

**Brendon and Countisbury Parish Council Risk Assessment
June 2017**

| Subject | Risk(s) identified | H/M/L | Management / Control |
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| Precept | Adequacy of precept | L | <p>To determine the precept amount the Council regularly receives updates from the Responsible Financial Officer (“RFO”) of expenditure against budget and bank reconciliations.</p> <p>At the January meeting Council receives an updated budget for the current year and agrees a budget for the next financial year based on standing costs and projects for the following year, along with Grants due from NDDC. The proposed precept is agreed at this meeting. The RFO notifies NDDC of the precept requested. The RFO also notifies the Council when precept monies are received.</p> |
| Financial Records | Inadequate records / Financial irregularities | L | <p>The RFO maintains a cash book listing all income & expenditure, and compiles all paperwork relating to such income & expenditure in an accounts file. This file is subject to Internal Audit after the end of each financial year.</p> |
| Bank and Banking | Bank errors / Fraud | L | <p>All cheques issued are written by the RFO and then signed by two other authorised Councillors (The RFO is not an authorised signatory) after the expenditure has been authorised by Council. Payments authorised/made are included in the Minutes of Council Meetings.</p> <p>Fidelity Guarantee £12,000</p> |
| Cash | Loss through theft or dishonesty | L | <p>There is no petty cash or float. Insurance covers loss of cash of £100 to £2000 depending on nature of loss.</p> |
| Grants | Failure to seek Grants or monitor expenditure of Grants. | L | <p>The RFO regularly advises Council of Grants requested/received. All expenditure is formally approved by Council</p> |
| Reporting | Insufficient Financial information | L | <p>Financial Information is a regular Agenda item (Financial Report) at each monthly Council meeting. Payments made and Income received are advised by the RFO and mention made to both opening and current bank balances Bank balances are reconciled by the RFO against Income and Expenditure accounts quarterly.</p> |

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| Audit | Annual audit is not completed by the deadline | L | The RFO prepares the accounts for the Internal Auditor. The Internal Auditor returns the accounts which are then approved by Council in April or May |
| | Annual audit is not advertised | L | The Clerk places the notice of audit on the Parish notice boards (Copy on web site) for the prescribed period of time. |
| Annual Return | The Annual Return is not submitted on time | L | The RFO prepares the Annual Return which is formally approved by Council in April or May. Once approved / signed this is then immediately sent to the External Auditor by the RFO. |
| Invoices | Goods not supplied but billed | L | Invoices are paid only after receipt of goods/services |
| | Incorrect invoices | L | All expenditure is agreed by Council before costs are incurred. Payments made need to be approved by Council. The Clerk or RPO checks invoices for accuracy and that the amount requested does not exceed that agreed by Council. |
| | Unpaid invoices | L | The Council does not currently raise any invoices. If we were to do so the RFO would follow up any unpaid accounts monthly. |
| Best Value | Charges made do not represent Best Value | L | The Clerk will obtain three estimates where expenditure exceeds the level stipulated in Standing Orders. All expenditure is approved by Council when Value is always considered. |
| Salaries | Salary paid incorrectly | L | The only paid employee is the Clerk, who is paid annually in October for grass cutting and in November for his annual salary. Expenses are submitted to the RFO annually for payment in February. PAYE is deducted and paid for both grass cutting and salary work. Council considers and agrees proposed payments as part of its budget review in January and all payments are authorised by Council when paid. |
| Agenda & Minutes | These are not legal or accurate | L | The agenda is prepared by the Clerk and advertised on the web site and on Parish notice boards the correct number of days before the meeting in accordance with Standing Orders. The minutes of meetings are drafted and circulated to members by the Clerk. They are approved at the next full Council meeting and then published on the Council web site. |
| Members Interests | Conflict of Interest | M | Councillors are asked to declare any interests relevant to Agenda items at the beginning of each meeting. Register of Members Interest forms are reviewed annually by Councillors. |

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| Insurance | Adequacy / Cost / Compliance | L | The RFO undertakes an annual review at the time of the policy renewal. He then reports his views/recommendations to a full Council meeting where approval is given for the premium payment. Employee liability and Public Liability are a necessity and must be paid for. Current cover includes: Business Interruption £500 Office Content (At Clerk's home) £2,500 Public liability £10,000,000 Employee Liability £10,000,000 Libel / Slander £250,000 Fidelity Guarantee £12,000 Personal Accident max £500,000 per person (max £2m per incident) |
| Data Protection | Non-compliance with legislation | L | We are registered with the Data Protection Agency. |
| Freedom of Information | Non-compliance with Model Publication Scheme | L | Currently compliant with Model Publication Scheme. Reviewed annually. |
| Assets | Risk/Damage | L | The Council does not own any property. Office equipment held by the Clerk is insured. |
| Council Records- Paper | Loss through Theft / Fire | L | The Parish Council records are stored in the village hall. Records include correspondence, minutes, planning cases and historic financial records.. Current financial records (Bank statements, correspondence, insurance) are held at the home of the RFO. |
| Council Records - Electronic | Loss through Theft / Fire / Corruption of data | L L | The Clerk maintains his files on his personal computer. All files relating to the Parish Council are backed up both on both a separate hard drive and on the "Cloud" The RFO maintains financial records on his personal computer. All files relating to the Parish Council are automatically backed up firstly on a separate hard drive, and secondly in the "Cloud" using Microsoft's "One Drive" software. |
| Meeting Locations | Adequacy / Health & Safety | L | Meetings are held in the local Village Hall where there is adequate space and facilities for Councillors, the Clerk, guests and the public. The Clerk checks that the Village Hall maintains appropriate records to ensure compliance with Health and Safety legislation. |
| | Disaster Recovery | L | Other suitable locations are available both within the Parish and in the neighbouring town of Lynton. No formal plan exists however meetings can easily be relocated if necessary. |