

## Moulton Parish Council Risk Assessment

### Risk assessment and management (financial) for the period 1 April 2023 - 31st March 2024

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Action	Action completed
<b>Precept</b>	Not submitted	L	Prepare budget in November, submit precept request in January	Clerk to add to list of actions	November 2023, receipt of precept form confirmed by WSC
	Not paid by WSC	L	Confirm receipt	Clerk to add to list of actions	Added to May 2024 financial checklist
	Adequacy of precept	L	Prepare budget in November, review budget in March	Clerk to add to list of actions	Budget reviewed March 2024
<b>Other income</b>	Cash handling	L	Cash handling is avoided, but where necessary appropriate controls are in place	Annual review of Financial Regulations and controls Councillor to verify and cash receipts.	January 2024
<b>Grants</b>	Claims procedure	M	Clerk to ensure that the correct procedure is followed	Clerk to keep the Council informed of the progress of grant applications and any conditions which have been applied.	No grants were received in 2023/24.
	Receipt of grant when due	M	Clerk to ensure that the grant has been received	Councillor to verify. Verification to be minuted.	N/A
<b>Salaries</b>	Wrong salary/hours/rate paid	M	Clerk to calculate salary, hours and rate to contract.	Councillor to verify. Verification to be minuted.	Checked at meeting on 25 <sup>th</sup> March 2024.
	Wrong deductions - NI and income Tax	M	Clerk to use HMRC's RTI PAYE tool to ensure deductions are calculated correctly.	Councillor to verify. Verification to be minuted.	Verified at the meeting on 25 <sup>th</sup> March 2024 and minuted.
<b>Direct costs and expenses</b>	Goods not supplied to Council	M	Clerk to follow up on all orders.	Council to check invoice and confirm receipt of goods before payment.	The clerk confirms receipt of all goods before payment. Invoices are verified at meetings.
	Invoice incorrectly calculated or recorded	L	Clerk to check arithmetic on invoices and perform monthly bank reconciliations	Councillor to verify.	The clerk checks invoices when they are received. Invoices are verified at meetings
	Cheque payable is excessive or to the wrong party.	M	Signatory to sign invoice and initial stubs or payment schedule	Councillor to verify.	Cheques are rarely used but all cheques are checked against the relevant invoice and signed by two

					signatories.
<b>Grants and support</b>	No power to pay or no evidence of agreement of Council to pay	M	Clerk to minute council agreement with the power used to authorise payment	Councillor to verify.	All payments are minuted and the correct power listed.
	Conditions agreed	L	Clerk to present documents and any conditions to Council for approval.	Clerk to ensure any conditions are minuted.	No grants were paid.
<b>Election costs</b>	Invoice at agreed rate	L	Clerk to check. Council to consider future election costs as part of the budget.	Clerk to include in budget.	The 2023 election was uncontested, so the election costs were minimal.
<b>VAT</b>	VAT not recorded separately for invoices where VAT paid	L	Clerk to ensure VAT is recorded separately in the accounts	Councillor to verify.	Clerk records VAT separately in the accounts. This is checked at year end.
	VAT not claimed within time limits	M	Clerk to ensure VAT is claimed at the end of each financial year	Councillor to verify.	Claimed April 2023. Next claim will be made April/May 2024.
<b>Reserves - general</b>	Adequacy	L	Clerk to review when setting the budget	Council to confirm	Reserves confirmed at meeting on 25 <sup>th</sup> March 2024.
<b>Reserves - earmarked</b>	Adequacy	L	Clerk to review when setting the budget	Council to confirm	Earmarked reserves confirmed at meeting on 25 <sup>th</sup> March 2024.
<b>Assets</b>	Loss/damage etc	M	Councillor to inspect Council property annually. Clerk to update insurance and asset register.	Clerk to add to list of actions	Insurance checked by clerk in September 2023. Asset register updated in March 2024. Councillor appointed to check Council property at meeting on 25 <sup>th</sup> March 2024.
<b>Public liability</b>	Risk or damage to third party property or individual	M	Review adequacy of public liability insurance	Clerk to add to list of actions	Level of liability insurance reviewed at meeting on 25 <sup>th</sup> March 2024.
<b>Staff</b>	Loss of key personnel (clerk)	L	Monitor hours, health, stress of clerk and manage as appropriate	Council to monitor	The clerk is the sole employee. She has a good working relationship with the Council and informs them if her workload is excessive.
	Fraud by staff	L	Ensure that Financial Regulations are complied with. Ensure that the Council has an adequate level of Fidelity	Councillor to complete checklist of internal controls at every meeting.	Completed at every meeting as part of checklist of internal financial

			Guarantee.		controls. Bank statements are checked against the Scribe accounts. The level of fidelity guarantee is reviewed annually at the March meeting.
<b>Maintenance</b>	Reduced value of assets or amenities - loss of income or performance	M	Councillor to inspect Council property annually.	Clerk to add to list of actions	Council property inspected April 2023. Next inspection due April 2024.
<b>Legal powers</b>	Illegal activity or payment	L	Clerk to ensure Council is aware of its legal powers and to check when not sure	Clerk to include legal power in the minutes against payments to be authorised and to check Council has the legal power to carry out a specific action	All payments are minuted and the correct power listed. Clerk backs up all files regularly
<b>Financial records</b>	Inadequate records	L	Clerk to keep adequate records	Internal controls and annual audit ensure financial records are adequate.	Accounts are checked by a councillor at every meeting and annually (April/May) in more detail by an independent internal auditor.
<b>Minutes</b>	Accurate and legal	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Council to check the accuracy of minutes before approval and signing by the Chairman.	Minutes are checked before signing. 'Declaration of Interest' is an item on every agenda. Any declarations are minuted.
<b>Playing field and play area</b>	Claims arising from use of playing field and play area.	L	Regular inspections are carried out. The Council has public liability insurance.	Clerk to ensure play inspection reports are presented to the Council. Council to ensure that any defects are repaired.	The play equipment is inspected monthly by West Suffolk Council along with regular checks by a councillor and the reports emailed to the clerk. These are discussed by the Parish Council at the next meeting and action taken where necessary.
	Injuries from falls.	L	Safagrass matting has been installed under all the play equipment except the hammock	Council to carry out regular inspections of the safety surface.	The play equipment is inspected monthly by West Suffolk Council along with regular checks by a councillor and the reports

					emailed to the clerk. These are discussed by the Parish Council at the next meeting and action taken where necessary.
	Injuries from use of equipment e.g. trapped hands, heads, etc.	L	Professional play equipment installers constructed the area and the installed equipment was built according to then current British Standard safety rules. Regular inspections are carried out.	Council to ensure that any defects are repaired.	The play equipment is inspected monthly by West Suffolk Council along with regular checks by a councillor and the reports emailed to the clerk. These are discussed by the Parish Council at the next meeting and action taken where necessary.
	Injuries from broken equipment.	L	Regular inspections are carried out.	Clerk to ensure play inspection reports are presented to the Council. Council to ensure that any defects are repaired.	The play equipment is inspected monthly by West Suffolk along with regular checks by a councillor and the report emailed to the clerk. These are discussed by the Parish Council at the next meeting and action taken where necessary.
	Risk of disease from animal excrement or attack from animals.	M	The playing field is a public place and animals cannot be excluded. However, dog fouling is specifically forbidden, and bins have been provided for dog excrement. Dogs must also be kept on a lead.	Remind dog owners via the village newsletter of their responsibility to clear up after their dogs.	Include a reminder in newsletter.

**Reviewed: 25<sup>th</sup> March 2024.**

**Next review date: March 2025**