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| **Topic** | **Risk Identified** | **Risk Impact H/M/L** | **Likelihood H/M/L** | **Management of Risk** | **Action** |
| **Precept** | Not submitted | H | L | Minute – RFO to follow up | Clerk to diarise and action |
| Not paid by district council | H | L | Confirm Receipt | Clerk to diarise and action |
| Adequacy of precept | H | M | Quarterly review of budget to actual spend. Draft budget is prepared by Clerk/RFO in November and discussed at a full council meeting in December. | Clerk to diarise and action |
| **Other income** | Cash Handling | L | L | Very small amounts of cash handled. Low risk. | Clerk to bank cash as soon as possible |
| **Grants** | Claims procedure | M | L | Clerk/RFO check as required and as part of the precept request | Clerk to diarise and action |
| Receipt of grant when due | M | L | Clerk/RFO to confirm receipt |
| **Investment Income** | Surplus Funds | L | L | Very little income from surplus funds as interest rates are low. Review levels and investment options annually. | Clerk to diarise for budget meeting in December and action |
| **Salaries** | Wrong salary /hours/rate paid. Wrong deductions – NI and income tax. | M | M | Check hours and rate to contract. Payment is by standing order. Any changes to the standing order must be approved by the full council and minuted. The standing order can be modified online by a full access signatory. Payslip is presented for verification at the monthly meeting. Councillors to initial pay slip. Clerk to use HMRC basic PAYE tools to submit information monthly. | 2 councillors to verify at council meeting. |
| **Direct Costs and Overhead expenses** | Goods not supplied to council | L | M | Financial controls are set out in our financial regulations. Payments are made via electronic banking. Payment list is presented and agreed by full council. Clerk sets up payments via online *banking which are then approved by a full signatory councillor online*. Bank reconciliations are presented to council at every meeting and chair/vice-chari signs it. Internal audit to be carried out and external audit when required. | Financial regulations to be followed and also reviewed annually. |
| Invoice incorrectly calculated or recorded |
| Cheque payable is excessive or to the wrong party |
| Grants made | No power to pay or no evidence of agreement of council to pay | M | M | Any agreement to provide a grant must be minuted with the power used to authorize the payment if the General Power of Competence is not in place. | A grant procedure has been adopted by the Council and will be reviewed periodically. |
| VAT | VAT analysis and reclaim not processed | M | L | Clerk trained in what is required. All items in cash book to be considered. Separate column in the cash book to record VAT on an ongoing basis throughout the year. | RFO/Clerk will verify the claim. Claim to be submitted after year end in most cases but where there is a large amount to be reclaimed it may be done at the end of a month. |
| Reserves - General | Adequacy | H | M | Consider at Budget setting meeting. As a small council we aim to have at least a year’s worth of operating costs in reserve. | RFO/Clerk to advise at budget meeting |
| Reserves - Earmarked | Adequacy /unidentified earmarked reserves | H | M | Consider at budget setting meeting. | RFO/Clerk to advise at budget meeting |
| Assets | Loss, Damage | M | M | An annual inspection should take place by clerk in Autumn, asset register to be updated annually in November before budget discussions and insurance cover reviewed for adequacy before renewal in May. | RFO/Clerk to diarise inspection and annual insurance review. |
| Risk or damage to third party property or individuals | H | L | Review adequacy of Public Liability insurance annually in May before insurance renewal. | RFO/Clerk to carry out annual checks. |
| Staff – Business Continuity | Loss of key personnel e.g. Clerk | L | L | Clerk given access to training and support to limit risk of leaving. | Chairman to discuss any issues with clerk/RFO on a regular basis. |
| Fraud by staff | L | L | Fidelity Guarantee appropriately set | Councillors to review bank reconciliation against bank statements in council meetings. |
| Insurance | Adequacy/Cost/Compliance | L | L | Insurance levels to be reviewed in May annually and best value sought by the RFO/Clerk | Annual review in May |
| Maintenance of assets | Reduced value of assets or amenities | M | M | Annual inspection of assets before budget setting. Clerk to bring maintenance issues to the attention of the council and budget appropriately. | Annual inspection and remedial action where required. |
| Legal Powers | Illegal activity or payment | H | M | Clerk has responsibility to advise the council on their legal powers and where resolutions are made to spend money the appropriate power being used should be recorded in the cash book. As the Parish Council have declared the General Power of Competence this will be the power of first resort. | Clerk to advise and minute appropriately. |
| Financial Records | Inadequate records | H | L | RFO/Clerk to carry out monthly bank reconciliation and to ensure that all records are up to date. Internal audit review to be carried by a qualified auditor | Financial regulations to be reviewed annually. |
| Minutes | Accurate and Legal | L | L | Minutes to be reviewed at following meeting and to be signed on every page by the chair. Any changes to be written on by chair and signed by them. Minutes to be uploaded to website as soon after signing as possible. | Minutes to be signed and kept in file by clerk. |
| Members Interests | Conflict of Interest | M | M | Agenda item at start of every meeting. Declarations of interest to be documented and minuted and any conflict addressed as appropriate. Register of members interests to be completed within 28 days of any election/co-option and members to be reminded annually of the requirement to keep it updated. | Existing procedures are adequate. Will be annually reviewed. |
| Code of Conduct | Non- compliance | M | M | Adopted the NALC template standard code in May 2019. Councillors are given a copy by the clerk when elected/co-opted and asked to sign to confirm their agreement as part of the declaration of acceptance of office. | Procedures in place are adequate. |
| Council records | Loss of paper records through theft, fire, flood or other damage | L | L | Paper records are currently kept at clerk’s home. Important documents to be scanned. Older should be archived with the Berkshire Record Office. | Clerk to review paper documents with aim to archive as much as possible. |
| Electronic records loss through damage, fire, flood, corruption of data | H | M | Regular back up of files to an external drive and also to a server based backup. Minutes, agendas and financials for previous year also uploaded to website. | Currently considered to be adequate but review annually. |
| Freedom of Information | Non-compliance with Act | L | L | The council has a publication scheme and a process for dealing with any requests | Review process annually. |
| Data Protection | Non-compliance with Act | L | M | Data protection policy was adopted in June 2018 and will be reviewed annually. Clerk should be aware of obligations under data protection act and act accordingly. | Review process annually. |
| Audit requirements and Annual return | Not submitted in time.  Not meeting requirements of the Local Audit and accountability act 2014. | H | M | Documents are being uploaded to meet the requirements of the transparency code. | Review audit and annual return requirements annually. Councillors to approve annual return statements and this is to be minuted. |