

Level H = High / M - Medium / L = Low

AREA	RISK	LEVEL	CONTROLS IN PLACE	ACTION REQUIRED
COMPLIANCE WITH ACTS OF PARLIAMNET, COUNCIL'S FINANCIAL REGULATIONS AND CODE OF CONDUCT.	Lack of knowledge of regulations and codes	M	All Councillors have copies of Code of Conduct, Standing Orders and Financial Regulations	Ensure that Standing Orders are produced, understood by Councillors and reviewed at least once per year.
ASSETS	Damage to Council land/assets	L	Frequent inspections	Appoint Councillor responsible for regular monitoring of location and use of assets.
	Identify, value and maintain all Parish Council assets and ensure that asset and investment registers are complete, accurate and maintained.	L	All assets for which Parish Council is responsible are recorded. Asset register completed in accordance with Audit Commission requirement.	
	Impact or vandalism to street lights	L	Frequent inspections	Regular inspection
	Street lights - wear and tear/public safety	L	Frequent inspections	Regular inspection
	Supply of office equipment	L	Contingency sum in budget	
WORK HAZARDS	Grass cutting, weeding and strimming and other Council works	M	Contractors to provide copy of Insurance and Risk Assessment. Contractors to wear protective clothing, weed killer to be stored in a secure location. Contractors to confirm compliance with Health and Safety at work legislation.	To inform Contractors when employed
FINANCE	Loss through theft or dishonesty	L	Two cheque signatures required. No petty cash held. All payment authorised by Council. Monthly statement to Council on Agenda and in Minutes.	

	Items purchased without proper tendering, procedures, resulting in accusations of commercial favouritism.	L	Ensure all Councillors are aware of financial regulations re estimates and full tender procedures. Estimates over an agreed figure of £500 required.	
	Accuracy and legality of End of Year Account	M	Appointment of competent Clerk. On going training. Competent Internal Auditor. Approval by Council.	
	Insufficient budget provision	L	Proper consideration of budget in December each year Inclusion of contingency sum in budget	To commence discussions in Octobr. To be agreed in January.
			Adequate balances kept in hand	
			Realistic precept set	In January each year
	Neighbourhood Plan	L	The Council may not get the second tranche of NP grant (£8,000)	
	Traffic Feasibility Study	H	Overbudget at £8,000. Will overspend but get back later (assume 2019) if the Aylesbury Road development is approved.	
	Compliance with HMRC Requirements	M	Appointment of JE Accountants. Advise is also sought from HMRC on eligibility to reclaim VAT legitimately. VAT records on computer systems and refunds claimed on a regular basis.	
	Compliance with Transparency Code	L	Online publication of key spending and governance information	Published on Parish Council website
LIABILITIES	Public Liability	L	Adequate insurance cover - £10 million public liability.	Appoint Councillor responsible for reviewing Insurance policy.

	Employer Liability	L	Insurance cover in place for accidents to Clerk and Councils. Membership of BMALC and SLCC. Public inspection of documents by appointment only.	
	Clerk's resignation/sickness	M	Councillor's may act in temporary capacity at nil pay	
	Legal liability	L	Minutes are property kept, approved and signed and provided on website. Membership of BMALC and SLCC. Insurance cover in place and Clerk clarifies legal position on any new proposal. Legal advice to be sought were necessary from BMALC and SLCC. Guidance notes received for new legislation and complied with (eg FOI Act, Equalities Act and Code of Conduct).	
	Councillor propriety	M	Code of Conduct to each member. Register of Interests completed. Standing orders reviewed annually.	Copy of Standing Orders, Code of Conduct and Financial regulations to be provided to all members.
MISCELLANEOUS	Unexpected major events.	L	Bank balance adequate.	
	Loss of Council records, deeds, leases.	L	Record with Clerk and in locked filing cabinet.	
	Unexpected litigation against the Council.	M	Use of NALC's solicitor.	