NAWTON PARISH COUNCIL

FINACIAL AND MANAGEMENT RISK ASSESSMENT 2022-23

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| ASSETS | Protection of physical assets | Low | Insurance cover in place. Ongoing inspection of assets by Clerk and Councillors. Woodland management –tree policy in place and reviewed annually | Existing Procedures adequate |
| Business  Continuity | Losing a Cllr and less than 3 Cllrs at any one time | Low | We follow the procedures of either a by-election or co-option.  If there are less than 3 Cllrs at a meeting ,it becomes inquorate | Existing procedures adequate |
|  | Risk of Council not being able to continue its business | Low | Files are held electronically and can be shared between members. The website is kept updated with accounts, meetings and minutes | Existing procedures  adequate |
|  | Freedom of information Act:  Policy Provision | Low | Council will aim to move away from the need for individual freedom of information requests and complaints towards a culture of routine, proactive and substantially increased transparency on the part of the Council, through annual newsletter, website and noticeboard. | Existing procedures  adequate |
|  | Council records | Low | The Council’s electronic records are stored on the Clerk’s laptop and backed up on a memory stick which the Chair holds at his abode | Existing Procedures adequate |
|  | Absence of the Clerk/RFO via sickness or resignation | Low | A Cllr can be appointed to act as officer, an unpaid position, in accordance with the Local GovernmentAct1972,s112(5) | Existing Procedures adequate |
| Employees | Fraud by the Clerk | Low | Covered by the insurance |  |
| Finance | Banking-mistakes, losses and charges | Low | If this occurs(it never has in the past) reconciling once a month would inform the Clerk if there were any discrepancies and a Cllr would investigate by contacting the bank. | Existing procedures  adequate |
|  | Financial controls and records | Low | Monthly payments are reported to Council and minuted. Two signatures are required for every payment. The invoices are checked and matched to the cheque every month and signed by the Chair. Audited accounts are made available by placing on noticeboard and on website. | Existing procedures adequate |
|  | Comply with Customs and Excise Regulations | Low | VAT is recorded and refunds claimed when the sum is over £100. This is checked by the auditor. Salary payments are dealt with by Basic PAYE tools | Existing procedures adequate |
|  | Internal audit | Low | Internal auditor is appointed by the Council who is supplied with all the relevant documentation | Existing Procedures adequate |
|  | External audit | Low | Signed copy of the External audit approved by the Council is displayed in the village noticeboard and on the website, within the statutory deadline of 30 June | Existing Procedures adequate |
|  | Precept | Low | The Council is presented with the budget in June and then again before a decision on the Precept in December. The budget for the parish does not vary through the year as the village is small. | Existing Procedures adequate |
| Liability | Risk to third party, property or individuals | Low | Insurance in place. A tree policy is in place | Existing Procedures adequate |
|  | Legal liability as consequence of asset ownership | Low | Insurance in place, Tree policy reviewed and ongoing inspection of assets by Clerk and Councillors | Existing Procedures adequate |
|  | Potential risk of legal action being taken against the Council | Low | Insurance covers all liability and legal expenses | Existing Procedures adequate |
| Legal Liability | Ensuring activities are within legal powers | Low | The Council checks the legal position on any new activity. Legal advice is sought when appropriate. The Clerk has membership to the SLCC. | Existing Procedures adequate |
|  | Proper and timely reporting via the minutes | Low | Minutes of meetings are approved and signed by the Chair at every meeting. Agendas and minutes are published on the website and on the noticeboard | Existing Procedures adequate |
|  | Proper document control | Low | Electronic information is stored on the computer and backed up on memory stick which is held by the Chair. Some documentation is held by the Clerk and some in filing cabinets stored in an outside shed/building. | Existing Procedures adequate |
| Councillor property | Register of interests | Low |  | Existing Procedures adequate |