

DEENE AND DEENETHORPE PARISH COUNCIL



Risk Assessment 2017-18

This document aims to identify all potential risks relating to Deene and Deenethorpe Parish Council and how they are minimized.

Financial

Risk identified	H/M/L	Management of risk
Risk of funds being unavailable due to Clerk's unauthorized removal/mismanagement	L	<ul style="list-style-type: none"> Fidelity guarantee insurance held by Council with Zurich via Community Links All expenditure to be approved at council meetings (open to public inspection) Requirement for one Councillor to access Unity Website to approve payments or 2 Councillors to sign all cheques, and to initial the cheque stub and relevant invoice to confirm the details are the same Non-budgeted expenditure must be approved at a council meeting Records regularly checked by the Responsible Financial Officer Records regularly checked by the Responsible Financial Officer
Risk of precept request not being submitted	L	<ul style="list-style-type: none"> Records regularly checked by the Responsible Financial Officer
Risk of precept not being paid by ENC	L	<ul style="list-style-type: none"> Records regularly checked by the Responsible Financial Officer
Risk of precept being insufficient to cover Parish Council expenses	L	<ul style="list-style-type: none"> Quarterly review of budget to actual spending by the Responsible Financial Officer Parish Council have been building reserves as recommended by Internal Audit and now hold enough to cover a year expenses should for some reason no precept being received. Records regularly checked by the Responsible Financial Officer
Risk of inadequate financial records being maintained	L	<ul style="list-style-type: none"> Requirement for signatories to initial the cheque stub and relevant invoice to confirm the details are the same
Risk of cheque payments being incorrect	L	<ul style="list-style-type: none"> Requirement for signatories to initial the cheque stub and relevant invoice to confirm the details are the same

Approved by Deene and Deenethorpe Parish Council:



Signature of Chairman		Date: 11 th May 2017
Signature of the Clerk		Date: 11 th May 2017

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Non-Financial

Risk identified	H/M/L	Management of risk
Risk of harm to public using bench & notice boards within the village	L	<ul style="list-style-type: none"> Public liability insurance held by the Council with Zurich via Community Links Regular inspections by Parish Councillors
Risk of damage to bench & notice boards within the village	L	<ul style="list-style-type: none"> Insurance held by the Council with Zurich via Community Links Regular inspection by a parish Councillor
Risk of minutes of meeting not being accurate or legal	L	<ul style="list-style-type: none"> Minutes reviewed and agreed at the following meeting
Risk of there being a conflict of a member's interests	L	<ul style="list-style-type: none"> Update of declarations of interest
Risk of loss of key personnel (Chairperson and Clerk)	L	<ul style="list-style-type: none"> Vice Chairperson appointed to act in Chairperson's absence Councillors familiar with work of the Clerk
Risk of the Council acting beyond its legal power	L	<ul style="list-style-type: none"> All Councillors and Clerk provided with details of powers <p>Where there is doubt, no actions taken without reference to EAST NORTHAMPTONSHIRE COUNCIL AND NORTHANTS CALC</p>

Approved by Deene and Deenethorpe Parish Council:

Signature of Chairman		Date: 11 th May 2017
Signature of the Clerk		Date: 11 th May 2017