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CLAPHAM cum NEWBY PARISH COUNCIL

RISK ASSESSMENT and MANAGEMENT

In accordance with Clapham cum Newby Parish Council Financial Regulations v.3.1 adopted on 26th July 2016, section 17, the Council will assess the risks it faces associated with the activities and services of the Parish Council and identify actions necessary to address these risks. This risk assessment and management document will be reviewed periodically and in particular if any circumstances change and in any event not less than once a year.

Subject	Risks/s identified	Management/Control of Risk	Review/Revise/Assess
Financial	Handling cash	The council does not handle cash	N/A
	Exceeding limits for payments under LGA1972, S137	Separate column which totals automatically	Existing procedures adequate
	Fraud or embezzlement	Precautions taken:- <ul style="list-style-type: none"> • Accounts presented at each Parish Council meeting and signed by Chairman • No petty cash held • Internal auditor appointed and audit carried out each year • Two councillors signatures required on cheques • All payments authorised at Parish Council meeting • Robust Financial Regulations 	Existing procedures adequate
Bank and banking	<ul style="list-style-type: none"> • Inadequate checks • Bank mistakes • Loss • Charges 	<ul style="list-style-type: none"> • The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation. • Cash flow is monitored by the Clerk to ensure adequate funds to cover outlay are available in the current account. 	Existing procedures adequate
Salaries and associated costs	<ul style="list-style-type: none"> • Over or under payment of Clerk's salary • Incorrect deductions of Tax and NI • Tax and NI not paid to HMRC 	Clerk's salary is initiated by RFO and approved monthly by Parish Council meeting. Salary and PAYE payments made electronically by HSBC and PAYE in Real Time is operated providing automatic documentation (P60, P45, pay slips etc)	Reviewed monthly at PC meetings.

VAT	Failure to record and/or reclaim VAT	VAT claims prepared from computer based information with separate VAT column.	Existing procedures adequate
Clerk/RFO	Death/illness or absence of Clerk/RFO	<ul style="list-style-type: none"> Files and records labelled and system easy to follow Financial and critical information held in labelled ring binders Electronic back up of computer information taken weekly. 	Existing arrangements were tested in 2010 and 2011 during lengthy illness and eventual retirement of Clerk (P F Leng)..
Assets	Loss or damage risk/damage to third party(ies) property	<ul style="list-style-type: none"> An annual condition survey of assets is undertaken for purposes of insurance and maintenance provision. Annual review of Public Liability insurance 	Disposal or replacement of assets not fit for purpose to be drafted and agreed.
St James' Clapham Closed churchyard	<ul style="list-style-type: none"> Trees requiring expensive and extensive work Maintenance of walls, paths etc Safety of monuments Third party injury 	<ul style="list-style-type: none"> Some financial provision held in reserves Periodic inspection by tree officer Quinquennial (2011) identifies works required to walls, paths etc. PCC notifies PC of works required Annual inspection of monuments following EHC guidelines Public liability insurance in place 	<ul style="list-style-type: none"> Document monument testing and agree annual schedule Ensure adequate notices are displayed in churchyard with regard to care and safety.
Council Records - paper	Loss through theft/fire/damage	Documentation pre 2008 is lodged with County Records office at Northallerton. Recent records are stored at the home of the Clerk including correspondence, minute books, insurance, financial records, maps, asset register etc and are held in a lockable metal filing cabinet (not fire proof).	Existing arrangements are adequate

Council Records - electronic	Loss through theft/fire/damage/computer problems	Records pre mid 2011 are held on magnetic media (CD, floppy disc etc). Records post mid 2011 are stored on the Clerk's personal computer. Back ups of the files are taken weekly on a separate hard disk.	Pre mid 2011 media to be stored by Clerk
Freedom of Information Act		The Council has a model publication scheme for Local Councils in place. Clerk is aware of requirements of the Act.	Clerk will monitor and report any impact of requests made under Act.
Insurance	<ul style="list-style-type: none"> • Adequacy • Cost • Compliance • Fidelity guarantee 	An annual review is undertaken prior to policy renewal to ensure that insurance is adequate and provides necessary cover.	Clerk presents review to the Parish Council meetings and approval of policy renewal or new policy is minuted.
Members Interests (Disclosable Pecuniary Interests)	Conflict of Interest Register of Members Interests	Item 2 of the Agenda of each PC meeting is a declaration of interests and update to Register of members interests	Any declarations of interest are minuted. Any updates to Register of Interest are passed to CDC and copy filed.
Agenda/Minutes/Notices and statutory documents	Accuracy and legality	<ul style="list-style-type: none"> • Agenda and minutes are produced by the Clerk and adhere to legal requirements. • Minutes are approved and signed at the next Council meeting • Agenda and minutes are displayed according to the legal requirements 	Existing procedures adequate
Precept	<ul style="list-style-type: none"> • Adequacy of precept • Not submitted to CDC within timescale • Not paid by CDC 	<ul style="list-style-type: none"> • Parish Council regularly receives budget update information and projects income and expenditure for following year. • Approval of precept application is an Agenda item for each November meeting. • Clerk informs Council of receipt of precept (usually April & Sept). 	Parish Council's Financial Regulations are applied

Financial Records	<ul style="list-style-type: none"> • Inadequate or incorrect records • Irregularities 	Parish Council has Financial Regulations	Financial Regulations reviewed annually
Best Value	Contract awarded incorrectly	Parish Council has Financial Regulations	Existing procedures adequate
Internal Audit	Completion within time limits	<ul style="list-style-type: none"> • Internal auditor is appointed by Parish Council on an annual basis • Internal auditor works with Clerk/RFO to obtain satisfactory completion of the Internal Auditor's Report section of the Annual Return. 	Existing procedures adequate
Annual Return	Completion and submission within time limits	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and sign off and then checked and sent on to the External Auditor within the time limits.	Existing procedures adequate
Legal powers	Acting ultra vires	<ul style="list-style-type: none"> • Activities and payments within the powers of the Parish Council to be resolved and minuted at Parish Council meetings, including where relevant a reference to the power used. • Professional advice to be taken where any doubt arises as to Parish Council's legal powers. 	Existing procedures adequate
Reserves	<ul style="list-style-type: none"> • General • Earmarked 	<ul style="list-style-type: none"> • Both are considered regularly. 	Existing procedures adequate