

Wilby Parish Council (WPC) – Financial Risk Assessment

Subject	Risks Identified	High/Med/Low	Management Control of Risk	Review/Assess/Revise
Councillors	Losing Councillor membership or, having more than 4 vacancies	Low Low	When a vacancy arises there is a legal process to follow. This either leads to a bye-election or to a co-option process. An election is out of the PC's control If there are more than 4 vacancies then the council becomes inquorate. The legal process of the Higher Authority appointing members takes place	Existing procedure apply Procedures of other body are adequate
Precept	Inadequacy of precept Requirement not submitted in time Amount not received	Low Low Low	Regular budget review Deadline should be known and diary by clerk Clerk monitors receipt and advises Council	Existing procedures are adequate
Financial records	Inadequate records Financial irregularities	Low Low	WPC has Financial Regulations which set out the requirements	Existing procedures adequate; Review Financial Regs annually
Banking	Inadequate checks Bank mistakes Loss Charges Loss of signatories	Low Low Low Low Low	WPC has Financial Regulations which set out the requirements for banking, cheques and reconciliations of accounts. The clerk reconciles the bank accounts once a month when statements arrive. Any problems or irregularities are followed up immediately with the Bank and correction required. Council would appoint replacements but this takes time.	Existing procedures adequate
Cash/Loss	WPC does not handle cash. Any cheques received are banked within 3 days	Low	WPC has Financial Regulations which set out the requirements. Audited by internal auditor	Existing procedures adequate
Litigation	Potential risk of legal action being taken against WPC	Medium	Public Liability Insurance covers general personal injury claims where WPC is found to be at fault but not frivolous or spurious claims as these cannot be insured against	
Reporting and auditing	Information Communication Compliance	Low Low Low	Clerk reports to WPC at every meeting: receipts, payment and balance at bank Quarterly internal controls checks are carried out by the appointed councillor	

Grants and support - payable	Power to pay Authorisation of council to pay	Low Low	All such expenditure goes through the required council process of approval and is minuted accordingly. If s137 power is required, the rules which apply will be followed	Existing procedures adequate. Parish councillors will request s137 rules if required
Grants – received	Receipt of Grants	Low	Conditions of any grants will be requested and adhered to	Monitored by the Clerk
Best Value Accountability	Work awarded incorrectly	Low	Wherever possible 3 quotes will be acquired for any substantial work to be undertaken or goods purchased. Any problems are investigated by the clerk and reported to the council. Services are regularly re-costed using brokerage services where appropriate	Existing procedures adequate. Consider when reviewing Financial Regs annually
	Overspend on services	Low		
Salaries and associated costs	Salaries paid incorrectly Wrong hours and rates Incorrect deductions	Low Low Low	WPC pays salaries in line with national scales. It minutes all salary variations in records them in writing	WPC employs the services of a Payroll Bureau
Employees	Loss of Clerk	Low	WPC would use its best endeavours to find a replacement clerk within the notice period specified in the contract of employment The clerk will undertake relevant training and provided with the resources required. Health and Safety issues relating to the clerk apply when working at home and driving to and from meetings.	The services of NCALC Would be employed to advertise the vacancy. The IC councillor will conduct quarterly controls checks and monitors working conditions
	Fraud by clerk	Low		
	Actions undertaken by clerk Health and Safety			
Councillor allowances	Councillors over paid Income tax deduction	Low	Parish councillors are not paid allowances. Any expenses reimbursed are approved at meetings	Existing procedure adequate
Election costs	Risk of an election cost	High	There are no measures which can be adopted to minimise the risk of having elections. This is part of the democratic process.	Council should allocate reserves to this possibility
VAT	Reclaiming/Charging	Low	The council has regulations which set out the requirements. VAT is recorded against every entry to which it applies and is reclaimed at least annually	Existing procedures are adequate
Employers annual returns	Paying and accounting of tax and N.I.	Low	Dealt with by payroll agency	Existing procedures are adequate
Audit -internal	Audit completion with time limits	Low	The internal auditor is appointed by the council and liaises with the clerk who supplies the	Existing procedures are adequate

			required documentation within the statutory time frame	
Annual return	Completion and submission within time limits	Low	The clerk will diary the dates and ensure the process is followed and minuted and that the correct forms are submitted in a timely fashion to the external auditor	Existing procedures are adequate
Legal powers	Illegal activity or payment	Low	All activity and payments within the powers of WPC to be resolved and minutes at Full PC meetings, including a a reference to the power used. As per Financial Regulations.	Existing procedures are adequate
Minutes/Agenda/Notices/ Statutory documents	Accuracy legality	Low	Minutes and agendas are produced in the prescribed time frame by the clerk, adhering to the legal requirements and the best practice guidelines – as Financial Regulations prescribe	Existing procedures are adequate. Guidance and training may be required. Membership of NCALC provides support and guidance
Members' Interests	Conflict of interest	Low	Declaration of members' interests at a meeting should be an item on the agenda and reminds councillors of their duty. Register should be reviewed regularly by Councillors	Existing procedures are adequate. Members should take responsibility for keeping their own entry up to date
	Register of members interest	Medium		
Insurance	Adequacy Cost Compliance	Low Low Low	Annual review is undertaken in advance of the renewal. Employer's and Employee liability insurance is a necessity. Ensure compliance measures are in place	WPC enlists the services of a specialist broker to ensure insurances are adequate and premiums are competitive.
Assets	Loss or damage Risk/damage to third party	Low Low	Annual review of assets in undertaken for insurance purposes and regarding maintenance	Existing procedure adequate
Maintenance	Poor performance of assets/risk to third parties	Low	All assets owned by WPC are regularly reviewed and maintained. Repairs and renewals are actioned and authorised in accordance with current procedures. All are insured	Existing procedure adequate
Meeting location	Adequacy Health and Safety	Low Low	PC meetings are held in Wilby village church. The venue is considered adequate from a H&S, disability discrimination and comfort aspect	Existing location adequate

Council records paper and electronic	Loss through: fire, theft, damage, corruption of computer	Low Medium	Paper records are stored at clerk's home. Important documents are scanned and computer records are auto-backed up on 'One Drive' and quarterly on a hard drive kept at a different site (chairman's home) from the computer	Existing procedure adequate

Reviewed at the meeting on 15th July 2024minute ref 32/24

Signed.....

S Borrett, Chairman

Name and position of signatory..... Chairman