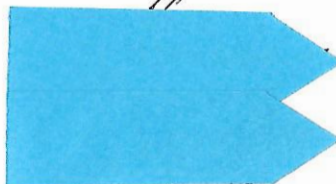


### Mollington Parish Council Risk Assessment December 2015

Topic	Risk Identified	Level of Risk	Management of risk	Action	Likelihood of Risk	Impact of Risk	Risk x	comments
Financial Records & General Correspondence	Loss due to computer breakdown, etc.	5	Regularly back up files (CD to be kept off site?)	Ongoing	Medium	7	35	done continually no unrecoverable data over 24 hrs old
VAT	Claimed within time limits	4	Agree returns submitted	Ongoing	Medium	5	20	To be claimed every 6 Months April to September and October to March
Members interests	Conflict of interest	5	Update declarations of interest	Clerk to check annually	Low	4	20	Up to date
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 agreement 2014
Assets	Loss, damage, etc.	4	Annual inspection, update insurance and asset registers	Diary - annual review	Medium	4	16	Playgrounds = £59764; Street Furniture £9151 insurances reviewed agreed & updated as above. Asset register reviewed
Staff	Loss of key personnel (Clerk)	3	Hours, health, stress, training management	On Going.	Low	4	12	All P C members & Clerk happy with the current set up Dec 2015
Precept	Adequacy of precept	2	Monthly review of budget to actual expenditure	Clerk produces monthly budget summary	Medium	5	10	To be increased for 2016/17 to cover increased 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 to be considered in 2016
Best Value	Overspend on services	3	Ensure correct tendering for services	Ongoing	Medium	2	6	Grass cutting re tendered Feb 2014. 3 year term with Option to extend for further 12 months
Precept	Not paid by DC	2	Clerk to check & liaise with DC	Diary	Low	2	4	On going paid up to date
Direct Costs & overhead expenses	Invoice incorrectly calculated	2	Check arithmetic	Ongoing	Low	2	4	All accounts fully computerised & self balancing. Reconciled to bank at every transaction
Direct Costs & overhead expenses	Cheque payable to wrong party	2	Signatories initial stub & invoice	Ongoing	Low	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 meeting & posted. Up to date Nov 2015
Staff	Fraud	1	Fidelity Guarantee Insurance	Review sum insured on annual basis	Low	2	2	Fidelity Insurance £115,000 - We are aware of the risk & accept the value of cover.
Cash	Loss through theft or dishonesty	1	Insurance cover review - ensure adequacy of fidelity guarantee	Review sum insured on annual basis	Low	2	2	no cash held
Salaries	Wrong salary paid	1	Clerk check to contract	Signatories to check	Low	2	2	on going & correct at Dec 2015
Direct Costs & overhead expenses	Goods not supplied	1	Clerk/Councillors to monitor	Ongoing	Low	2	2	on going & correct at Dec 2015
Effectiveness of Internal Audit	Failure to meet statutory & financial requirements	4	Clerk/Councillors to monitor	Ongoing	Low	6	2	New Internal Auditor appointed and audited annually by independent auditor

Date of assessment 07 March 2016

agreed by



Chairman

Clerk

date 12<sup>th</sup> April 2016

minute number 742

Minuted

22 March 2016