

LADBROKE PARISH COUNCIL – RISK ASSESSMENT

Adopted by the Parish Council on 12th October 2022

AREA	RISK	POTENTIAL IMPACT	LIKELY RISK	CONTROL	STATUS
Assets (streetlight, noticeboards)	Protection of physical assets	High	Low	Insurance cover and value reviewed annually	
	Maintenance of physical assets	High	Low	Physical inspection annually	
Finance	Banking	High	Medium	Account held with high street branch	
	Loss of Income	High	Medium	Insurance cover. Back up of documents	
	Loss of cash through theft or dishonesty	High	Low	No petty cash handled. All bank transactions require two Cllrs to authorise	
	Financial Controls and Records	High	Medium	Properly trained Clerk Bank balance checked and recorded at every meeting Internal Audit External Audit Financial Regulations All expenditure authorised by the Council	
	Compliance with HMRC Regulations	High	Low	Properly trained Clerk Audits	
	Sound budgeting to deliver annual precept	Medium	Low	Monthly budget reports	
	Contracts let improperly	Medium	Low	Financial Regulations	
Liability	Risk to third parties	Medium	Low	Insurance cover	

	Employer liability and employment law	Medium	Low	Membership of WALC,NALC, SLCC	Ongoing
Legal Liability	Ensuring activities are within legal powers	High	Medium	Properly trained Clerk	
	Proper and timely recording of minutes	Medium	Low	Properly trained Clerk Councillor input Publication of minutes on website and noticeboard	
	Proper document control	Medium	Low	Important documents Data storage to comply with Policy Back-ups stored off site	
Councillor Probity	Register of Interests completed and published	High	Low	Register completed	
	Declarations of Interest at each meeting	High	Low	Agenda item and minuted	