

STOCKTON PARISH COUNCIL - RISK ASSESSMENT

AREA	RISK	POTENTIAL IMPACT	LIKELY RISK	CONTROL	STATUS
<b>Assets</b> (lighting, benches, cemetery, etc.)	Protection of physical assets	High	Low	Insurance cover and value reviewed annually	Done
	Maintenance of physical assets	High	Low	Physical inspection annually	Ongoing
<b>Finance</b>	Banking	High	Medium	Accounts held with High Street bank	Done
	Loss of income	High	Medium	Insurance cover. Back up of documents	Done Ongoing
	Loss of cash through theft or dishonesty	High	Low	No petty cash handled. All cheques require double signatures.	Done Ongoing
	Financial controls and records	High	Medium	Properly trained Clerk. Annual External audit. Financial regulations. All expenditure approved by Council	Done Ongoing Done Ongoing
	Complying with HMRC regulations	High	Low	Properly trained Clerk. Audits	Done Ongoing
	Sound budgeting to deliver annual precept	Medium	Low	Monthly budget reports	Done
	Contracts let improperly	Medium	Low	Financial Regulations	Done
<b>Liability</b>	Risks to third parties	Medium	Low	Insurance cover. Regular site inspections	Done Ongoing
	Employer liability and employment law	Medium	Low	Membership of WALC, NALC	Ongoing

	Comply with HMRC regulations	Medium	Low	Properly trained Clerk. Membership of WALC, NALC. Audits	Done Ongoing  Ongoing
<b>Legal Liability</b>	Ensuring activities are within legal powers	High	Medium	Properly trained Clerk.	Done
	Proper and timely recording in Minutes	Medium	Low	Properly trained Clerk. Councillor input. Publication of minutes on website and noticeboard.	Done Ongoing Ongoing
	Proper document control	Medium	Low	Important documents held by solicitor. Data storage to comply with Policy. Back-ups stored offsite	Done Ongoing New storage at Village Hall to be provided
<b>Councillor Probity</b>	Register of Interests completed and published.	High	Low	Register completed	Done
	Declarations of Interest at each meeting	High	Low	Agenda item and minuted.	Ongoing

Adopted by Stockton Parish Council at its meeting on 20<sup>th</sup> July 2020