

## Wiggenhall St Mary Magdalen Parish Council: RISK MANAGEMENT ASSESSMENT

The new Audit regime requires Councils to carry out an assessment of risk. The idea is to identify the level of risk exposure and any additional checks that are needed to give the Council a reasonable measure of protection.

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	M	All assets are insured.
	Security of buildings, equipment etc		N/A
	Maintenance of buildings etc		N/A
Finance	Banking	M	All monies are banked as soon as possible with UnityBank
	Loss of cash through theft or dishonesty	H	Receipts issued. Measures being taken to avoid clerk having to handle cash by asking licensees to pay by BACS or cheque. Cheques made payable to PC only.
	Financial controls and records	M	Monthly reconciliation prepared by clerk and checked by a councillor and reported to Council. Two signatories on cheques or two online authorisations. Internal and external audit.
	Comply with Customs and Excise Regulations	H	Use help line when necessary. VAT payments and claims calculated by Clerk. Internal checking procedure in place before each PC meeting. Councillors taking turns at 3 monthly intervals.
	Sound budgeting to underlie annual precept	M	Council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to PC regularly.
	Complying with borrowing restrictions	L	No new borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly.
	Legal liability as consequence of asset ownership	H	Insurance in place. Annual checks conducted by Parish councillors of allotments and cemetery.

Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal (Eg any lease). Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets once a month and always receives and approves Minutes of meetings held in interim. Minutes made available to press and to the public on the notice board and on the Parish Council website.
	Proper document control	M	Legal documents in Solicitor's office. Allotment agreements in clerk's office.
Councillors propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed.
Business Continuity	Absence of Clerk from the Office for a period exceeding two weeks	L	Should the Clerk be absent from work for more than two weeks, arrangements will be made for Parish Council post to be forwarded to the Chairman.
	Absence from the Office for a period exceeding three weeks	L	Should the Clerk be declared unfit for work for more than three weeks the Chairman will arrange for Council e-mails to be forwarded to the Chairman and/or Vice-Chairman. The Chairman will arrange for the collection of the Council documents required for the next meeting and cheque book from the Clerk for the use of the acting Clerk. The Clerk will ensure that the Chairman has all necessary contact details
	Damage to the Clerk's home	L	In the event of damage to the Clerk's home resulting in the loss of a suitable office and/or computer, the Clerk will notify the Chairman and Vice-Chairman immediately. The Clerk will arrange to use an alternative office and if necessary, a replacement computer will be purchased. A review of the information supplied to the Chairman, on acceptance of office, will be undertaken by the Chairman and Clerk on a regular basis. The information will include a copy of the Clerk's contract and banking details.

March 2024