## DRINKSTONE PARISH COUNCIL

adequate steps to minimise them. In conducting this exercise, the following plan was followed: This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken

Identify the areas to be reviewed. Identify what the risk may be.

Evaluate the management and control of the risk and record all findings. Review, assess and revise if required.

		I nese are inspected at the Council meetings and signed off.			-
ter paye	carried out, clerk/rfo now administer paye	Salary analysis and slips are produced	_	Wrong rate paid	costs
	Review of admin of PAYE	Salary rates are assessed annually by the Council	_	Wrong hours paid	and assoc.
		Council are registered as an employer for PAYE which is administered by the RFO/CLERK	_	Salary paid incorrectly	Salaries
	annually		<	Overspend on services	
	Financial Regs reviewed	For major contract services, formal competitive tenders would be sought.		incorrectly	Accountability
	Existing procedure adequate.	The Council has Financial Regulations which set out the requirements.	г	Work awarded	Best value
			_	Unpaid invoices	
			_	Loss of stock	Debts
	annually	Council approves the list of requests for payment.	г	Cheque payable incorrect	expenses
	Financial Regs reviewed	and considered.	_	Incorrect invoicing	Overhead
	Existing procedure adequate.	At each Council meeting the list of invoices awaiting approval is distributed to Councillors,	_	Goods not supplied but billed	Direct costs
	procedures adequate.			communication	and auditing
	Existing communication	The financial position of the the council is regularly reviewed at meetings	_	Information	Reporting
	annually	Adequate Fidelity insurance is in palce			
	Financial Regs reviewed	Cash received is banked within 3 banking days. There is no petty cash or float.		dishonesty	
	Existing procedure adequate.	The Council has Financial Regulations which set out the requirements.	_	Loss through theft or	Cash
	regularly.				
	Monitor the bank statements				
	an AGM and an election.				
	necessary, especially after	dealt with immediately by informing the bank and awaiting their correction.			
	and bank signatory list when	the Clerk reconciles the bank accounts once a month when the statement arrive, these are	_	Charges	
	annually	The bank does make occasional errors in processing cheques which are discovered when	_	Loss	
	Financial Regs reviewed	and reconciliation of accounts.	_	Bank mistakes	banking
	Existing procedure adequate.	The Council has Financial Regulations which set out the requirements for banking, cheques	_	Inadequate checks	Bank and
	annually				
	Financial Regs reviewed		_	Financial irregularities	Records
	Existing procedure adequate.	The Council has Financial Regulations which set out the requirements.	_	Inadequate records	Financial
		The Clerk informs Council when the monies are received (approx May time).			
		the Clerk in writing to MSDC.			
		precept amount to be requested from Mid Suffolk District Council. This figure is submitted by			
		year and confirms specific figures to budget headings, the total of which is resolved to be the			
72		The Council maps out the required monies for standing costs and projects for the following	_	MSDC	
		end the year and indicative figures or costings obtained by the Finance WG and the Clerk.		Amount not received by	
		Council receives a budget update report, including actual position and projected position to	_	submitted to MSDC	
		update information and the precept is an agenda item at full Council. At the Precept meeting		Requirements not	
	Existing procedure adequate	To determine the precept amount required, the Parish Council regularly receives budget	_	Adequacy of precept	Precept
	Review/Assess/Revise	/L   Management/Control of Risk	H/M/L	Risk(s) Identified	Subject
-				FINANCIAL AND MANAGEMEN I	FINANCIAL AND
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Employees	Actions undertaken by	— r	The Clerk should be provided with relevant training, reference books, access to assistance	Purchase revised books
	staff		and legal advice required to undertake the role.	when necessary.
Election	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of	Existing procedure adequate.
costs			costs from the District Council for a full election and an uncontested election. There are no	within the budget process
			measures which can be adopted to minimise the risk of having a contested election as this is	2
			a democratic process and should not be stifled.	
VAT	Re-claiming/charging	٦	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate.
Annual	Submit within time limits	_	Annual Return is completed and signed by the Council, submitted to the internal auditor for	Existing procedures
return			completion and signing then checked and sent on to the External Auditor within time limit.	adequate.
Minutes/	Accuracy and legality	٦	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the	Existing procedure adequate.
Agendas/	Business conduct	_	legal requirements.	Guidance/training to Chair
Notices			Minutes are approved and signed at the next Council meeting where possible.	should be given (if required).
Statutory			Minutes and agenda are displayed according to the legal requirements.	Members to adhere to Code
documents			Business conducted at Council meetings should be managed by the Chair.	of Conduct.
Members	Conflict of interest	_	Although not a requirement, the declaring of interests by members at a meeting should be an	Existing procedure adequate.
interests	Register of Members	3	obvious process to remind Councillors of their duty and should remain on the agenda .	Members take responsibility
	interests		Register of Members Interest forms should be reviewed regularly by Councillors.	to update their Register
Insurance	Adequacy	_	An annual review is undertaken (before the time of the policy renewal) of all insurance	Existing procedure adequate.
	Cost	_	arrangements in place. Employers and Employee liability insurance is a necessity and must	Review insurance provision
	Compliance	_	be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	annually.
	Fidelity Guarantee	Z		Review of compliance.
Data	Policy	-	The Council is aware of and compliant with the newly introduced requirements of GDPR.	Clerk has undergone appropriate
protection	Provision		Council are registered with ICO	training
Freedom of	Policy	_	The Council has a model publication scheme for Local Councils in place.	Monitor and report any
Information	Provision	Z	The Clerk is aware that if a substantial request arrives	impacts of requests made
Act		, , , , , , , , , , , , , , , , , , ,	then this may require many hours of additional work.	under the F of I Act.



PHYSICAL EQUIPMENT	PMENT			
Assets	loss or Damage	-	An annual review of assets is undertaken for insurance provision and maintenance	Review Insurance provision
	Disk/damage to third	- 1		7
	party(ies)/property	г	Control of	
Maintenance	Poor performance of	٦	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs	Existing procedure adequate.
	assets or amenities		and relevant expenditure for these repairs are actioned/authorised in accordance with the	
	Loss of income or	_	correct procedures of the Parish Council. All assets are insured and reviewed annually.	
	performance		Regular inspections of the play equipment are carried out and recorded.	
	Risk to third parties	٦		
Meeting	Adequacy	_	The Parish Council Meetings are held at the Village Hall. The premises and	Existing locations adequate.
location	Health & Safety	Ζ	the facilities are considered to be adequate for the Clerk, Councillors and Public who	ì
			attend from Health & Safety and comfort aspects.	
Council	Loss through:		The Parish Council records are stored at the home of the Clerk. Records include historical	Damage (apart from fire) and
records -	theft	_	s personnel, insurance,	theft is unlikely and so
paper	fire	<	salaries etc. Recent materials are in a metal filing cabinet	provision adequate.
	damage	F	and older more historical records in Local Records Office	
Council	Loss through:			Existing procedure adequate.
records -	Theft, fire, damage	г	The Parish Council's electronic records are stored on the Clerks computer. Back-ups of the	Ensure adequate proceedure for
electronic	corruption of computer	Ζ	files are taken at regular intervals and stored on the councils laptop.	passing files to new staff is
				available.
Allotments	Adequacy	_	The facilities are considered adequate for the tenants from a Health & Safety point of view	Existing procedure adequate
	Health & Safety	_		
	Risk to third parties	_	The site is regularly inspected and Insurance is in place and reviewed annually	
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