



2016 Parish Council Financial Risk Assessments

| <u>Subject</u> | <u>Risk identified</u> | <u>Management/Control of risk</u> |
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| Direct costs and Expenses | Incorrect Invoicing Incorrect cheques for payment | At each council meeting a list of invoices awaiting payment is shared with members. Cheques are checked by councillors against invoices and signed by two signatories. Cheque stubs are also initialled by councillors. Forecasts and budgets prepared and reviewed at Council meetings |
| Debts | Loss of income from unpaid invoices | Unpaid invoices are pursued by Clerk, Not dependant on any other source of income except precept although income is budgeted. |
| Charges Payable | Payment of charges | Charges for Lease of land are paid annually following receipt of invoice |
| Charges Receivable | Receipt of rental fees, hire charges | The Parish Council receives income in respect of allotments, sports pitches and other land. <u>Allotments</u> Agreements are signed and held by Clerk. Invoices for rents are issued annually. A register is held by the clerk <u>Football/cricket</u> Invoices issued annually by Clerk |
| Best Value | Overspending | Standing orders dictate at what level of spend what process is used. Formal tenders sought as required. Council usually accept lowest quote bar exceptions |
| Salaries | Incorrect rates paid | One employee is salaried – The Clerk <u>Salary</u> - rates agreed annually by Council. Payments reviewed monthly |
| Expenses | Expenses over claimed | <u>Expenses</u> - itemised list with accompanying receipts submitted to Parish Council for approval prior to payment |

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| VAT | Re-claiming | Vat reclaimed half yearly |
| Legal powers | Illegal activity | All activities and payments within the Parish Council's power are resolved and minuted at full council meetings. S 137 payments noted |
| Minutes | Legality and accuracy | Minutes are approved and signed at next council |
| Agendas | meeting /notices | Agendas and Notices are circulated in accordance with legal requirements |
| Members Interests | Register of Interests | Declarations of Interest remain on the agenda. Register of Interest (DPI) forms are reviewed regularly by councillors. Also an agenda item at the start of every meeting. |
| Insurance | Adequacy | Public Liability, Employers and Employee liability cover and Fidelity Insurance are mandatory and are in place, internal audit. |
| Assets | Loss, damage, risk to third parties | Annual review of assets for insurance purposes including maintenance, storage provisions |
| Notice Boards /Bus shelter | Damage/injury to third Parties | All locations have approval by relevant parties, insurance cover and are inspected regularly with reports submitted to Clerk |
| Play area/ Play equipment | Damage/injury | Children's play area inspected regularly and report submitted to Clerk. RoPSA safety inspection undertaken annually, report submitted. The Parish Orderly maintains regularly and any required action undertaken promptly. Insurance cover. |
| Allotment land | Damage/ Access by vehicles | Allotments are accessed from the road via locked gate council have a key. All allotment holders must sign an agreement which regulates use of the plots. |
| Recreation Ground | Damage/Injury | Parish council owns the football pitches and cricket pitch. Users of the grounds made aware of and accept their responsibilities, must avoid dangerous situations and obey health and safety legislation. Equipment is user owned. Users responsible for insurance cover |
| Village Hall / Community Centre | Damage/Injury | Adequate insurance cover provided by the PCA as per the lease agreement. To be reviewed annually. |

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| Formally adopted by council | Feb 2014 |
| Reviewed | Wednesday 18 th May 2016 agenda item 2c |
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