

Subject	Risk	Likelihood (L) Score	Impact (I) Score	Severity (L x I) Score	Management of Risk
<b>Financial &amp; Management</b>					
Lone Working	Working alone with dangerous members of the public.	1	3	3	Commitment by Members and the Parish Clerk not to meet strangers alone.
Salaries	Salary is paid incorrectly or the wrong hours are paid.	1	1	1	The Parish Clerk is contracted for 20 hours per month. Payment of the salary is approved by Members of the Council. Cheques are signed by two signatories. The Parish Clerk is not a cheque signatory.
	The wrong NI and income tax is paid.	2	1	2	SALC is employed to carry out PAYE duties.
Precept	The precept agreed is inadequate. The Council's financial requirements are not submitted to ESC. The precept requested from ESC is not received.	1	2	2	The annual precept is approved by Members of the Council. The request for the payment of a precept is submitted to ESC by the end of January in advance of the start of the financial year. A remittance notification is received from ESC once payment has been made. A quarterly bank reconciliation is carried out and approved.
Reporting and Auditing Finances	The lack of the communication of information.	2	2	4	Cashbook and income and expenditure statements are presented to Members on a quarterly basis for review. A bank reconciliation is also presented for approval.
Banking and Payments	Payment of unauthorised cheques or BACS payments.	1	2	2	Payments are approved by two of the three signatories. The Parish Clerk is not a cheque signatory. A schedule of payments is intialled by these Members at each meeting. BACS payments are approved by two of the three signatories, having been raised by the Clerk.
Election Costs	An election or a contested election.	1	1	1	This is particularly relevant in an election year. Funds have been built up in reserve to finance an election.
VAT	VAT is not reclaimed.	2	1	2	The Parish Clerk submits a claim for VAT previously paid to HMRC to be refunded on a quarterly basis.
Member Interests	There is a conflict of interests.	1	1	1	Members complete a register of interests form following their appointment as a Member. Members declare any interests as a standing item on each meeting's agenda.

Minutes, Agendas, Notices and Statutory Documents	Such documents are not accurate, legal and made available.	1	1	1	The Parish Clerk produces draft minutes of meetings of the Council and posts them on the web site within one month. Draft minutes are replaced on the web site by approved minutes following each meeting. An agenda is posted on the web site and circulated to Members a minimum three clear days of the date of each meeting. A notice of the Council's meetings during the year is displayed on the notice board. Business conducted at each meeting is managed by the Chair.
Insurance	The level of insurance is inadequate and risks are inadequately or not covered.	1	3	3	A review of the Council's insurance arrangements takes place by Members on an annual basis.
Freedom of Information Act	The Parish Clerk's salary could dramatically increase with each request received for information.	1	1	1	The Parish Clerk will attempt to work additional hours in this situation. Clerk could ask SALC for advice.
GDPR	Accidental data breach	1	1	1	Additional policies in place adopted by full Council
<b>Physical Equipment or Areas</b>					
Filing Cabinets	Injury to the user.	1	1	1	Checks are made to ensure that filing cabinets are in an operational condition which does not impose a risk.
Notice Board	Injury to a third party.	1	2	2	Checks are made to ensure that the notice board is in an operational condition which does not impose a risk.
Meeting Location	There is a danger to health and safety due to the inadequacy of the venue.	1	3	3	The Village Hall and its facilities are considered to be adequate for those attending Council meetings.
Council Paper Records	There is a loss of paper records.	1	1	1	Historical paper records are retained in locked filing cabinets located at the Village Hall. Current paper records are retained at the Parish Clerk's home address.
Council Electronic Records	There is a loss of electronic records.	2	2	4	Backup copies of electronic records are maintained separately by the Parish Clerk.

Chair

Date **26 September 2023**

Responsible Financial Officer

Date **26 September 2023**