

## FRITHELSTOCK PARISH COUNCIL – RISK ASSESSMENT 2022/23

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Prepared by K Graddock, Parish Clerk.

Subject	Risks identified	Risk Score H/M/L	Management/control of risk	Review date/Reassessment/Action
<b>Business continuity</b>	Council not being able to continue its business due to an unexpected or tragic circumstance	M	All files and records kept at the Clerks Home. Currently no separate back up. In the event of the clerk being indisposed, the Chairman holds the details of the website and email login and to contact DALC for a list of Locum Clerks	Annual review
<b>Meeting location</b>	Adequacy and Health and Safety	M             L	Meetings are held at Frithelstock Village Hall. Door key is held by the Clerk and Chairman. The Main Hall is considered to be adequate for clerk, councillors and any public who attend from a health, safety and comfort point of view.	Reviewed and adequate procedures in place.
<b>Council records</b>	Loss through theft, fire or damage	M	Current papers held at Clerks address in plastic boxes. Over 24 months papers are kept in locked filing cabinet at Village Hall, for which the Chairperson also has a key for.       Historic Minutes are kept at the Local Studies Centre.	Annual review.
<b>Council records electronic</b>	Loss through damage, fire, corruption of computer	M	The Council's records are stored on the Council's computer and in paper form.	Annual review.

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<b>Precept</b>	Adequacy of Precept	L	Sound budgeting to underline annual precept. The Parish Council receives banking information at each meeting, budget updates and an agenda item is placed on the January Agenda to set the Precept	Existing procedures adequate.
<b>Insurance</b>	Adequacy	L	An Annual Review is undertaken of all insurance arrangements in place. Employers liability, public liability and fidelity guarantee are a statutory requirement.	Existing procedures adequate.
<b>Banking</b>	Inadequate checks	M	The Council should have Financial Regulations which set out the requirements for banking, cheques and the reconciliation of accounts. Accounts are annually reviewed by internal and external auditor.	Existing procedures adequate.
<b>Cash</b>	Loss through theft or dishonesty	L	No petty cash is held. Any cash transactions made by the Clerk are fully receipted and then reimbursed through expenses at each meeting	Existing procedure adequate.
<b>Financial Controls and records</b>	Inadequate checks	L	Reconciliation records completed by the Clerk each month. Financial Regulations in Place. No bank transfers are completed until approval of council. Internal and External audit takes place. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted.	Existing procedure adequate.
<b>Freedom of Information Act</b>	Policy Provision	H	The Council has a GDPR policy.	Annual review.
<b>Clerk</b>	Loss of Clerk, Fraud Actions	L	The requirements of fidelity insurance guarantee must be adhered to. Clerk	Membership of DALC maintained.

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			should be provided with adequate training, reference books, access to assistant and legal advice.	Current procedure is adequate.
<b>Election</b>	Risk of Election Cost	L	Risk is higher in election year. There are no measures which can be adopted to minimise the risk of a contested election. A contingency fund should be kept to meet these possible costs.	Current measures adequate.
<b>VAT</b>	Re-claiming/re-charging	M	Reclaims should take place annually.	VAT reclaims to be submitted annually.
<b>Grants</b>	Power to pay and Receipt	L	The Council has financial regulations which sets out the procedure. All expenditure goes through Council for authorisation and minuted. Council holds the GPC.	Existing procedure adequate.
<b>Best Value</b>	Work awarded correctly and fairly.	M	The Council has financial regulations which sets out the process.	Existing procedure adequate.
<b>Annual Return</b>	Not submitted within the time limit	L	Annual return is completed and signed off by the Council and submitted to the internal auditor for completion and signing, then checked and sent to the External Auditor.	Adequate measures in place.
<b>Assets</b>	Asset register up to date and insurance covers items	M	Asset register out of date and needs reviewing.	Existing procedure adequate.
<b>Salary</b>	Salary paid incorrectly/Unpaid Tax	L	Financial Regulations are in place. All salary payments approved by meeting.	Existing procedures adequate.
<b>Legal Powers</b>	Illegal activity or payments.	L	All activity including payments made within the powers of the Parish Council to be resolved and clearly minuted.	Adequate measures in place.

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<b>Minutes/Agendas/Statutory documents</b>	Accuracy and legality – non-compliance with statutory requirements	L	Minutes and Agendas are produced in the prescribed method by a Qualified Clerk. Minutes are approved and signed at the next meeting. Minutes and Agendas are displayed according to legal requirements. Business conducted at Council meetings is managed by the Chairman.	Existing procedures adequate. Councillors to adhere to the Code of Conduct.
<b>Public Liability</b>	Risk to third party, property or individuals	L	Insurance is in place. Risk Assessment of any individual event undertaken.	Existing procedure adequate.
<b>Employer Liability</b>	Non-compliance to Employment Law	L	Undertake adequate training and seek advice from DALC or SLCC where necessary.	Existing procedure adequate.
<b>Legal Liability</b>	Legality of activities	L	Clerk to clarify legal position on proposals and seek advice if necessary. Council always receives and approves meeting minutes.	Existing procedure adequate.
<b>Members interests</b>	Conflict of Interest Register of Members interests	L	Councillors have a duty to declare any interest at the start of the meeting. Register of Members interests form to be reviewed on an annual basis.	Existing procedure adequate. Members to take responsibility to update their register regularly.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Next Review Date: January 2023