

Motcombe Parish Council Risk Assessment for 2020-2021

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

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War Memorial	Damage and risk to third parties	Adequate insurance in place. Cleaning and maintenance programme	Checked on regular bases	Low
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves minutes at meetings. Where possible minutes are circulated shortly after the meeting. Retention of document policy in place	Existing procedures in place. Existing procedures in place. Existing procedures in place.	Low
Minutes/Agenda Notices	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
Councillor and Staff	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. Members to identify any training needs	Medium
Members interest	Conflict of interest 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. 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.	Medium Low