



Risk No.	Risk Title	Proposed Resolution	Progress Description	Status	Financial Risk	Provision
1	Sufficient number of Coucillors	Whenever there are council vacancies ensure that the residents are aware of the vacancy and the associated obligations and encourage them to volunteer to be co-opted	To be reviewed quarterly. Set Status to Amber with 5 and Red with 4 or less		N	
2	Council Meeting attendance	Make sure that Councillors notify the Clerk of their ability or otherwise to attend the next council meeting upon receipt of the summons to the next meeting or at least 2 days before the meeting. Consider adding to the code of conduct			N	
3	Submission of Precept requirements	Review the budget on at least a quarterly basis. Ensure that the Council has sufficient funds to cover any delay in the receipt of funding. Ensure that the schedule for funding applications are known to the councillors			N	
4	Receipt of Precept funds	Ensure that the Council has sufficient funds to cover any delay in the receipt of funding. Ensure that the Clerk progresses the receipt of funding according to PBC timetables			Y	None (assumed temporary and covered by bank balance)
5	Inadequate Financial records	Ensure all Councillors are familiar with the Financial Regulations. Review the Regulations at least annually. Check the transactions and documentation quarterly			Y	Would be Personal responsibility
6	Banking Errors	Reconcile the bank statements as and when they arrive (at least monthly) and immediately discuss any anomalies with the Bank	Review when required as part of the Clerks monthly feedback		Y	Impossible to make provision for
7	Bank Signatories	When it is known that a Councillor intends to leave the PC or immediately before an Election, ensure that an adequate number of Councillors are signatories, and immediately following the election reassess the signatories	Ensure that there are always at least 3 people who are eligible to sign cheques		N	
8	Fraud	Follow the PCs financial regulations. Ensure all Cash/Cheques are banked within 3 working days. Do not keep petty cash/float. Ensure audits are carried out			Y	Impossible to make provision for
9	Litigation	Public Liability Insurance should cover personal injury claims	Check that Public Liability Insurance is provided		Y	Assumed covered by Insurance
10	Spend Accountability	Ensure that quotes are sought for substantial work or goods. Formal tender will be applied for major works	There is an action out to determine the value above which competitive quotes should be sought		Y	Impossible to make provision for
11	Loss of Parish Clerk	Advertise the vacancy	This risk has been realised and is currently being addressed as Issue Nr 1		N	
12	Adequacy of Minutes and Actions	The minutes of each meeting are reviewed and agreed at the subsequent meeting. It is incumbent on those councillors who attended a meeting to review the minutes prior to the next meeting and raise any concerns, preferably in advance of the council meeting in order to reduce the amount of time spent in the meetings in reviewing the previous minutes.			N	
13	Document retention	Ensure that appropriate backups of data are made, and it is understood how long data is required to be kept for	Check Data Backup		N	
14	Freedom of Information	There is a dependency on information being available to undertake this task			N	
15	Interest Declaration Form	The onus is on the Councillor to declare all interests			?	Would be Personal responsibility
16	Meeting Interest Declaration	The onus is on the Councillor to declare all interests			?	Would be Personal responsibility
17	Public Liability Insurance	The Clerk to check that the Council is covered			Y	Assumed covered by Insurance
18	Payroll Fraud	Ensure that any Payroll payments to be made are checked by a Councillor that is not a beneficiary of the Payroll prior to it being handled by the Payroll Administrator			Y	Would be Personal responsibility
19	Payroll Timely payment	Ensure that the Councillor responsible for checking Payroll knows the cutoff date for Payroll payments, and that there is a backup process should they not be available			Y	None (Should this become an issue - The PC would have to address urgently from the Bank account)
20	Untimely Audits	Ensure that the timetable is understood and that sufficient time contingency is allowed for in the creation and checking of the audit			Y	Impossible to make provision for
21	Asset insurance	Review the level of asset insurance cover when assets of significant cost have been purchased, and in any case on an annual basis			Y	Impossible to make provision for
22	Councillor Minimum Attendance	Ensure that any Councillor not attending meetings is made aware of their obligation and encourage Councillors who wish to remain on the Council, but who for unforeseen reasons have been unable to attend, to write to the Clerk requesting an extension to the six month period			N	