

SUBJECT	RISKS	LIKELY	IMPACT	MANAGEMENT OF RISK	ASSESS
Precept	failure to obtain precept	low	medium	The Parish Council determines the precept amount after perusal of accounts and cashflow forecasts. With this information the Council maps out the required monies for standing cost and projects for the forthcoming year. This figure is submitted by the clerk in writing to Durham County Council.	existing measures adequate
Financial Records and Banking	inadequate financial records, loss of cash or bank charges	low	low	The Council has financial regulations which set out the requirements. There is no petty cash or float. Bank statements are reconciled each month. If there are any errors, the clerk takes remedial action after reconciliation.	existing measures adequate
Reporting and Auditing	Non-compliance with legal obligations	low	low	The Council internally audits its governance and finances in order to comply with the fidelity guarantee insurance.	existing measures adequate
Direct Costs and Expenses	supplies discrepancy	low	low	At each council, a list of invoices and expenses is given to the councillors for approval. Cheques are prepared by the clerk, and then must be signed by 2 councillors.	existing measures adequate
Grants Payable	authorisation of council grants	low	low	Currently the council does not pay any grants out.	existing measures adequate
Grants Receivable	receipts of grants	low	low	The Parish Council does not currently receive any regular grants. Occasional grants are complied with on an ad hoc basis.	existing measures adequate
Rental Income	receipt of rental income	low	low	The Council regularly checks receipt of rental income for its wayleave with Northern Electric.	existing measures adequate
Best Value Accountability	compliance with legal obligations	low	low	The clerk may only authorise payments less than £200. Any other transaction must be authorised in full council meeting. The Council seeks several quotes for any works exceeding £1,000.	existing measures adequate
Salaries	error in payroll	low	low	The clerk's pay is administered externally by an accountant.	existing measures adequate
Employees	fraud by staff	low	low	No cheques or payments are made other than in full council meeting.	existing measures adequate
Councillor Allowances	councillors overpaid	low	low	There are no expense claims made by councillors in recent years.	existing measures adequate
Elections Costs	risk of an election cost	low	low	The expenses associated with an election can be shouldered within the ordinary limits of the precept.	existing measures adequate
VAT	reclaiming oversight	low	low	The clerk makes an annual claim for repayment of VAT each April.	existing measures adequate
Statutory Documents	compliance with legal obligations	low	low	Minutes are drawn up immediately after each meeting, and are posted on the website in draft format, having been circulated to the councillors for approval. The minutes aren't actually signed until the next meeting. Agendas are prepared a week before each meeting, and posted on physical notice boards, and on the website.	existing measures adequate
Members Interests	conflict of interests	low	low	Each meeting, the Chairman asks councillors to declare any relevant interests.	existing measures adequate
Insurance	adequacy	medium	medium	Each March, the insurance is reviewed and renewed.	existing measures adequate
Data Protection	compliance with legal obligations	low	low	The council is registered with the Information Commissioner's Office.	existing measures adequate
Freedom of Information	compliance with legal obligations	low	low	The council aims to comply with the mandatory Transparency Code. There are occasional requests for information, but the expense of these can easily be shouldered within the normal budget.	existing measures adequate
Assets	loss or damage	low	medium	The assets register is reviewed annually in March. All assets are insured against injury to the public.	existing measures adequate
Maintenance	risk to public	low	low	All assets owned by the Council are regularly maintained and repaired.	existing measures adequate
Meeting Location	adequacy	low	low	All meetings take place in the Village Hall, which is fully insured, and adequate for this function.	existing measures adequate
Paper Records	loss or damage	medium	low	The paper records are stored at the clerk's office at The Old Station, DL2 3QQ. Records are held in a metal filing cabinet.	existing measures adequate
Electronic Records	loss or damage	low	low	The electronic records are stored at an office at The Old Station, DL2 3QQ. They are backed up each month to an external hard drive and to cloud storage.	existing measures adequate