

RISK MANAGEMENT SCHEDULE

APPROVED 06.05.2025

| FINANCIAL | | | | |
|-------------------------------|----------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Subject | Risk Identified | Risk Level H/M/L | Management of Risk | Review |
| Financial controls | Non compliance with financial regs | M | Adopt and regularly review financial regs | Annually in May and ad hoc with any NALC updates |
| Legal powers | No legal power to spend | L | Adoption of General Power of Competence | Ongoing review |
| | | | Qualified Clerk | |
| | | | Membership of GAPTC | |
| Statutory tasks not completed | Operating outside legal framework | L | Accounts reviewed monthly by nominated councillor and quarterly reports taken to full meetings | Ongoing review |
| | | | All audit reports taken to full council | |
| | | | Staff receive appropriate training | |
| Annual return | Not submitted to required timelines | L | On agenda for May meetings | Annually |
| Precept | Not requested | L | Agreed at January meeting of full council | Annually |
| | Not received | L | Clerk to chase | Annually |
| | Inadequate | M | Robust review by working group to ensure that increase is reasonable and options provided to full Council | Reviewed prior to January meeting and options provided |
| Borrowing | Insufficient funds for loan repayments | L | Schedule of repayments included as part of budget setting process | Annually |
| Banking | Cash and cheques not banked promptly | L | No cash taken, very few cheques received or issued. | Ongoing review |

| Banking | Banked promptly | | Monthly accounts provided to nominated councillor | Ongoing review |
|---------------------------------|---------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| | Fraud / error | M | Approval process for all payments in place | Ongoing review |
| Competence | Absence of skills | L | Clerk qualified, completed CPD | Ongoing review |
| Financial records | Loss | M | Computer regularly backed up, bank statements available online, accounts sent to nominated councillor | Ongoing review |
| Payroll | Incorrect payments | L | PATA payroll bureau used to process payroll and submit tax information | Ongoing review |
| VAT | Not reclaimed | L | Claims made at least twice yearly | Ongoing review |
| Elections | Insufficient funds for election costs | M | Reserve held in case of election | Adequacy reviewed annually as part of budget setting process |
| Insurance | Adequacy | M | Additions to asset register reviewed to ensure insurance notified if needed to add to policy | Ongoing review |
| | Compliance | | Reviewed as part of internal audit | Annually |
| MANAGEMENT | | | | |
| Subject | Risk Identified | Risk Level H/M/L | Management of Risk | Review |
| Continuity of business | Loss / damage to computer | M | Files backed up regularly | Annually |
| Continuity of staff | Absence | M | Use of locums provided by GAPTC | Ongoing review |
| Loss of records | Loss of paper records | L | Majority of documents on laptop / backed up | Ongoing review |
| Health and safety of staff | Injury at work | L | Liability insurance in place | Ongoing review |
| Health and safety of visitors | Injury at hall / events | L | Accident log held at hall, liability insurance in place | Ongoing review |
| Health and safety of volunteers | Injury at hall / events | L | Volunteers clear on requirements to minimise risk | Ongoing review |

| Contractors | Works at hall / grass cutting on greens owned by parish could prevent danger to public | M | Proposed works subject to risk assessment and adequacy of insurance of contractor | Ongoing review |
|-------------------|----------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Hall users | Groups using hall could be injured or damage hall items | M | Hall user policy in place, insurance in place | Ongoing review |
| PROCEDURAL | | | | |
| Subject | Risk Identified | Risk Level H/M/L | Management of Risk | Review |
| Legal powers | Acting outside of powers | L | General power of competence adopted, Clerk qualified, review where unsure with GAPTC | Ongoing review |
| | Councillors / working groups exceeding power | | Working groups are task oriented with no power to make decision. Where councillor given delegated authority this is minuted | At meetings of full council |
| Documents | Accuracy of records | L | Agendas prepared by Clerk in liaison with Chair, all minutes produced to required timelines and publically available | Ongoing review |
| | Non compliance of minutes and agendas | | Council operates with SO's and NALC models | Ongoing review |
| FOI | Non compliance | L | Clerk ensures prompt response to any FOI | Ongoing review |
| Data protection | Non compliance | L | Signed up to ICO and GDPR policy in place | Ongoing review |
| Public liability | Failure to provide duty of care | M | £5m public liability | Annual review |
| Contractors | Failure to provide duty of care | M | Contractors provide risk and H&S assessment prior to commencing works or for grass cutting operate under contractual terms | Ad hoc review with contractor |
| ASSETS | | | | |
| Subject | Risk Identified | Risk Level H/M/L | Management of Risk | Review |

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|------------------------------|----------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------|------------------------|
| Register | Items missing | L | Clerk ensures items added to asset register and presented annually to full council | Annual review |
| Maintenance | Items not maintained | M | Clerk has included a schedule of review to ensure assets maintained and reviewed regularly. | Annual review |
| | | | Gym equipment maintained annually by external contractor | |
| Contractors | Damage through workmanship | M | Ensure public liability insurance in place | Ongoing review |
| Hall | Poor upkeep | L | Regular review of hall to ensure it is in good state of repair | Ongoing review |
| COUNCILLOR CONDUCT | | | | |
| Subject | Risk Identified | Risk Level H/M/L | Management of Risk | Review |
| Code of Conduct | Non-compliance | M | Provided to all, training available from GAPTC if required | Ongoing review |
| Register of Member Interests | Non disclosure | L | Recent training from Monitoring Officer on requirements and Clerk ensures all complete form on appointment | Ongoing item on agenda |