

### Kentisbeare Parish Council – Risk Assessment Management

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Review/Action Required
<b>Assets</b>					
-Bier House -Playing Field -Playing Field equipment -Parish benches -Office equipment (Projector, -Laptop & printer) -Noticeboard -Christmas lights -Village signs -Artefacts cabinet	Protection of physical assets.	Medium	High	All assets insured with the exception of the playing field equipment (council declined to insure the risk see resolutions in minutes).	Insurance policy to be reviewed annually. Maintain existing procedures.
Security of above assets	Inadequate security of buildings, equipment etc.	High	Medium	Bier House secured. Vigilance and regular patrols. Weekly checks conducted of playing field and equipment, village signs, noticeboard, cabinet, Bier House and benches. Other items kept in secure home (chairman and Clerk).	Maintain existing procedures. Regular liaison with Police.
Maintenance of Above assets	Inadequate Maintenance of buildings etc.	Low	Low	Regular checks carried out on external items.	Maintain existing procedures

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Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	High	Annual review of insurance with brokers. Annual review of asset values.	Maintain existing procedures. Asset Register to be reviewed annually.
<b>Finance</b>					
Precept	Overspend of operational budget and/or inaccurate setting of Precept level realising demand on Reserves.	Low	High	Budget and Precept considered by Full Council annually. Sound budgetary control. Expenditure against budget considered quarterly by full council.	Maintain existing procedures
Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	Medium	Bank reconciliation each month. Internal check carried out quarterly by an officer of the council and a report given to the RFO and Full Council.	Maintain existing procedures
Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Internal & external audit presented to full council. Internal check each quarter (as above).	Maintain existing procedures
Computer records	Loss of data through system error or theft.	Low	High	Back-up on completion of all entries.	Maintain existing procedures.

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Cash	Loss, theft or dishonesty	Low	High	Invoices receipted and cash matched to invoices. Cash banked regularly. No petty cash float for expenditure. Presently under £100 received annually in cash.	Maintain existing procedures.
Purchase payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid	Low	Medium	All invoices recorded and filed on receipt. Invoices checked for accuracy and for receipt of goods and services. Two signatories on cheques and initialling of cheque stubs. List of cheques presented to full council monthly.	Maintain existing Procedures.  Review of budget during course of financial year
Tenders	Best value not achieved.	Low	Medium	Financial regulations detail procedures to be followed	Maintain existing procedures
Budget	Inadequate Budget Preparation leading to inability to fulfil obligations.	Low	High	Budget considered by full council. Income and expenditure considered quarterly. Virements made where necessary.	Review of budget during course of financial year
Cheque Books	Loss of cheques. Fraudulent use	Low	High	Cheque books kept secure. No blank cheques signed.	Maintain existing Procedures

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Grants	Mismanagement of Grant Aid powers.	Low	Low	Formal applications only considered for Grant Aid by full council. Conditions in place. Budgets adhered to.	Maintain existing procedures
Salaries	Incorrect payments to staff. (rates, NI, tax)	Low	High	Internal check made quarterly. All correspondence filed. Internal audit.	Maintain existing procedures.
Salaries	Payments not made to HMRC	Low	High	Payment made quarterly. Cheques presented to full council quarterly. Invoices checked. Internal audit.	Maintain existing procedures
Councillor Allowances	Non-payment of tax	Low	Low	Councillors do not receive allowances at present.	No action required
Election Costs	Inability to meet costs	Low	Low	Provision made in budget annually.	Maintain existing procedures
VAT	Errors in calculation. Payments not made to HMRC.	Low	High	Comply with HMRC regulations. Returns made annually. Internal audit.	Maintain existing procedures
Annual Return	Inability to conduct year end close on time/not submitted on time	Medium	Medium	Book internal audit asap.	Maintain existing procedures
Creditors (re: website advertising)	Clients invoiced, payments not received.	Medium	High	Advert taken off website if payment not received after 60 days.	Maintain existing procedures.

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Third parties	Risks to third party, property or individuals	Medium	Medium	Public & Products liability insurance in place. Playing field checks carried out weekly. Verified by an officer quarterly.	Insurance cover to be reviewed annually. Risk assessments of individual events.
Staff	Compliance with Employment Law	Medium	Medium	Employer Liability insurance in place (limit of indemnity £10m)	Insurance cover to be reviewed annually
All personnel	Health & Safety matters	Medium	Medium	Health & Safety policy.	Review, seek advice.
Legal	Conduct of Council business is ultra vires	Medium	Low	Clerk to verify legal position for any new proposal	Legal advice to be sought where required
<b>Administration</b>					
Councillor propriety	Incomplete register of interests.	Medium	Low	Regular reminder to members	Maintain existing procedures
Councillor propriety	Failure to declare interests	Medium	Low	Regular reminder to members	Maintain existing procedures
Councillor/staff propriety	Breach of confidentiality	Medium	Low	Regular reminder to members/staff	Maintain existing procedures
Reports and records	Improper and untimely reporting of meetings via the minutes	Medium	Medium	Council to meet monthly to receive and approve minutes of meetings	Maintain existing procedures

*Reviewed by the Clerk with statement of internal control February 2024 (25/02/24 b)*

