

CRETINGHAM, MONEWDEN & HOO PARISH COUNCIL

AREA	RISK	LEVEL	CONTROL
Assets	Protection of physical assets	M	Review level of insurance annually
			Ensure timely maintenance
Finance	Banking	M	No petty cash held
			All Council's funds held in accounts with high street bank
	Loss of cash through theft or dishonesty	M	Payment vouchers issued and agreed with cheques at time of signing. Receipt vouchers issued and agreed with bank statement entries
			Clerk does not sign cheques
	Financial controls and records	M	Regular bank reconciliation
			Two signatories for cheques
			Internal and external audit Regular intermediate audit undertaken by a Councillor
			Financial report made to every meeting
	Compliance with HMRC Regulations	H	VAT payments and claims made
			Internal and external audit provides check
			Clerk's tax position advised
	Sound budgeting to underlie annual precept	M	Finance and General Purposes Working Party compiles budget for agreement/amendment at Council Meeting
			Expenditure against budget monitored
	Compliance with borrowing restrictions	L	No borrowing envisaged at present
Liability	Risk to third parties	M	Insurance in place. Risk Assessments carried out when required (events). Property checked regularly.
	Legal liability as consequence of asset ownership	M	Insurance in place
Employer Liability	Comply with Employment Law	M	Membership of regional body
	Comply with HMRC requirements	M	Internal and external audit.
		L	PAYE system in place
Legal	Ensuring activities are	H	Clerk clarifies legal position

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Liability	within legal powers		on any new proposal
			Legal advice to be sought where necessary
	Proper and timely reporting via minutes	M	Council meets four times per annum and receives and approves minutes of previous meeting. Minutes available to press and public via notice board in each village.
	Proper document control	M	Legal documents held by Clerk. Past minutes stored at County Archive.
Councillor propriety	Registers of interests and gifts and hospitality in place	H	Register of interests completed and updated as required.

This risk management paper was reviewed by Cretingham, Monewden & Hoo Parish Council on 12 January 2021 and will be reviewed within 12 months

Signed:

Chairman

12 January 2021

Clerk/RFO

12 January 2021