



BENEFIELD PARISH COUNCIL

Risk Assessment

This document aims to identify all potential risks relating to Benefield 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 • All expenditure to be approved at council meetings (open to public inspection) • Requirement for two 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
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.
Risk of inadequate financial records being maintained	L	<ul style="list-style-type: none"> • Records regularly checked by the Responsible Financial Officer
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

Chairman: Date:

Clerk: Date:.....

Non-Financial

Risk identified	H/M/L	Management of risk
Risk of harm to public using benches & notice boards within the village	L	<ul style="list-style-type: none"> Public liability insurance held by the Council with Zurich Regular inspections by Parish Councillors
Risk of damage to benches & notice boards within the village	L	<ul style="list-style-type: none"> Insurance held by the Council with Zurich 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"> Deputy 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>

Chairman: Date:.....

Clerk: Date:

To be reviewed May 2020