

MANCETTER PARISH COUNCIL

RISK ASSESSMENT OF FINANCE AND MANAGEMENT 2019 - 2020

Area	Risk	Level	Control
Assets	Protection of physical assets including Laptops and Printers.	M	Items insured. Laptops not kept in office and contain up to date anti-virus software.
	Security of buildings, equipment etc	H	Secured
	Maintenance of buildings etc	M	The Cemetery Shed is the only building maintained directly as the office rent contributes towards maintenance costs. The low risk of eviction from the existing office base or non- payment of rent has been identified and covered in reserves.
Finance	Banking	M	Accounts held with a high street bank
	Risk of consequential loss of income	M	Insurance cover. Sum insured £10,000,000 (to cover loss of income and relocating office). Important documents backed-up and taken off premises/kept in fire proof safe.
	Loss of cash through theft or dishonesty	H	Receipts issued. Monies banked as soon as possible. References obtained for all employees under employment law.
	Financial controls and records	M	Monthly reconciliation prepared by Clerk and reported to Council. Computed accounts are signed at each Parish Council Meeting. Clerk authorised to sign alone on "Clerk's" Bank account up to £500. Two signatories on cheques on other bank accounts. Internet Banking in place. Process detailed and agreed by Councillors. Internal and external audit.
	Comply with Customs and Excise Regulations	H	Online updates received. Use help line when necessary. VAT payments and claims calculated by Clerk. Internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Council receive detailed 'projected' budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Council at every Bi-monthly meeting. Long-term planning which is detailed in the Chairman's Report at the Annual Parish Meeting in May.
	Complying with borrowing restrictions	L	Council does not borrow.

Liability	Risk to third party, property or individuals	M	Insurance in place. Cemeteries Maintenance Contractor reports to Clerk items of concern. Open spaces checked quarterly. Trees and benches investigated when damage reported.
	Comply with Health & Safety	M	Copy of Public Liability Insurance Certificates held, for all Contractors undertaking work within the Parish
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies. Mandatory Employer's Liability Insurance is held.
	Comply with Inland Revenue requirements	M	Regular advice from HMRC. Internal and external auditors carry out annual checks.
	Safety of Staff and visitors	M	Regular H&S risk assessment checks of Clerk's office.
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary. Member of WALC.
	Proper and timely reporting via the Minutes	M	Council meets every other month and receives and approves Minutes of meetings held in interim. Minutes made available to press and public via the web site.
	Proper document control	M	Leases and legal documents in Clerk's office. Key documents, deeds etc to be copied and stored in fire proof safe. Other data storage to comply with Data Protection Act / GDPR
Councillor priority	Registers of Interests and gifts and hospitality in place.	H	Register of interest completed.

This risk management paper was considered by the Council on 14th May 2019 and will be reviewed again on 26th May 2020.