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| TOPIC/RISK | **RISK IDENTIFIED** | **LEVEL** | **MANAGEMENT OF RISK** | **RESPONSIBLE PERSON** | **COMMENTS** |
| Assets | Loss, damageRisk of damage to 3rd party property or individuals | M | Annual Inspection, update insurance and asset register. | Whole Council |  |
| Staff | Loss of clerkFraud by staff | L | Succession planningDiscuss with neighbouring PC to share in interim | Whole Council |  |
| Finance | Loss through theft or dishonestyInability to carry out financial activities | L | Insurance cover Fidelity Guarantee reviewRegular budget reviews | Whole Council |  |
| Reserves - general | Adequacy | L | Consider at Budget setting | RFO opinion |  |
| Reserves - earmarked | Adequacy | L | Consider at Budget setting | RFO opinion |  |
| Financial Records | Inadequate records | L | Regular review/internal audits | RFO |  |
| Precept | Not submitted/not paid by DC/adequacy | M | PC minutes/ Report to Council | RFO |  |
| Borrowing/lending | Adequacy of finances to be able to repay | M | Regular reviews | RFP/Whole Council | Public Works Loan |
| Salary | Wrong salary paid/ wrong deductions | M | Minuted salary/ check PAYE calcs. | Whole CouncilInternal audit check. |  |
| Direct costs and overhead expenses | Goods not supplied/invoice incorrect/paid too much/ paid to wrong party. | M | Payments verified at monthly meetings/ stub and invoice initialed. Internet payments to be authorised by two councillors | RFO/Whole CouncilAuthorised Concillors. |  |
| Election costs | Invoiced incorrectly | L | Notified of rate/ budget item | RFO verify |  |

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| **TOPIC/RISK** | **RISK IDENTIFIED** | **LEVEL** | **MANAGEMENT OF RISK** | **RESPONSIBLE PERSON** | **COMMENTS** |
| VAT |  Not recovered within time limit.  | M | Review at end of year | RFO verify |  |
| Chairman’s allowance | Overpayment | L | Claim form/ verified at monthly meeting | RFO verify |  |
| Public Works Loan | Insufficient funds to cover repays  | M | Budget monitoring. Bank Account balances monitored. | RFO to check and report to Council. Whole Council to verify and approve. |  |
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General Risk Assessment

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| **TOPIC/RISK** | **RISK IDENTIFIED** | **LEVEL** | **MANAGEMENT OF RISK** | **RESPONSIBLE PERSON** | **COMMENTS** |
| Minutes | Accuracy and legal | L | Review at following meeting | Whole Council |  |
| Members Interests | Conflict of interest | L | Update declarations/Minute at monthly meetings | Whole Council |  |
| Resignation of Councillors | Management of Council if significant number resign | M | Co-op as soon as practical. Promote through newsletter | Whole Council |  |
| Major incident at Village Hall | Damage to building or injury to individual | M | Ensure Hall Management have adequate insurance cover and regular H & S checks | Village Hall Management Committee |  |

Reviewed in February 2025