			Mollington Parish Cou					
Торіс	Risk Identified	Level of Risk	Management of risk	Action	Likelihood of event	Impact of Risk	Risk x	Comments
Financial Records & General	Loss due to computer breakdown,	5	Regularly back up files (Back up	Ongoing	Medium			
Correspondence	etc.		Media to be kept remotely)			7	35	Done continually; no unrecoverable data over 24 hrs old. Physical back-up media stored off premises.
Cyber Liability	Risk of Cyber theft/ destruction	5	Back up as above plus latest anti-	Ongoing	Low			
	-		virus software installed 12/17	-		5	25	Low risk as internet not used for banking /payments; records may be affected but PC protected by anti virus software and VPN
VAT	Claimed within time limits	4	Agree returns submitted	Ongoing	Medium	5	20	Claimed at least once per year OR when outstanding vat exceeds £1000; claimed via new HMRC Digital Claim method
Members interests	Conflict of interest	5	Update declarations of interest annually	Clerk to check annually	Low	4	20	Up to date. Members declare any interest in items on the Agenda of each Parish Council Meeting
Assets	Risk or damage to third party property or individuals	3	Review adequacy of Public Liability Insurance	Diary – annual review	Low	6	18	New 3 year Insurance agreement in June 2017. Damage to property and third party individuals covered
Staff	Personal Liability of Councillors/Staff	3	Liability Insurance	Annual Ongoing Insurance	Low	0	10	
	,		,	to be Renewed		6	18	Continuance of Public and Personal Liability Insurance
Assets	Loss, damage, etc.	4	Annual inspection, update insurance and asset registers	Diary – annual review	Medium	4		Playgrounds = £47104; Street Furniture = £10832; Insurances and Assets reviewed annually. PC inspect equipment regularly
Staff	Loss of key personnel (Clerk)	3	Hours, health, stress, training	On Going.	Low	4	16	Playgrounds – 247 104, Street Purniture – 210632, Insurances and Assets reviewed annually. PC Inspect equipment regularly
otan		0	management	on comg.	2011	4	12	All PC members & Clerk happy with the current set up Dec 2019; Salary reviewed April 2019
Precept	Adequacy of precept	2	Monthly review of budget to actual	Clerk produces monthly	Medium			
			expenditure	budget summary		5	10	To be assessed for 2020/21 to cover expenditure forecast
Legal Powers	Illegal activity or payment	3	Educate Council as to their legal powers	Training for Clerk and Councillors	Medium	3	9	Training undertaken. Revised Governance Arrangements undertaken
Best Value	Overspend on services	3	Ensure correct tendering for	Ongoing	Medium	Ŭ		
			services			2	6	Grass cutting re-tendered Autumn 2017. 3 year term.
Precept	Not paid by CDC	2	Clerk to check & liaise with DC	Diary	Low	2	4	On going - paid up to date
Direct Costs & overhead	Invoice incorrectly calculated	2	Check arithmetic	Ongoing	Low	-		
expenses						2	4	New Internal Auditor appointed 2016. All accounts fully computerised & self balancing. Reconciled to bank for every transaction
Direct Costs & overhead	Cheque payable to wrong party	2	Signatories initial stub & invoice	Ongoing	Low			
expenses						2	4	Yes -also clerk signs all invoices
Financial Records	Inadequate records	2	Clerk to check quarterly and regular internal audit	Diary	Low	2	4	Records more than adequate. Chairman to agree balance sheet and bank reconciliation periodically during the year
Minutes	Accurate and legal	2	Review at following meeting	Ongoing	Low	2	4	Agreed, signed at next PC meeting & posted on-line and Notice Board
Staff	Fraud	1	Fidelity Guarantee Insurance	Review sum insured on	Low			
Cash	I and the such that for diabar and a	0	Insurance cover review – ensure	annual basis	1	2	2	Fidelity Insurance £150,000 - We are aware of the risk & accept the value of cover.
Cash	Loss through theft or dishonesty	U	adequacy of fidelity guarantee	Review sum insured on annual basis	Low	2	0	No cash held
Salaries	Wrong salary paid	1	Clerk check to agreement	Signatories to check	Low	2		
Direct Costs & overhead	Goods not supplied	1	Clerk/Councillors to monitor	Ongoing	Low	2	2	Ongoing & correct at Dec 2019
expenses	Coods not supplied			Chigoling	LOW	2	2	Ongoing & correct at Dec 2019
Effectiveness of Internal	Failure to meet statutory & financial	4	Clerk/Councillors to monitor	Ongoing	Low	2	2	Origoning & correct at Dec 2019
Audit	requirements					6	2	New Internal Auditor appointed 2016 and audited annually by independent auditor
Date of assessment	7th January 2020		Agreed by					
			Sígned	Chairman				
				Chairman				
			Signed	Clerk				
Minuted	28th January 2020	Minute number: 939						