed	Adequate	
Insurance	Adequacy	Low	Reviewed annually	Adequate	
	Cost	Med	Renewed annually	Adequate	Clerk
Freedom if Information Act	Policy	Low	The Council has a model of the publication scheme in place.	Adequate	

	Provision	Low	No requests have been made for information to date. Clerk is aware of implications if substantial request is made and a fee would be payable	Monitor and report any requests made	Clerk
Assets	Loss & damage	Low	Report received each meeting	Adequate	
Maintenance	Risk of damage	Low	Repairs carried out as requested. Assets insured against willful/accidental damage.	Adequate	
Street furniture	Risk damage/injury to third parties	Low	The PC is responsible for wayside seats. A visual inspection is carried out and faults and damage is reported at the next meeting to be dealt with.	Inadequate. Schedule will be drawn up for filing	Clerk
Meeting location	Adequacy	Low	The meeting room is adequate and complies with Health and Safety.	Adequate	
Council Records - paper	Loss through fire	Low	The PC records are stored in the purpose built PC Office. Records include historical correspondence, minute books, deeds, planning applications and personnel records etc.	Adequate	
Council Records - electronic	Loss	Low	All Council records are now on a separate hard drive, which is kept with the laptop.	Adequate	
<i>Update 27.02.12</i>	<i>Ref: IB/PP</i>				
<i>Update 2.3.14</i>	<i>Ref: IB/PP</i>				
<i>Update 10.5.16</i>					