

Risk Assessment - Rimington & Middop Parish Council

Topic	Risk Identified	H/M/L	Management of Risk	Action
Precept	Not submitted	L	Clerk to monitor process. Check at monthly meetings	All
	Not paid by BC	L	Clerk to monitor process. Check at monthly meetings	All
	Adequacy of precept	L	Discussed by all at appropriate Budget meeting	All
Grants - Borough	Claims procedure	L	Ensure due process is followed and any dates met	
	Receipt of grant when due	L	Clerk to monitor process. Check at monthly meetings	
Reserves	Adequacy	L	Considered at each meeting in financial statement	All
Assets	Loss, damage etc Risk of damage to third party property or people	M	Check physical condition regularly. Ensure asset register is updated and insurers advised of changes promptly	All
Staff	Loss of key people eg Clerk, Chair	L	Ensure contingency arrangements considered	All
	Fraud by staff	L	Ensure adequacy of Fidelity insurance policy Cheques always signed by two signatories neither of whom RFO	All
Loss	Consequential Loss due to damage or third party performance	L	Review adequacy of insurance policy	All
Cash	Loss through theft or dishonesty	L	Ensure adequacy of Fidelity policy Petty Cash not retained by Parish Council as a rule	All
Borrowing/Lending	Ability to repay loans	L	Finances reviewed at each monthly meeting	All
Legal powers	Illegal activity or payment	L	Councillors to be aware of legal powers Check with Ribble Valley BC/LAPTC/solicitor before action Attend courses for new Councillors	All
Financial records	Inadequate records	L	Clerk to check regularly and ensure documentation for all receipts/payments	CAH
Minutes	Accurate and legal	L	Circulate to all, review and sign at next meeting	CAH/RAW

Members interests

Conflict of interest

L

Ensure declarations are up to date
Check with Ribble Valley BC they have all copy documents

CAH