

**Watchfield Parish Council**

**Risk Assessment and Management**

This document was reviewed and accepted January 17<sup>th</sup>,2023, Item 191f

<b>Topic</b>	<b>Risk Identified</b>	<b>H/M/L</b>	<b>Management of Risk</b>	<b>Council Action</b>
Precept	Not submitted	L	Full PC minute – RFO to check in Jan each year	Diary
	Not paid by VWHDC	L	Check and report to WPC – April and October	Diary
	Adequacy of precept	M	Quarterly review of budget spend to actual	Diary
Charges - Cemetery	Grave allocation	M	Burial register update after each burial	Member to verify
	Money from undertakers	M	Check register and compare with internment form	Member to verify
	Memorial fees	M	Work activity statement to invoice	Member to verify
Charges - Allotments	Rental invoices	L	Register to invoices	Member to verify
	Cash handling	L	Cash to bank vs invoice	Member to verify
	Cash banking	L	Cash to bank and cheques to bank direct	Member to verify
Charges – Recreation Ground and Sports Pavilion	Rental invoices	M	Rental forms to invoiced amount	Member to verify
	Cash handling	M	Cash to bank vs invoice	Member to verify
	Cash banking	M	Cash to bank and cheques to bank direct	Member to verify
Charges – Backlands Paddock Rental and Cemetery Paddock Rental	Rental lease	M	Rental forms to invoiced amount	Member to verify
	Cash handling	M	Cash to bank vs invoice	Member to verify
	Cash banking	M	Cash to bank and cheques to bank direct	Member to verify
OCC Grass Cutting Grant	Claims procedure	L	Clerk to check annually	Diary
	Receipt of grant when due	M	Check and report to Finance Member	Diary
Clerk Salary RFO Salary	Wrong salary paid	M	Check to minute	Member to verify
	Wrong hours paid	M	Check to contract/terms	Member to verify
	Wrong rate of pay	M	Check to contract	Member to verify
	Employer PAYE tax and NI	M	Payroll provider to calculate amounts	Member to verify
		M	Clerk/RFO to make payments	Member to verify
	Employer annual return submitted	M	Payroll provider to submit	Member to verify
Direct costs and overhead expenses	Goods not supplied to WPC	M	Order system	Approval check
	Invoice incorrectly calculated	L	Check invoice	Approval check
	Cheque paid excessive	M	Signatory, stub and Payment voucher/invoice	Member to verify
	Cheque paid to wrong party	M	Signatory, stub and Payment voucher/invoice	Member to verify
Clerk/RFO Expenses	Clerk over paid	M	Claim form and minute	Member to verify
Miscellaneous Expenses	Expenses incorrectly paid	M	Claim form and minute	Member to verify

Grants, S106 and support	Power to pay	M	Minute power	Member to verify
	Agreement of WPC to pay	L	Minute	Member to verify
	Conditions agreed	L	Use reasonable conditions	RFO to check
	Cheque and payment voucher	M	Signatory, stub and Payment voucher/invoice	Member to verify
Election costs	Invoice at agreed rate	L	RFO to check and consider budget	RFO to check
VAT irrecoverable	VAT analysis	M	All items in cash book/spreadsheet	RFO verify
	Charged on sales	M	Consider annually	RFO verify
	Charged on purchases	L	Consider all items in cash book/spreadsheet	RFO verify
	Claimed within time limits	M	Agree returns submitted	RFO to check
Reserves	Adequacy	L	Consider at budget setting	RFO opinion, 3 year plan
Assets	Loss, damage etc	L	Annual inspection, update insurance and assets register	Diary
	Risk of damage to third party property or individuals	L	Review adequacy of public liability insurance	Diary
Staff	Loss of key personnel (clerk & RFO)	M	Hours, health, stress, training management, long term sickness, early departure	RFO/member review
	Fraud by staff	L	Fidelity insurance value, insurance conditions met	Council to review annually
Loss	Consequential loss due to critical damage or third party	L	Insurance cover review adequacy	Diary
Cash	Loss through theft or dishonesty	L	Insurance cover review to ensure adequacy of cover Note Petty Cash is not used by WPC reducing risk	Council to review annually
Maintenance	Poor performance of assets or amenities, loss of income or performance	M	Annual maintenance inspection	Diary
Borrowing/Lending	Adequacy of finances to be able to repay loans	M	Financial review and cash flow forecasting monthly	Council to review annually
Legal powers	Illegal activity or payment	H	Educate WPC as to legal powers	Diary
			Seek advice from OALC or Internal Auditor if in doubt before agreeing payment at Council meeting.	
Financial Records	Inadequate records	L	RFO check quarterly and regular internal audit	Diary
Minutes	Accurate and legal	L	Review at following meeting	Diary
Members Interests	Conflict of interest	M	Update declaration of interest as and when required by VWHDC and take statements at meetings. Conflicts addressed as appropriate	Diary
Total or substantial loss of all income	Global or regional crisis/pandemic	H	Insurance cover, grant cover, minimising outgoings, parish reserves sufficient	Council to review annually or when required

Chairman .....S COOMBS..... Clerk/RFO.....C ARNOLD.....