

Watton-at-Stone Parish Council
RISK ASSESSMENT

Topic	Risk	H/M/L	Management of risk	Action required
Precept	Not submitted	M	Minute submission of form	Clerk to Diary
	Not paid by East Herts Council	L	Confirm receipt in minutes	Clerk to Diary
	Inadequate precept	M	Parish Council to review quarterly	Clerk to Diary
Budget	Not accurate	M	Parish Council to review with Budget and Finance Sub-Committee	Clerk to Diary Chairman of Budget and Finance Sub-Committee to action
Other income / expenditure	Cash handling	L	Avoid cash where possible	Periodic audit checks (Mrs McCash)
	Cash banking	L	Regular checks of bank statements	Periodic audit checks (Mrs McCash)
	Money in wrong account	M	Clerk/RFO to keep a careful watch	Periodic audit checks (Mrs McCash)
	Income from Sports & Social Club Income from Allotments	M	Clerk/RFO to check as required	Diary
	Insufficient money in current account	M	Clerk to maintain dummy current account	Clerk to check monthly
Grants	Claims procedure	M	Clerk/RFO to check and to seek advice on availability from District Council	Diary
Investment income	Money in wrong account	M	Clerk/RFO to check and discuss with Budget and Finance Sub-Committee	Diary
	Level of reserve funds	M	Parish Council to review levels at least annually	Diary
Clerk's salary	Incorrect salary paid	M	Budget and Finance Sub-Committee and Parish Council to review annually	Diary
	NALC scale not available	H	Clerk/RFO to chase annually Budget and Finance Sub-Committee to consider	Diary
	Wrong deductions NI and income tax	L	Ask Mrs McCash	Diary

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Direct purchases & overheads	Goods not supplied	M	Follow up all orders	Clerk to check
	Incorrect invoices received	L	Check arithmetic on invoices	Clerk to check
	Cheques made out to wrong party	L	Clerk to carry out checks	Periodic audit checks
	Cheques made out to wrong account	L	Clerk to carry out checks	Periodic audit checks
Election Costs	Not allowed in budget	L	RFO to check and advise budget	RFO to check
VAT	VAT analysis	M	All items in cash book	RFO to verify
	Claims within limits	M	Agree audit of VAT	RFO to verify
Clerk/RFO	Serious illness	L	Draw money from reserves	-
Reserves	Are these adequate	M	Discuss annually at Parish Council	Auditor to advise
	Long term maintenance	M	Define long term maintenance plan	Budget and Finance Sub-Committee and Parish Council
Assets	Are these properly costed	L	Review asset register	Budget and Finance Sub-Committee and Parish Council
Insurance	Is this adequate	M	Review annually	Budget and Finance Sub-Committee and Parish Council
Minutes	Are they accurate and legal	L	Review at following meeting	Diary
Members interests	Conflict of interest	M	Declaration to be minuted	Clerk
Play area	Equipment is faulty and may cause injury. Fault in safety surface	L/M	Report during monthly inspection & carry-out annual external safety inspection	Clerk to Diary Contractor to repair
MPPA	Kicker boards insecure and cause injury	L	Monthly inspection	Contractor to repair
Lammas and Watton Green	Dangerous branches and fallen trees causing injury	M	Regular periodic inspection by tree surgeon	Adam Welch to be asked to carry-out 6-monthly inspection
Parish Council Benches	Damaged or vandalised seats causing injury	L	Periodic 6-monthly inspection	Clerk to Diary