

Motcombe Parish Council Risk Assessment for 2019-20

| SUBJECT                  | RISK   | MANAGEMENT  | ACTION  | RISK          |
|--------------------------|--|---|---|---------------|
| <b>Staff</b>             | Wages – incorrect pay<br>Expenses – incorrect<br>Tax           | Monthly wages slip<br>Follow HMR instruction  | Agreed at each<br>meeting and signed  | Low           |
| <b>Precept</b>           | Not Submitted  | Minute/RFO  | Dairy   | Low           |
|                          | Note paid by NDDC  | Confirm receipt   | Diary/income sheet  | Low           |
|                          | Adequacy of Precept  | Quarterly review budget   | Agenda item under<br>finance  | Low           |
| <b>VAT</b>               | Re -Claiming   | VAT input on accounts file  | Vat reclaimed Annually  | Low           |
| <b>Income</b>            | Cash Handling  | Cash handling not done but<br>if required appropriate<br>controls are in place for<br>paying in cash          | Annual review of<br>paying in book and<br>receipts                                    | Low           |
|                          | Cash banking   | Check against bank<br>statement monthly and<br>regular bank reconciliation s                                  | Chairman to check and<br>sign reconciliations   | Low           |
| <b>Debts</b>             | Loss of income from<br>unpaid invoices                         | Unpaid invoices are pursued<br>by the Clerk   | Clerk to check monthly  | Low           |
| <b>Banking</b>           | Loss of cheques  | Cheques received are<br>recorded on the monthly<br>schedule report and are<br>banked promptly                 | Monthly accounts<br>reconciliation reports  | Low           |
| <b>Grants</b>            | Claims procedure   | Clerk to check as required  | Diary   | Low           |
|                          | Receipts of grants when<br>due                                 | Clerk to check and<br>circulated to members for<br>consideration  | Diary   | Low           |
| <b>Investment Income</b> | Receipts when due  | Clerk to check bank<br>statements   | Diary   | Low           |
|                          | Surplus Funds  | Review annually   | Diary   | Low           |
| <b>Insurance</b>         | Cover  | Clerk to check and review<br>annually and add items that<br>are purchased which<br>require cover as and when. | Annual review and to<br>check when required   | Low           |
| <b>Personal records</b>  | Loss or revealing<br>personal data                             | The Council adopted Data<br>Policy  | Annual registration<br>with the Information<br>Commissioner. Regular<br>policy review | Low<br>Medium |
| <b>Financial records</b> | Incorrect records  | The Council receive monthly<br>schedule report and have<br>adopted their financial<br>regulations             | The internal audit is<br>completed once a year<br>and external audit once<br>a year.  | Low           |
| <b>Play Area</b>         | Damage to equipment.<br>Personal injury. Theft of<br>equipment | Adequate insurance in<br>place. Adequate signs<br>displayed. Safety checks.<br>Budget set                     | Fortnightly safety<br>checks  | Low           |
| <b>Assets</b>            | Loss, Hazard, Damage<br>and risk to third parties              | Review of assets for<br>insurance purpose,<br>including maintenance,<br>storage and provisions                | Annually  | Low           |

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|                               |  |  |   |                   |
|-------------------------------|--|--|---|-------------------|
| <b>War Memorial</b>           | Damage and risk to third parties   | Adequate insurance in place.<br>Cleaning and maintenance programme   | Checked on regular bases  | Low               |
| <b>Legal Liability</b>        | Legality of activities<br>Proper and timely reporting via Minutes<br><br>Proper document control | Clerk to clarify legal position on proposals and to seek advice if necessary.<br><br>Council always receives and approves minutes at meetings. Where possible minutes are circulated shortly after the meeting.<br>Retention of document policy in place | Existing procedures in place.<br>Existing procedures in place.<br><br>Existing procedures in place.   | Low               |
| <b>Minutes/Agenda Notices</b> | Legality and accuracy  | Minutes are approved and signed at the following Council Meeting. Agenda and notices are displayed in accordance with legal requirements   | Approved and checked monthly  | Low               |
| <b>Councillor and Staff</b>   | Bring the Council into disrepute   | Councillors understand and receive training on the Code of Conduct. A professional approach is undertaken on all Parish Council matters.   | Circulating Councils code of conduct and Councils Policies.<br>Members to identify any training needs | Medium            |
| <b>Members interest</b>       | Conflict of interest<br><br>Register of Members Interests  | Councillors have a duty to declare any interest at the start of the meeting or when a conflict becomes apparent during a meeting.<br><br>Register of Members Interests form to be reviewed at least on an annual basis.                                  | Existing procedures Adequate.<br><br>Members to take responsibility to update their register.         | Medium<br><br>Low |