

# St ENDELLION PARISH COUNCIL

## RISK MANAGEMENT

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Review/Action Required
<b>Assets</b>					
The Main Car Park Cemetery Port Isaac playing field New Road WCs Footpath Bridge & The Main at Port Gaverne Bus shelter Signs and notices	Protection of physical assets.	Low	High	Buildings and property insured	Insurance policy to be reviewed annually Regular inspections of play equipment and bridge WC cleaner briefed to report faults
Security of above assets	Inadequate security of buildings, equipment etc.	High	Medium	WCs secured outside opening hours. Staff vigilance.	Maintain existing procedures.
Maintenance of above assets	Inadequate maintenance of buildings etc.	Low	Low	Annual budget.	Maintain existing procedures.
Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	High	Annual review of insurance by Members. Annual review of asset values.	Maintain existing procedures. Asset Register annually.
<b>Finance</b>					
Precept	Overspend of operational budget and/or inaccurate setting of Precept level realising demand on Reserves.	Low	High	Budget and Precept considered by F&CP Committee & Full Council each year. Sound budgetary control. Expenditure against budget considered monthly by Members.	Maintain existing procedures
Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	Medium	Bank reconciliation each month	Maintain existing procedures

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Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Internal & external audit presented to Members. Budget monitor provided mthly	Maintain existing procedures
Computer records	Loss of data through system error or theft.	Low	High	Automatic back-up plus weekly back-up to memory stick.	Maintain existing procedures
Cash				No cash transactions	
Budget	Inadequate budget preparation leading to inability to fulfil obligations	Low	High	Budget considered by Finance & Car Park Committee and Full Council. Monthly budget monitors provided. Virements made where necessary.	Review of budget during course of financial year
Tenders	Best value not achieved.	Low	Medium	Financial regulations detail procedures to be followed	Maintain existing procedures
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	Low	Medium	All invoices recorded and filed on receipt. Invoices checked for accuracy and for receipt of goods and services. Two signatories on cheques and initialling of cheque stubs. List of cheques presented to full Council monthly.	Maintain existing procedures
Cheque Books	Loss of cheques. Fraudulent use	Low	High	Cheque books kept in safe. No blank cheques signed.	Maintain existing procedures
Receipts	Services provided by Council but not paid for	Low	Medium	List maintained of regular invoices. Early hastening action taken if required.	Maintain existing procedures
Grants	Mismanagement of Grant Aid powers.	Low	Low	Budgets adhered to.	Maintain existing procedures
Salaries	Incorrect payments to staff (rates, NI, tax)	Low	High	All correspondence filed. Internal audit.	Maintain existing procedures
Salaries	Payments not made to HMRC	Low	High	Invoices checked. Internal audit.	Maintain existing procedures
Election Costs	Inability to meet costs	Low	Low	Sufficient reserves to meet such a liability	Maintain existing procedures

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VAT	Errors in calculation. Payments not made to HMRC.	Low	High	Comply with HMRC regulations. Quarterly returns to be made. Internal audit.	Maintain existing procedures
Annual Return	Inability to conduct year end close on time/not submitted on time	Medium	Medium	Book internal audit early	Maintain existing procedures
<b>Liability</b>					
Third parties	Risks to third party, property or individuals	Medium	Medium	Public & Products liability insurance in place (limit of indemnity £10m)	Insurance cover to be reviewed annually. Risk assessments of individual events.
Staff	Compliance with Employment Law	Medium	Medium	Employer Liability insurance in place (limit of indemnity £10m)	Insurance cover to be reviewed annually
All personnel	Health & Safety matters	Medium	Medium	Health & Safety policy in place	Maintain existing procedures
Legal	Conduct of Council business is ultra vires	Medium	Low	Clerk to verify legal position for any new proposal	Legal advice to be sought where required
<b>Administration</b>					
Councillor propriety	Incomplete register of interests. Failure to declare interests	Medium	Low	Regular reminder to members	Maintain existing procedures
Councillor/staff propriety	Breach of confidentiality	Medium	Low	Regular reminder to members/staff	Maintain existing procedures
Reports and records	Improper and untimely reporting of meetings via the minutes	Medium	Medium	Council to meet monthly to receive and approve minutes of meetings held in the interim. Minutes to be made available to press and public via the Council website and notice boards within 5 working days of a meeting.	Maintain existing procedures

**Gillian Thompson (Mrs)**  
**Parish Clerk**

READOPTED by Full Council on 10<sup>th</sup> February 2020