

FEN DRAYTON PARISH COUNCIL RISK ASSESSMENT - 2023

SUBJECT	RISKS IDENTIFIED	H/M/L	MANAGEMENT OF RISK	REVIEW/ASSESS/REVISE
Business continuity	Council unable to continue its business due to an unexpected or tragic circumstance	L	No current management plan for the loss or long term incapacity of the clerk, loss theft of records, full or majority replacement of the council at an election or other such instances. Although the risk level is low, not having a plan would leave the council in a difficult position.	All documents are backed up electronically - cloud and HD storage. Clerk would be replaced.
Precept	Adequacy of precept. Request not submitted to, or received by SCDC	L L	To set the precept amount required the parish council regularly receives financial updates and the precept is an agenda item at full council where a budget report is supplied by the clerk, including action and projected position at the end of the year and indicative figures or costings obtained for the following year. With this information the council maps out the required monies for standing costs and projects for the following year, the total of which will be the precept amount requested from SCDC. The precept is paid to the parish council in two installments (May and September). SCDC gives adequate deadline warning to councils for the receipt of precept requests. The clerk submits the precept request to DCDC in writing and SCDC confirms receipt.	Existing procedures adequate.
Financial records	Inadequate records. Financial irregularities.	L	The council has financial regulations which set out the requirements.	Existing procedures adequate. Review financial regulations annually.
Banking	Inadequate checks. Bank mistakes. Loss. Charges.	L L L L	The council has financial regulations which set out the requirements for banking, cheques and account reconciliation. The council has three accounts (current, S106 and charity). All cheques require two signatures. The clerk is not a signatory. If the bank makes an error this is picked up by the clerk from the monthly statements and dealt with immediately with the bank.	
Cash	Loss through theft or fraud.	L	The council has financial regulations which set out the requirements. Cash received is banked within three banking days. There is no petty cash float.	Existing procedures adequate.
Reporting and auditing	Information communication	L	A financial statement is produced regularly for each council meeting, including the bank reconciliation and a monthly income and expenditure breakdown which is discussed and approved at the meeting.	Existing procedures adequate.
Direct costs Overhead exp Debts	Goods billed but not supplied. Incorrect invoicing. Incorrectly made out cheque. Unpaid invoices.	L L L L	A list of invoices awaiting approval is shown at each council meeting. The clerk checks all invoices, and both signatories recheck them. Monies for services are pursued and paid in advance where possible (eg for use of the recreation ground)	Existing procedures adequate.

Grants	Receipt of grants.	L	The parish council does not receive any regular grant. S106 payments are paid according to SCDC's terms and conditions.	Existing procedures adequate.
Charges - rentals receivable	Non-payment of rent/charges	M	The parish council receives rent for the Town Lands field direct from the tenant. There is always a risk of non-payment but the current tenant pays promptly. The parish council rents the recreation ground to third party users. This is billed in advance annually or seasonally. The local football team does not pay rent but maintains the pavilion and provides a seniors Christmas lunch each year.	Existing procedures adequate.
Insurance	Handyman. Third party recreation ground users.		Provide own insurance. Provide own insurance.	Existing procedures adequate.
Best value accountability	Contracts awarded incorrectly. Overspend on services.	L M	The parish council obtains three quotations for jobs over £100 (?). For large annual contracts (grass cutting) formal tenders are invited from five or more companies. If a problem is encountered with a contractor the clerk or a council member will investigate and report back to the full council.	Existing procedures adequate.
Salaries and associated costs	Salary calculated/paid incorrectly. False employee claims. Incorrect NI or tax deductions. Unpaid tax and NI contributions to HMRC.	L L L L	The clerk's salary is administered by Cambridgeshire ACRE each month. HMRC tax is calculated every quarter and the clerk pays the amounts due. The clerk maintains a spreadsheet of hours worked.	Existing procedures adequate.
VAT reclaim	Reclaim amount incorrect.	L	This is calculated annually by the clerk and checked by the internal auditor.	Existing procedures adequate.
Annual return	Late submission resulting in a fine.	L	The clerk ensures the annual return is complete and ready for audit by mid-April. The date for submission to the external auditor is usually early June but extensions may be granted if required.	Existing procedures adequate.
Minutes, agenda notices	Inaccuracy and illegality	L	Minutes and agenda are produced according to regulations by the clerk. Agendas are displayed in a public place three clear days before each meeting. Draft minutes are sent to all members electronically within a week of each meeting. The minutes, including any amendments, are approved at the following meeting and signed by the chair.	Existing procedures adequate.
Business conduct	Lack of consistency or fairness	L	Business conducted at parish council meetings should be managed by the chair.	Existing procedures adequate. Guidance/training should for the chair should be available if required. Members to adhere to Code of Conduct.
Members'	Conflict of interest.	L	Although not a legal requirement, the declaring of interests by members at a general	Existing procedures adequate.

interests

Register of members' interests.

L meeting should be carried out to remind councillors of their duty and to maintain integrity.

Register of members' interests should be reviewed regularly by councillors.

Signed (Chair) Signed (Clerk)