

RISK REGISTER 2019 - 2021

FINANCE AND MANAGEMENT				
Subject	Risk(s) Identified		Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Clerk's home. The Clerk makes a monthly backup to a memory stick exchanged with the Chair. In the event of the Clerk being indisposed, the Chairman to contact WALC or a locally known Clerk.	Existing procedures adequate. Review when necessary.
Precept	Adequacy of precept	L	The Council approves the Precept requirement annually at the December and January meetings as part of the full budget approval process.	Existing procedure adequate.
	Precept application not submitted		The Clerk reports that the Precept application will be submitted and confirms by email that it has been received by SDC.	
Financial records	Inadequate records	L	The Council has Financial Regulations that set out the requirements, these include internal reconciliations and detailed checks by the Chairman of the accounts administration and processes quarterly.	Existing procedure adequate.
			Adherence to the agreed regulations is verified by the internal examiner.	Review the Financial Regulations when necessary
	Financial irregularities		The annual internal audit is conducted by an accredited auditor.	Existing procedure adequate.
Bank and banking	Inadequate checks	L	Financial Regulations set out the requirements for banking, approval of cheques and reconciliation of accounts (including supporting bank statements) takes place monthly and are presented in an agreed format at each Parish Council meeting. The income and Expense report is presented on a regular basis to full council.	Existing procedure adequate.
	Mistakes		Bank signatories are reviewed on a regular basis with at least two councillors not included to enable unbiased financial checks to take place.	Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election.
	Loss		Relevant insurance is in place	Existing procedure adequate.
	Charges		There are no loans or overdraft facilities	Existing procedure adequate.
Cash	Loss through theft or dishonesty	L	Financial Regulations set out the requirements.	Existing procedure adequate.
			Cash received is banked promptly by the Clerk.	
			Monthly and quarterly financial checks with bank reconciliations prevent possibility of any signatory withdrawing cash	
			misappropriation of cash. The Council's insurance policy has a Fidelity Guarantee.	
Reporting and auditing	Information communication compliance	L	A monthly financial statement is produced prior to each full Council meeting. A formal agenda item for review and approval of the statement results in the chair of Council signing it as approved. A file of approved statements is maintained for each financial year. The statement includes a full list of payments and receipts. Copies of the financial statement, amended to protect private data, is posted on both Parish notice boards and the web site.	Existing communication procedures adequate. Payments are selected at random and check compliance with value against invoice, appropriate quotation etc thus ensuring fidelity compliance
	Compliance	L	Regular audit internally to comply with the Fidelity Guarantee.	Existing procedure adequate.
Direct costs	Goods not supplied but billed	L	Financial Regulations set out the requirements.	Existing procedure adequate.
Overhead expenses	Incorrect invoicing	L	At each Council meeting the monthly financial statement is presented to each councillor, specifying cheque number, value and payee. On conclusion of the meeting cheques are signed by two councillors who also initial the relevant invoice after cross-checking the value and goods/services provided. The clerk also signs invoices to confirm that the goods/services have been supplied and that the invoice value matches the quotation.	Review the Financial Regulations when necessary
Grants and support - payable	Power to pay	L	All expenditure detailed on the monthly statement includes the power by which the council has the authority to act.	Existing procedure adequate.
Grants & Receivable income	Receipts of Grant & Income	L	Grants are received from various sources to fund specific projects	Existing procedures adequate.
Charges - Rentals payable	Payments of leases/rentals	L	The Parish Council currently has no Lease agreements	Existing procedures adequate.

Charges - Rentals receivable	Receipt of rental	L	The Parish Council currently only receives rental income in the form of a wayleave.	Existing procedure adequate.
Best value	Work awarded incorrectly	L	Financial Regulations specify levels at which multiple quotes or the implementation of a tender process apply. Contractors are made aware that no deviation from original quotations will be allowed until formal approval has been given by Council.	Existing procedure adequate.
Accountability	Overspend on services	M	The budget and expenditure is reviewed at monthly meetings and the budget is reviewed quarterly. Any overspending is carefully considered by full council.	Review Financial Regulations regularly.
Salaries and associated costs	Salary paid incorrectly	L	The Clerks position is salaried and paid against the appropriate spine point recommended by NALC and detailed in the contract of employment. Payment is approved at each Council meeting when a salary payment is due. Appropriate deductions for income tax and national insurance are made at source.	Existing appointment and payment system is adequate.
Clerk	Loss of Clerk	L	In the case of a sudden loss of Clerk, several local Clerks known to the Council would be approached with a view to temporary stand-in activity. The replacement Clerk should be provided with relevant training, reference books and access to assistance and legal advice required to undertake the role.	Existing procedure adequate. Membership of WALC & SLCC.
			Timely appointment of a pre-notified resignation of the existing Clerk would include a hand over period to allow basic training to take place. Maintenance of adequate reserves will enable development of new clerk through on the job training from the existing Clerk. Participation in CiLCA program essential. Temporary loss of Clerk due to illness has reasonable cover via the current insurance policy.	Purchase reference books where necessary.
	Fraud		The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud.	Monitor insurance regularly
	Health & Safety		Relevant risk assessments will be carried out when necessary and logged in the minutes of meetings. Any event which requires risk assessments or health and safety training will be fully considered, and logged for the record.	Existing procedure adequate
Councillor allowances	Councillors over-paid	L	The Chairman has a budgeted annual allowance that is used if necessary for sundry items. Any expenses are claimed by presenting the relevant receipt to the Council for approval. Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Council. No allowances are allocated to other Parish Councillors.	Existing procedure adequate.
Election costs	Risk of an election cost	L	When an election is due the Clerk will obtain an estimate of costs from SDC for a full election and an uncontested election. An annual accrual in the reserves is set to ensure that on a 4-yearly basis the estimated cost of an election in an ordinary election year can be met. Elections as a result of a casual vacancy need to be accounted for from general reserves.	Existing procedure adequate.
VAT	Re-claiming/charging	L	Financial Regulations set out the requirements. The income and expense report has a separate line for VAT. Submissions are made annually unless a major project (play park) has been undertaken when a significant amount of vat is due. The Clerk will then process an individual claim for that amount	Existing procedure adequate
Annual return	Submit within time limits	L	Submission of all relevant HMRC (year-end & employment changes) are conducted by the Clerk.	Existing procedures adequate.
			Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be detailed on the monthly statement and resolved and minuted at Full Parish Council Meetings.	All activities and payments minuted.
Council records - paper	Loss through theft fire or general mishandling	L	Current Parish Council records are stored at the home of the Clerk and archives at the village hall. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc. Filing cabinets and storage boxes are not fireproof.	Damage (apart from fire) and theft is unlikely so provision is considered to be adequate.
Council records - electronic	Loss through theft, fire or corruption of computer	L	The Parish Council's electronic records are stored on a computer at the Clerk's home. Back-ups of the files are taken at monthly intervals.	Existing procedure adequate.
Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate.
Data protection	Policy	L	The Council is registered with the Information Commissioner and has a GDPR policy	Ensure annual renewal of registration
Freedom of	Policy	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts of requests

Information Act	Provision	M	Council is able to request a fee for any information requested to cover the cost of consumables and the clerk's time.	made under the Freedom of Information Act.
Meeting location	Adequacy	L	The Parish Council Meetings are held at the Village Hall. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.	Existing location adequate.
	Health & Safety		The Village Hall has full facilities, equal access, health and safety policy and first aid supplies	Existing location adequate.
Street Furniture, Play area equipment and	Loss or Damage	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Seasonal checks are made by a Councillor and reported to the Council.	Existing procedure adequate.
Open Spaces	Risk/damage to third parties/property	L	Annual inspection carried out by registered play inspection company.	Review insurance requirements annually.
Parish Owned Land	Risk/damage to third parties/property	L	Easements state maintenance and insurance requirements for protection of land by vehicular crossing. Risk assessments will be required as per Easements.	Legal Easements to be reviewed as required

LIABILITY				
Subject	Risk(s) Identified		Management/Control of Risk	Review/Assess/Revise
Noticeboards & Website	Risk/damage/injury to third parties road side safety	L	Parish Council has two notice boards sited around the Parish. All locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk. Any repairs/maintenance requirements brought to the attention of the Parish Council. Web site update by Clerk only. All relevant documentation posted on notice boards also posted on web site.	Existing procedure adequate.
Legal Powers	Illegal activity or payments Working Parties taking decisions	L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Ensure established with clear terms of reference.	Existing procedure adequate. Monitor on a monthly basis.
Minutes/Agendas/ Notices/ Statutory documents	Accuracy and legality Business conduct	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements.	Existing procedure adequate. Guidance/training to Chair should be given (if required).
			Minutes are approved and signed at the next Council meeting.	Members to adhere to Code of Conduct.
			Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate.
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessments carried out to comply with requirements.	Existing procedures adequate. Ensure risk assessments are carried out.
Employer Liability	Non compliance with employment law	L	Undertake adequate training and seek advice from WALC.	Existing procedures adequate.
Libel and Slander	Non compliance with Nolan Principles	L	All councillors are reminded monthly of their responsibilities and the Nolan principles	Insurance cover taken
Legal Liability	Legality of activities	M	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves Minutes at monthly meetings. Retention of document policy in place.	Existing procedures adequate.
	Proper and timely reporting via Minutes	L		
Members interests	Conflict of interest Register of Members interests	M	Councillors have a duty to declare any interests at the start of the meeting. Register of Members Interest forms to be reviewed regularly by Councillors.	Existing procedure adequate.
			Councillors must sign the Code of Conduct at election or on co-option.	Members to take responsibility to update their Register.



Luddington Parish Council

ASSET REGISTER 2020 - 21

Asset	#	Cost	Date acquired
Seats	3	£1,507.00	
Village Green Bench	1	£618.00	March 2016
Bus Shelter	1	£6,770.00	
Millenium Stone on Village Green	1	£2,304.00	
Noticeboard at Church Drive	1	£822.00	
Noticeboard in Luddington Road	1	£1,238.40	August 2017
Fencing and Gates	1	£1,275.00	November 2009
	1	£1,022.40	December 2018
	1	£624.00	August 2019
Signage		£60.00	2019/20
Swings on Village Green	1	£1,062.00	
Otter Holt	1	£345.00	April 2012
Telephone Kiosk	1	£1.00	February 2017
Land adjacent to All Saints Church	1	£1.00	June 1980
Village Green	1	£0.00	September 2019
Total		£17,649.80	