



# BENEFIELD PARISH COUNCIL

Risk Assessment

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

**Financial**

<b>Risk identified</b>	<b>H/M/L</b>	<b>Management of risk</b>
Risk of funds being unavailable due to Clerk's unauthorized removal/mismanagement	L	<ul style="list-style-type: none"> <li>• Fidelity guarantee insurance held by Council with Zurich</li> <li>• All expenditure to be approved at council meetings (open to public inspection)</li> <li>• Requirement for two councillors to sign all cheques, and to initial the cheque stub and relevant invoice to confirm the details are the same</li> <li>• Non-budgeted expenditure must be approved at a council meeting</li> </ul>
Risk of precept request not being submitted	L	<ul style="list-style-type: none"> <li>• Records regularly checked by the Responsible Financial Officer</li> </ul>
Risk of precept not being paid by ENC	L	<ul style="list-style-type: none"> <li>• Records regularly checked by the Responsible Financial Officer</li> </ul>
Risk of precept being insufficient to cover Parish Council expenses	L	<ul style="list-style-type: none"> <li>• Quarterly review of budget to actual spending by the Responsible Financial Officer</li> <li>• 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.</li> </ul>
Risk of inadequate financial records being maintained	L	<ul style="list-style-type: none"> <li>• Records regularly checked by the Responsible Financial Officer</li> </ul>
Risk of cheque payments being incorrect	L	<ul style="list-style-type: none"> <li>• Requirement for signatories to initial the cheque stub and relevant invoice to confirm the details are the same</li> </ul>

Chairman: ..... Date: .....

Clerk: ..... Date:.....

**Non-Financial**

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

Chairman: ..... Date:.....

Clerk: ..... Date: .....

To be reviewed May 2019