

ADSTOCK PARISH COUNCIL

ADSTOCK PARISH COUNCIL RISK ASSESSMENT - 2019/20 (Level: H = High; M = Medium; L = Low)

AREA	RISK	LEVEL	CONTROLS IN PLACE	ACTION REQUIRED
FINANCE	Loss through theft or dishonesty	L	Two cheque signatures required No petty cash held All payments authorised by Council Fidelity insurance cover Quarterly statements to Council Financial Regulations	
	Accuracy and legality of End of Year Accounts	M	Appointment of competent Clerk On-going training Competent Internal Auditor Approval by Council	
	Insufficient budget provision	M	Proper consideration of budget in December each year Inclusion of contingency sum in budget Adequate balances kept in hand Realistic precept set	
LIABILITIES	Public liability	H	Adequate insurance cover	
	Employer liability	M	Insurance cover in place for accidents to Clerk and councillors Membership of BALC Public inspection of documents by appointment only	Insurance cover for volunteers if used

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LIABILITIES (continued)	Clerk's resignation / sickness	M	Councillor's may act in temporary capacity at nil pay	Make provision for pension/retirement gratuity Contingency for advertising, overlap salary, temporary sickness cover
	Legal liability	L	Minutes are properly kept, approved and signed Membership of BALC Insurance cover in place Guidance notes received for new legislation (e.g. FOI Act, Race Relations Act, Code of Conduct)	
	Councillor propriety	M	Code of Conduct to each member Register of Interests completed Standing Orders in place Copies of Standing Orders and Financial Regulations .held by all members libel and slander insurance cover in place	Copies of Standing Orders, Code of Conduct and Financial Regulations to be provided to any new members of the Council
MISCELLANEOUS	Unexpected major events	L	Bank balances adequate	
	Loss of Council records, deeds, leases	L	Old minute books in BCC Archives, other records with Clerk Recent minutes/accounts kept by members	
	Unexpected litigation against the Council	M	Use of NALC's solicitor & Insurance	

This Risk Assessment paper was agreed by the Council on 2 April 2019

To be reviewed again in twelve months