

**Risk Assessment for Assets**10<sup>th</sup> May 2022

Amanda Harvey Parish Clerk

To be reviewed annually

Area	Risk	Existing Precautions	Level of Risk	Further Action/Comments	Timescale	Actioned/Reviewed
Protection of physical assets	Risk of Theft of office contents (Tregear, 8 Mount Wise, Launceston, PL15 9AT)	Contents insured. Insurance policy reviewed and updated annually. Filing cabinet locked when office is not occupied	Low	Office equipment inventory to be produced and maintained (one filing cabinet owned by Council)	Ongoing	Reviewed May 2022
	Risk of damage/vandalism to play equipment	Checked by Cllrs. on a regular basis	High	Continue with existing procedures	Ongoing	Reviewed May 2022

**Probability**Low 1  
Medium – 2  
High – 3

x

**Impact**Low – 1  
Medium – 2  
High – 3

equals

**Risk**1-3 - Low  
4-6 - Medium  
7-9 – High

**Risk Assessment for Finance 10<sup>th</sup> May 2022 Amanda Harvey, Parish Clerk To be reviewed annually**

Area	Risk	Existing Precautions	Level of Risk	Further Action/Comments	Timescale	Actioned/Reviewed
	Risk of financial loss due to unsuitable banking procedures	Clerk reviews interest rates on an annual basis. Two cllrs. must sign withdrawals. Chairman checks written/signed cheques. All cheque books and banking paperwork kept in locked filing cabinet in Parish Clerk's office	High	Maintain existing controls	Ongoing	Reviewed May 2022
	Loss of cash through theft or dishonesty	Any cash to be banked promptly. All expenditure checked by Clerk & full Council on monthly basis. No Petty Cash held by council at present. Fidelity insurance policy in place and reviewed annually	Medium	Maintain existing controls	Ongoing	Reviewed May 2022
	Loss of Signatories	Four existing signatories in place. Immediate action required in event of a signatory resignation from Council to allow business transactions to continue.	Medium	Maintain existing controls. Online Banking Application to be made this year, to effect changes more promptly to bank.	Ongoing	Reviewed May 2022.
	Direct Costs Expenses and Invoices payable	The Council has Financial Regulations which set out the requirements. At each council meeting the list of invoices distributed and listed on the Finance sheets, awaiting approval are considered. The Council approves the list of requests for payments.	Low	Maintain existing controls.	Ongoing	Reviewed May 2022.

	Financial controls and records  Financial controls and records, continued.	Two signatories on all cheques. Monthly reconciliations prepared by Clerk, presented to and checked by full Council. Internal & External audit carried out annually. Income & bankings reconciled on monthly basis. All computer documents backed up weekly.	Medium	Maintain existing controls  Electronic records held on Computer, backed up regularly. Historical documents held in locked filing cabinet.	Ongoing	Reviewed May 2022
	Comply with Customs & Excise Regulations	Annual VAT Returns completed by PC. Internal auditor provides advice as needed and checks VAT Return on annual basis to ensure compliance with legislation.	Low	Continue with current procedure.	Ongoing	Reviewed May 2022
	Sound budgeting to underly annual precept	Council receive detailed budgetary reports monthly. Budgets proposed and agreed late Autumn by Council, prepared by Clerk & Chair of Council. Precept derived directly from this	Medium	Continue with current procedure.	Ongoing	Reviewed May 2022
	Grants and Support	Power to pay.  Authorisation of Full Council	Low	All such expenditure goes through Council process of approval, minuted and listed, using the power of S137 Power of expenditure.	Ongoing	Reviewed May 2022.
	Comply with borrowing restrictions	No current borrowing	n/a	n/a	n/a	Reviewed May 2022

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Medium – 2  
High – 3

x

Impact

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Medium – 2  
High – 3

equals

Risk

1-3 - Low  
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**Risk Assessment for Employer Liability**10<sup>th</sup> May 2022

Amanda Harvey Parish Clerk

To be reviewed annually

Area	Risk	Existing Precautions	Level of Risk	Further Action/Comments	Timescale	Actioned/Reviewed
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Comply with Employment Law	Non-compliance and resulting litigation	Clerk is kept informed of changes and updates to Employment Law.	Low	Maintain existing procedures	Ongoing	Reviewed May 2022
GDPR and Data Protection	Non-compliance and litigation	GDPR policy in place, Councillors signature of acceptance.	Low	Maintain existing procedures and registration with Data Protection Agency.	Ongoing	Reviewed May 2022
Meeting Place	Adequacy and Health and Safety	Meetings are held in the Village Hall	Low	Venue is considered adequate for all attending, from H&S perspective.	Ongoing	Reviewed May 2022.

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Risk

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