

**COMEYTROWE PARISH COUNCIL
RISK ASSESSMENT AND INTERNAL CONTROLS
ADOPTED 7th SEPTEMBER 2020**

Area	Risk	Level*	Control
Finance	Banking	M	Current and deposit accounts held at with The Unity Trust bank. Cash cannot be withdrawn Funds can be transferred between accounts once scheduled by The clerk and authorised by two signatories. FSCS compensation scheme does not cover Local authorities.
	Loss of cash through theft or dishonesty	M	All income received by online bank transfer. Any cheques or cash received are paid into the bank account within 7 days Internal auditor checks financial records to invoices and cheque/paying in book and bank statements. Money at Clerks or Councillors dwelling cover by insurance up to the sum of £350 No cash float to be held. Fidelity insurance of £250,000 in place
	Financial controls and records	L	Monthly bank reconciliation prepared by the Clerk, checked by non-signatory Councillor, the same Councillor can view the bank statements. Copies of the receipts and payments account are sent to this Cllr with the bank reconciliation monthly. Two signatories required to authorise all online payments and on all cheques with signatories also initialling the relevant counterfoil and invoice. The Clerk schedules all online payments and holds the cheque book and prepares cheques for signature but is not an authorised signatory. Internal audit carried out half yearly and external audit annually.
	Compliance with VAT refund	L	VAT payments and claims calculated by the Clerk. Internal auditor checks.
	Sound budgeting to underlie annual precept	L	3-year forecast and detailed budget in December (to see if a precept increase will be required in the next three years). Precept request sent to SW&T. All income and expenditure is reported to Council at every meeting. Quarterly reports are produced to compare budget to actual spend.
	Compliance with borrowing restrictions	L	Yes, should Council require borrowing facility. Not currently applicable.

Liability	Risk to 3 rd party, property or individuals	M	Public Liability Insurance £10,000,000 Personal accident insurance covers: Councillors, Clerk, Employee's and Voluntary workers. Reviewed annually.
	Legal liability as consequence of asset ownership	L	Up to date asset register maintained. Play equipment at Pennys Field inspected weekly by SW&T, safety reports held by Clerk.
Employer liability	Compliance with employment law	L	Employers Liability insurance £10,000,000 in place. Clerk keeps Council informed of employment requirements.
	Compliance with HMRC requirements	L	RTI submissions completed monthly PAYE payments made quarterly Clerk undertakes all dealings with HMRC. Auto Enrolment implemented for eligible staff Internal auditor carries out checks at each inspection.
	Safety of staff and visitors	M	Safety checks carried out weekly by SW&T at Penny's Fields. Risk assessments to be carried out before any public event for which the Parish Council had sole responsibility. Personal accident and public liability insurance in place.
Legal liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on any new proposals. Legal advice sought where necessary.
	Proper and timely recording via the minutes	L	Council meets every month (except January and August), including the annual parish meeting and the annual meeting of the Parish Council. Parish Council minutes are distributed to Members and are made available to the public via the Clerk and on the Parish Council web site. Libel and Slander insurance of £250,000 in place
	Proper document control	L	Legal documents kept by Clerk. Other data stored in accordance with GDPR. Historic data transferred to records office. All documentation backed up to memory stick.
Councillor propriety	Registers of interest and gifts and hospitality	L	Registers in place and available for inspection. A copy of all members forms are returned to SW&T.

***L – Low M – Medium H - High**

Note: In addition to the above, the following are reviewed on an annual basis –
 Standing Orders & Financial Regulations
 Insurance cover
 Contracts of employment
 Code of Conduct
 Risk Assessment & Internal Controls

Adopted September 2020