

BROUGHAM PARISH COUNCIL

Risk Assessment

Item	Risk to Council	Risk Level	Management of Risk	Action
1	Loss or damage to property: Noticeboard	LOW	Inspected monthly by parish councillors	Insurance cover
2	Loss or injury to public	LOW	Careful observation	Public Liability Insurance
3	Emergency cover for clerk if necessary	LOW	Ensure cover is available by competent person	Covered by budget
4	Adequacy of precept	MEDIUM	Reviewed at meetings	Members check
5	Banking cheques etc	MEDIUM	Bank reconciliation at every meeting, all cheques signed by two signatories	Members check
6	Loss of money from the Council by fraud or dishonesty	LOW	Internal and external audit Finances checked at all meetings	Insurance
7	Grants claims procedure and receipt	LOW	Clerk/RFO action as required	Members check
8	Salary rate & hours	LOW	Contract rate & hours	Members check
9	Invoices and cheque payments	LOW	Clerk/RFO checks invoice is correct, payment authorised by Council and minuted	Members sign check
10	VAT	LOW	VAT analysis in cash book Clerk/RFO applies for VAT refund annually	Members check
11	Adequacy of reserves	MEDIUM	Reviewed at meetings	Members

12	Financial records	LOW	Clerk/RFO maintains up to date and accurate records which are presented at every meeting	Internal Audit & Members
13	Digital Records & Communication	MEDIUM	Clerk receives all council communication and digital records are kept. Digital records are backed up periodically. Relevant virus protection is in place on any council/councillor pc to ensure adequate protection against virus/hacking of council files and communication	Members & Clerk check