

Bayford Parish Council				
Risk Assessment and financial management, 1 April 2016 - 31 March 2017.				
Topic	Risk	H/M/L	Management	Responsibility
Precept	Not submitted	L	Reminder from EHDC, PC Calendar	Clerk, Chair
	Not paid by EHDC	L	EHDC account system very good	Clerk, Chair
	Adequacy	L	Payments and Receipts review at each meeting	All
Rent BHNCC	Not paid by EHDC	M	PC Calendar, Amount small	Clerk, Chair
Litter Picking Payment from EHDC	Not paid by EHDC	L	Automatic, EHDC account system very good	Clerk, Chair
Clerk's Fee	Wrong amount paid	L	Payments and Receipts review at each meeting	Clerk, Chair
Playground safety	Defective equipment	L	Inspected annually by EHDC, regularly by clls	All
	Safety check missed	L	PC Calendar	Clerk, Chair
Grass cutting fees (major cost)	Too many cuts	M	Annual amount agreed	Clerk, Chair
Recoverable VAT	Not claimed	L	PC Calendar, Annual	Clerk, Chair
	Wrong amount claimed	L	Invoices required	Chair
	Not forwarded to BMHall	L	BMHall treasurer aware	Clerk, Chair
Staff	Resignation of clerk	L	Review work load	Chair
	Fraud by staff	L	All cheques signed by two Clls (not Clerk)	All
			Payments and Receipts review at each meeting	All
Fidelity Guarantee	Insufficient insurance	L	All cheques signed by two Clls (not Clerk)	All
Financial records	Inadequate	L	Payments and Receipts review at each meeting	All
Assets	Stolen/vandalised	M	Insured	All
	Playground	M	Inspected annually by EHDC, regularly by Clls	All
	Verges	M	Inspected by Clls, qualified tree surgeon needed	All
Minutes	Inaccurate	L	Read at each meeting, posted on web	All
Members interests	Conflict of interests	L	Reviewed at each 4 yearly election.	All
Direct costs	Wrong amount/payee	L	Invoice required, All cheques signed by two Clls (not Clerk)	All
Expenses	Wrong amount paid	L	Invoice required, All cheques signed by two Clls (not Clerk)	All
	Fraudulent claims	L	Invoice required, All cheques signed by two Clls (not Clerk)	All
Third Parties		L	Insured, Inspected by Clls	All
Internal Auditor	Filled	L	Selection by all councillors to be made at beginning of financial year to give maximum time to find suitable candidate	All