

BEKESBOURNE WITH PATRIBOURNE PARISH COUNCIL

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RISK ASSESSMENT 2023-24

1. FINANCE AND ADMIN/MANAGEMENT				
SUBJECT/ITEM	RISK(S) IDENTIFIED	RISK LEVEL L/M/H	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
Business continuity	Council unable to continue its business due to an unexpected or tragic circumstance (theft, fire, corruption of computer data)	L	All files and records are kept in locked filing cabinets and cabinets in the village hall or at the home office of the clerk. Clerk makes monthly backups onto external hard drive. Chairman can contact KALC OR SLCC for advice in the event of a problem with business continuity.	Procedure adequate
Precept	Adequacy of precept. Requirements not submitted to CCC. Amount not received by PC.	L L L	Council reviews the precept requirement annually, by the November meeting. It reviews the current budget, the budget headings for the following year and the precept amount to be requested from CCC. The precept amount to be requested from CCC. The precept Demand Notice is then submitted by the Clerk to CCC by email at their request	
Financial records	Inadequate records Financial irregularities Loss of records through damage, theft, fire, etc	L L L	The Council has Financial Regulations which set out requirements. The Council has an internal auditor. Cheques and electronic payments require two signatories. Clerk is not a signatory. Backups are made monthly of computer records onto an external hard drive. Paper files are stored at village hall/clerks home office – not in fire-proof cabinets.	Review annually. Audit is done annually. Procedure adequate.
Bank and Banking	Inadequate checks Bank mistakes/loss/charges	L L	The Council has Financial Regulations which set requirements for banking, cheques, and reconciliation of accounts. Cheques and electronic payments require two signatories. The bank accounts are reconciled by the Clerk to ensure any errors are found immediately and rectified. Internal audit also checks this.	Procedure adequate Procedure adequate

Reporting and auditing	Communication Compliance	L L	Reconciliation statements are produced presented to Council quarterly. These are then discussed and approved at the meeting. Annual internal audit	Procedure adequate Procedure adequate
Direct costs/ overhead expenses/debts	Goods not supplied but billed. Incorrect invoicing Members expenses	L L L	Financial Regulations set out requirements. At each Council meeting, the list of invoices awaiting approval is distributed to Councillors and considered. Council approves the list of requests for payment, before two signatories approve payments online. These are covered by presentation of receipts to Parish Clerk/RFO, who then adds the payment to the monthly electronic payment schedule in accordance with procedure above.	Procedure adequate. Review Financial Regulations annually.
Charges – rentals receivable	Non-receipt of Rent	M	Parish Clerk/RFO invoices the allotment tenants in April each year and the rent is chased if not received.	Procedure adequate.
Data Protection	Provision of policy	M/L	Council has policies on data protection.	Procedure adequate. Review Annually

2. ASSETS				
SUBJECT/ITEM	RISK(S) IDENTIFIED	RISK LEVEL L/M/H	MANAGEMENT/ CONTROL OF RISK	REVIEW/ASSESS/REVISE
Street furniture, play areas, open spaces, noticeboards, office equipment	Loss or damage Risk/damage to third party(ies) or to property	L L L	Asset register is kept. Ad Hoc checks are made of recreation areas by Clerk and reports filed in the office. Any faults/safety aspects that are recorded in inspections are then recorded in an excel spreadsheet. The play parks are inspected by an external inspector annually. Officer's monitor noticeboard and office equipment.	Updated March 2023. Insurance is reviewed annually. An annual inspection is carried out by an independent RoSPA qualified inspector. Procedure adequate

3. Liability				
Contractors	Not insured or inadequately insured	M	Clarify with any subcontractor that they are insured and obtain copies of certificates and schedules.	Procedure adequate.
Public liability	Risk to third party, property or individuals.	M	Insurance is in place up to £10 million.	Review insurance annually.
Employer liability	Non compliance with employment law	L	Member of KALC so advice can be sought.	Procedure adequate.

Legal liability	Proper and timely reporting via minutes Document control	L L	Minutes always received and approved at following monthly meeting. Financial and other documents retained as legally required. Minutes and accounts must be retained indefinitely, other documents for a lesser period.	Adequate Procedure adequate – see NALC Legal Topic Note 40
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4. COUNCILLORS PROPERTY				
Members interests	Conflict of interests Register of interests	M M	Councillors have a duty to declare any interests at the start of every meeting and these are noted and minuted. Each new councillor completes a Notification of Disclosable Pecuniary Interests form. Which is regularly reviewed and updated, as interests change.	Adequate Councillors to inform Clerk as interests change.