

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Staff Action	Int. Audit (months)
<b>Income</b>						
Precept	Not submitted	L	H	Full PC Minute - RFO to follow up	Diary	12
	Not paid by HHC	L	H	Check and report to Full Council	Diary	12
	Adequacy of precept	M	M	Quarterly review of budget to actual	RFO to monitor and report	12
Grants from external	Claims procedure	M	L	Clerk to be aware of funding opportunities	Clerk to keep updated	24
<b>Expenditure</b>						
Power to spend	General Power of Competence	L	M	Clerk trained and members elected	Council verify after election May	2023
Salaries	Wrong salary paid	L	L	Check to minute	Member verify	6
	Wrong hours paid	L	L	Check to minute/contract	Member verify	6
	Wrong rate pay	L	L	Check to minute/contract	Member verify	6
	Wrong deductions - NI	M	M	Check PAYE records and lists	Member verify	6
	Wrong deductions - Tax	M	M	Check to PAYE calculations	Member verify	6
	Pension Provision	Legal duties as employer	L	L	Earnings out of scope (too low)	RFO to monitor
Direct Costs and	Goods not supplied to PC	L	L	Purchases monitored	RFO to monitor	6
Overhead expenses	Invoice incorrect	M	M	Check order value against invoice	RFO to monitor	6
Donations and support	Agreement of Council to pay	L	L	Check to minute	Member verify	12
Election costs	Invoice at agreed rate	L	M	RFO check and consider budget	EHC to advise	2023
VAT	VAT analysis	L	M	All items recorded in ledger	RFO verify	6
	Charged on purchases	L	M	All items recorded in ledger	RFO verify	6
	Claimed within time limits	L	M	Annual reclaim in March for previous year	Diary	12
<b>Management Risks</b>						
Reserves	Adequacy	M	M	Consider at budget setting	RFO opinion, member verify	12
	Building up reserves	M	M	Annual review at final accounts	Member verify	12
Reserves - ear marked	Adequacy	L	M	Consider at budget and final accounts	RFO advice and member verify	12
Assets	Loss damage etc	M	M	Inspect, update insurance & register	RFO verify	12
	Risk or damage to third parties	M	M	Annual review Public Liability Insurance cover	Diary	12
Staff	Loss of Clerk/RFO	M	H	Hours, pay, training, stress	Member as line manager	12
	Fraud by staff	L	M	Fidelity Guarantee value - annual check	Full Council	12
		L	M	Bank statements to be reconciled	Full Council	6
Cash	Loss through theft or dishonesty	L	L	Cash not used	Full Council	12

Approved Westmill Parish Council meeting: 17 May 2023

Review date: May 2024

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Staff Action	Int. Audit (months)
Internet payments	Loss through theft or dishonesty	L	H	RFO to submit, 2 councillors to authorise	Member verify	6
Cheque misuse	Fraud by members	L	L	Cheques raised by RFO, signed by 2 Cllrs	1 cheque issued in 2022/3	6
Borrowing	Adequacy of financial controls	L	M	Financial review and cashflow	No borrowing, diary	12
Maintenance	Loss of amenities	L	M	Inspect, consider at meeting	Member verify	12
Standing Orders	Provision and updating	L	L	May-23	Agenda item at Annual Meeting	12
Financial Regulations	Provision and updating	L	L	May-23	Agenda item at Annual Meeting	12
Minutes	Accurate and legal	L	L	Reviewed and agreed at following meeting	Diary	6
Members interests	Conflict of interest	M	M	Update declarations of interest, agenda item	Diary	12
Lack of RFO	Appointment of RFO	L	H	Part of duties of Parish Clerk, Council Minute	Full Council	as necessary
Financial records	Loss or destruction	L	M	Documentation in cabinet, EHC archives,	Clerk to manage	12
				Cloud workspaces: Google docs/sheets/ionos	RFO to manage	12
	Lack of skill in systems	M	M	Training for RFO	Full Council	12
	Loss of computerised records	M	M	Cloud workspace: Google sheets	RFO to manage	12
	Maintenance of cashbook	M	M	WPC Ledger	RFO	6
Duty of care to public	Public spaces	L	M	Risk assessments as required	Clerk, Full Council	12
<b>Property</b>						
Village green	Pump physical inspection	L	L	Repair and maintain	Full Council	12
	Grass cutting/tidying	L	L	12/13 cuts pa, clear as necessary	Full Council	12
	Benches physical inspection	L	L	Maintenance	Full Council	12
Defibrillator Kiosk	Physical inspection	L	L	Paint, repair	Full Council	12
	Weekly inspection	L	H	Report on WebNos	Member	weekly
Trees	Routine cyclical inspection	M	M	Biennial pollarding by qualified arborist	Full Council to arrange	Nov 2024
				Pruning by arborist as necessary	Full Council	12
Parish Laptop	Equipment and security	L	M	Windows 10 built-in security, updates	Clerk	12

Approved Westmill Parish Council meeting: 17 May 2023

Review date: May 2024