

STEEPLE BARTON PARISH COUNCIL

Risk Assessment 2021/2022

Topic	Risk Identified	H/M/L	Management of Risk	Action	Freq
Precept	Not submitted	L	Full Minute – RFO follow up	Diary	12
	Not paid by District Council	L	Check and Report to Council	Diary	6
	Adequacy of precept	H	Half yearly review of budget to actual	Diary	6
Customs and Excise Regulations (VAT)	VAT analysis		All items in cash book lists	RFO verify	12
	Partial exemption applies?	M		RFO verify	
	Claimed within time limits	M	Agree returns submitted	RFO verify	12
	VAT not claimable due to members paying invoice and then charging PC	M	All invoices made to and paid by PC	Inform members	12
Best Value	Overspend on services	M	Ensure correct tendering procedure followed		As and when
Direct Costs and overhead expenses	Invoice correctly calculated	L	Check arithmetic	RFO verify	12
	BACS/Cheque payable is excessive	M	Members sign cheque and voucher, bank account checked monthly	Members verify	12
	BACS/Cheque payable to wrong party	M	Members sign cheque and voucher, bank account checked monthly	Member verify	12
Reserves – General	Adequacy	L	Consider at Budget setting	RFO opinion	12
				3 year plan	24
Reserves – Earmarked	Adequacy	L	Consider at Budget and Final a/cs	RFO opinion	12
	Earmarked or Contingent liability	L	Review minutes with Chairman of Council	RFO/member view	12
Assets	Loss, Damage etc	M	Annual inspection Update insurance and asset registers		Whenever

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	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary	12
Staff	Fraud by staff	L	Fidelity Guarantee value	Council	12
Loss	Consequential loss due to critical damage or third-party performance	L	Insurance cover review adequacy	Diary	12
Legal Powers	Illegal activity or payment	H	Clerk to attend training courses Educate Council as to their legal powers	Clerk to organize Diary	24
Financial Records	Inadequate records	L	RFO/clerk check quarterly plus regular four yearly internal audit by members	Diary	3
	Safe storage of present records		The Parish Council records are stored in a fire proof cabinet at the Clerks secure storage unit, Deddington and also at the home of the Clerk.		
Minutes	Accurate and legal	L	Review at following meeting	Diary	12
	Adequate storage	M	Minutes to archives every ten years		As and when
	Safe storage of present records		The Parish Council records are stored in a fire proof cabinet at the Clerks secure storage unit, Deddington and also at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records.	Damage (apart from fire or flood) and theft is unlikely and so provision is adequate.	12
Members Interests	Conflict of Interests	M	Update declarations of interest	Diary	3
			Keeping of Register		
Electors Rights	Ensuring response to electors	L	Documented procedures to deal with		whenever

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	wishing to exercise their rights of inspection		enquiries from the public		
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	whenever