

Marlesford Parish Council Risk Assessment

Purpose of the Document

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

Financial and Management					
Subject	Risk(s) identified	H/M/L	Management / control of risk	Review / assess / revise	
Precept	Adequacy of precept	L	Careful budget to inform the precept request. The Council will add a finance review to the agenda at each meeting. At the November meeting the Council will review budget update report, with projected and actual positions. The Council will use this to identify required funds for ongoing and project costs for the following year and set the basis for budget and precept request. The Clerk will inform the Council when precept payments are received.	No revision required	
Financial Records	Inadequate records	L	The Council follows Finance Regulations and SALC / NALC guidelines on record keeping.	No revision required	
	Financial irregularities	L	Annual external audits. Internal auditor appointed and reviewed at annual meeting.	No revision required	
Banking	Inadequate checks	L	The Council follows best practice guidelines on banking, cheques and reconciliation of accounts. Cheques require two signatories and, where possible, are presented and signed at Council meetings. All bank reconciliation is stored and passed to the internal auditor for annual review.	No revision required	
	Error	L	Any banking error will be recognised within the Council's quarterly statements, and managed in correspondence with the bank. In the event of serious error a special meeting will be called as required.		
	Charges	L	The Council maintains a reasonable level of contingency funds in a savings account in order to cover unforeseen costs, and mitigate any overdraft charges.		
Reporting & auditing	Information communication	L	A monitoring statement is produced and reviewed as part of each council meeting to include reconciliation / current balances, and a review of receipts and payments.	No revision required	
Grants receivable	Receipt of grant	L	The Council does not presently receive any regular grants. Should one-off grants be receivable the Council will review conditions accordingly.	Form procedure when required	
Best value	Work awarded incorrectly	M	The Council's normal practice is to seek, where practical, three quotations for any significant work to be undertaken or goods to be purchased.	No revision required	
	Overspend on services	M	If a potential overspend is identified on any contract the Clerk and / or Councillors will investigate the situation, check the quotation, identify best options and report to the Council.		
Clerk	Fraud	L	All best practice guidelines from SALC / NALC followed in appointment of Clerk. Review of balances, payments and receipts at every Council meeting, and annual internal / external audit will mitigate risk.	No revision required Ensure continued best practice via guideline review	
Freedom of Information Policy		L	The Council is aware that FOI requests may require additional work, and the Clerk and Councillors are committed to transparency and timeliness should such requests be received.	No revision required	

Physical Equipment

Subject	Risk(s) identified	H/M/L	Management / control of risk	Review / assess / revise
Assets	Loss or damage	L	The Council itself holds no physical assets. All third party assets utilised (Community Centre etc) are done so with proper due care and attention and are appropriately insured for use.	No revision required
Council records - paper	Loss or damage	L	Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books and copies and financial data. Where practical, agendas, minutes, financials and planning applications are distributed amongst Councillors via email, thus creating electronic copies of information.	No revision required Ensure electronic records are made and secured where possible
Council records - electronic	Loss, theft or damage	L	Electronic records are stored on a secured, cloud-based hosting platform to mitigate loss or damage associated with domestic hard-drives. A dedicated email account has been established with centrally hosted storage. All electronic Council correspondence is archived within this email account.	No revision required

Liability

Subject	Risk(s) identified	H/M/L	Management / control of risk	Review / assess / revise
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council meetings.	No revision required
Minutes / agendas / notices	Accuracy and legality	L	Minutes and agendas are produced by the Clerk following best practice guidelines. Minutes are approved and signed by the Chairman at the next Council meeting. All agendas and minutes are posted to village notice boards for a minimum period of seven days before and after a meeting.	No revision required
Members' interests	Conflict of interests Register of Members' Interests	M L	Councillors have a duty to declare any conflict of interest at the start of the meeting. Register of Members' Interest forms are maintained by SALC	No revision required No revision required