

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Cheshire West and Chester Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are	Existing procedure adequate.
Financial Records	Inadequate records Financial Irregularities	L L	The Council has Financial Regulations which sets out the requirements	Existing procedure adequate. Review the Financial regulations when necessary
Bank and banking	Inadequate checks Banks mistakes	L	The Council has Financial Regulations which set out banking requirements Monthly reconciliation	Existing procedure adequate Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Grants	Receipt of grant	L	The Council has Financial Regulations which set out requirements and procedures for receiving grants	Existing procedures adequate.
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made.	Existing procedures adequate.
Best value accountability	Work awarded incorrectly. Overspend on services.	L L	The Council has Financial Regulations which set out requirements and procedures for both regular revenue payments and capital items.	Existing procedure adequate. Include when reviewing Financial regulations.
Salaries and associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L	All salary and associated expenditure to be approved at regular PC meetings	Existing procedures adequate.
Employees (Clerk)	Fraud by staff. Health and safety	L L	Requirements of insurance adhered to with regards to fraud. Clerk's home work station should be appropriate for good posture.	Existing procedures adequate. Monitor health and safety requirements and insurance annually
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedures adequate.
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted online with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then scanned and added to website.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report bi monthly.	Existing procedures adequate.

Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedures adequate. Members adhere to Code of Conduct
Members interests	Conflict of interests Register of members interest	L M	Declarations of interest by members at Council meetings. Register of members' interests forms reviewed regularly	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance	L L L	An annual review is undertaken of all insurance arrangements. Ensure compliance measures are in place.	Insurance reviewed annually
Data protection	Policy provision		The Parish Council is registered with the Data Protection Agency	Ensure annual renewal of registration
Freedom of Information	Policy provision	L	The Council will react as necessary to requests. To date there have been no requests under FOI.	Monitor any requests made under FOI
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party property.	L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate.
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair or maintenance is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured. Proper procedures followed in tender documents, risk assessed prior to work being undertaken.	Existing procedures adequate.
Notice Board	Risk of damage	L	The Parish Council currently has two notice boards. No formal inspection procedures are in place but any reports of damage are faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate.
Meeting locations	Adequacy Health & Safety	L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate.
Council records – paper	Loss through: Theft, fire damage	L	The Parish Council records are stored in the secure offices of URENCO. Records include historical correspondences, minutes, insurance, and bank records. Members hold copies of historic agendas and minutes	Damage from fire and theft is unlikely and so provision is adequate.
Council records-electronic	Loss through: Theft, fire damage or corruption of computer	L	The Parish Council electronic records are stored on the Council laptop held with the Clerk at her home. Back ups of electronic data are made at regular intervals.	Existing procedures adequate.
Web site	Out of date Hacked by a third party	L M	Clerk and members ensure content is updated following each meeting. Regular agenda item to monitor content. Maintained by reputable local web service	Existing procedures adequate.