

Butterton Parish Council Risk Assessment (Reviewed annually at AGM)

Details	Frequency	Current	Comments/Actions
Insurance			
Public & Employers liability	Annual	£10 m.	
Hirers' Liability		£5 m.	
Officials indemnity	Annual	£500,000.	
Libel & slander	Annual	£250,000.	
Money	Annual	£250,000	Negotiable money £1,000 limit
Fidelity Guarantee	Annual	£150,000	
Keyman cover	Annual	£400/w	Up to max 26 weeks
Increased cost of Working	Annual	£10,000	
Loss of Revenue	Annual	£10,000	
Commercial Legal Protection	Annual	£100,000	
Office Equipment	Annual	£5,000	
Defibrillators & Cabinets	Annual	£5,000	

Personal accident	Annual	£50,000.	Temporary Total Disablement £200/week
Street Furniture	Annual	£1472.82	Index linked by 1%
Mowers and machinery	Annual	£891.75	Index linked by 1%
Property safety checks			
Butterton notice board	Annual		
Flag Pole	Annual		
Other?			
Financial matters			
Banking arrangements	Annual		2 councillors sign all cheques.
Insurance	Annual		Done
Internal audit	Annual		
External audit	Annual		
Internal financial check	Each Meeting		Cash book reported to meeting
Clerk's salary review	Annual		Reviewed at budget prepn.
Budget preparation	Annual		Meeting 10/01/2017
Precept assessment	Annual		Meeting 10/01/2017
Level of cash reserves	Each mtg.		Aim to keep between £1,000 and £2,000 in the current acc. No significant cash flow issues
Record keeping			
Minutes properly signed	On-going		Done

Asset register available	On-going		Done
Financial regs. available	On-going		Copies on village website
Standing orders available	On-going		
Back up of computer files	Under review		Memory stick currently being used. Cloud storage being looked into.
Members' responsibilities			
Code of Conduct adoption	On-going		
Register of interests	On-going		
Register of gifts/hospitality	On-going		
Dec. of interests minuted	On-going		

BUTTERTON PARISH COUNCIL FINANCIAL & BUSINESS RISK ASSESSMENT

Members will take all necessary steps: -

a) to minimise any risk facing the Council

b) to identify risk areas

c) to evaluate consequences and adopt measures to avoid, reduce or control the risk.

Topic	Risk Identified	Consequences	Risk Level H/M/ L	Management of the risk	Action
Precept	Not submitted Not paid by PCC Adequacy	Unable to pay all bills Reputation damaged	L L L	Ensure precept on January meeting agenda Check precept added to bank account Precept related to budget - sufficient reserves	Clerk's diary Clerk
HMRC PAYE return	Late returns Incorrect return	Fine Fine	M M	Clerk attendance at training events Returns reminder in diary	Clerk Clerk's diary
Staff	Absence of clerk through illness	Disruption of services	L	Actions from meeting of minutes plus document Clerks duties and responsibilities	Clerk
Staff	Fraud by clerk	Loss of revenue / censure by audit inspection / image damaged	L	Clerk paid for a fixed number of hours. Hours worked currently being reviewed using timesheets.	Members scrutiny
Staff	Verbal/physical assault	Injury/absence from work/ litigation/ inability to appoint new staff/image damaged	L	Zero tolerance policy	Members Clerk
Staff	Poor performance	Censure by audit inspection image damaged	L	Clerk undertaking training programme Members provide feedback if necessary and steps taken to remedy problem	Clerk Members
Notice boards seat & flagpole	Accident caused by falling into disrepair	Litigation Image damaged	L	Annual inspection by Clerk and intermediate checks by lengthsman	Clerk

Planning Applications	Failure to hold quorate meeting within the required time	Disruption of service Image damaged	L	All Members on Planning Committee Arrangements in place if Clerk away for more than 2 Weeks. All councillors to check planning portal	Members Clerk
Financial Records	Inadequate records	Censure by audit inspection	L	Clerk to check regularly. Internal audit checks records annually Reports submitted to Council meetings	Clerk
Budget	Budget overspend, Inadequate budget	Censure by audit inspection Image damaged/ Inability to pay bills	L	Budget reviewed at each Council meeting Expenditure is highly predictable and staff time can be managed. Sufficient reserves held to cover any emergencies	Clerk Members
Minutes and records	Accurate and legal Loss of data	Censure by audit inspection Loss of reputation	L	Minutes reviewed at following meeting Minutes published to village website	Members Clerk