

MILLAND PARISH COUNCIL - GENERAL ADMINISTRATION

RISK ASSESSMENT Reviewed March 2024

Risk location	Risk Description Who might be harmed, what, how	Risk Level H = High Medium = M Low = L	Risk	How is risk managed
Bus shelter Cartersland	Public	Low	There is a risk that property owned by MPC may be damaged in use or by others. Includes road signs, bus shelters.	Clerk to manage routine maintenance and inspection and arrange appropriate insurance. PC to review property register and insurance annually.
Cartersland 2006	Public	Low	There is a risk that third parties using property owned or managed by MPC may receive injuries or loss as a result of their use, whether or not authorised.	Clerk to manage routine maintenance and inspection comms with the Wildflower Group. Insurance provided by the Wildflower Group.

Snow Plough	Public	Low	There is a risk that equipment will become damaged / unusable due to neglect.	Clerk to manage oversight and annual inspection of equipment. Insurance of equipment against theft etc. in place and reviewed annually.
Admin/Assets	The Clerk			
Risk location	Risk Description Who might be harmed, what, how	Risk Level H = High Medium = M Low = L	Record /Action	How is risk managed
2 filing cabinets - 21 Pease Croft	Theft / damage / loss	Low	There is a risk that property owned by MPC may be damaged in use / stolen.	Clerk to manage routine maintenance and inspection. And ensure security of building.
Computer & printer - 21 Pease Croft	Theft / damage / loss	Low	There is a risk that data held by the Clerk on behalf of the MPC may be accessed by those not authorised to do so because of malware / Ransomware / unauthorised action.	Back up and Anti Virus provided an external IT support and security provider. All equipment suitably locked away.

Projector - 21 Pease Croft	Theft / damage / loss	Low	There is a risk of theft, damage or loss.	Clerk to manage appropriate insurance. All equipment suitably locked away.
Electronic data	Council unable to operate, council business affected. Risks could b fire/water or other accidents	Low	There is a risk that the Confidentiality, Integrity or Availability of electronic data will be lost.	Back up and Anti Virus provided an external IT support and security provider. All equipment suitably locked away.
Function of PC due to unplanned absence of Clerk		Low	<p>a. There is a risk of short term absence of the Clerk</p> <p>b. There is a risk of long term absence of the Clerk</p>	<p>a. Clerk monitors correspondence on with laptop on time off.</p> <p>b. If through illness/accident PC would have to arrange a temp through SALC.</p>
Training - Councillors / Clerk - ensure councillors and clerk are updated on current matters.		Low	There is a risk of adequate training not being maintained.	Ensure all councillors and the Clerk are able to submit training quests. Ensure annual review of training cost assignment in the annual budget.

Bank Accounts	Fraud	Low	There is a risk that a Councillor or official of the MPC may commit fraud against the Council.	Payments approved at full Council meeting. Subsequently approved payments actioned by the Clerk and approved by the second signatory.
Internal Controls				
1. Standing Orders, Risk Assessment, Financial Regulations reviewed on an annual basis in March				
2. Minutes contain payments for approval - payments against invoices				
3. Insurance is appropriate - reviews on an annual basis and in May at time of renewal.				
4. Internal financial controls reviewed on an annual basis.				
5. VAT recoded through minutes and reclaimed on an annual basis in Feb/March				
6. Statement of accounts presented to each council meeting and emailed to councillors.				
7. Bank Statements reconciled on a tri-monthly basis and reconciled half yearly end September				
8. Finance Committee prepared budget in October for approval at November meeting for following year.				

9. Accounts presented for internal audit in April, approved by PC in May and sent to external auditors in June.

10. A current Asset Register is maintained.

RISK ASSESSMENT - FINANCIAL

Refer to Financial Regulations document adopted by the Council at its meeting held on March 2024

This document covers the following:

1. General - RFO	Clerk
2. Annual Estimates	Budget agreed in November
3. Budgetary Control	Completely bi-monthly
4. Accounting and Audit	Councillors see Statement of A/cs bi monthly
5. Banking arrangements	Online banking Clerk and one other
6. Payment of accounts	Approved at meetings
7. Payment of Salary	Approved through budget/payroll
8. Loans	PWL for Milland Stores 4 payments annually
9. Income	DD / Banked promptly
12. Payments under Contracts for Rec Field	Approved at bi-monthly meetings
13. Insurance	Reviewed annually in May
14. Charity	Recreation Ground No.1073462
15. Risk Assessment	Reviewed annually
16. Review of Finance Regulations	Reviewed annually

Financial risk Purchase Value	Risks
£1,199.00	PC owned structures
£1,438.00	PC managed land inc

£6,000.00	PC owned plant
Financial risk Purchase Value	Risks
Not insured	PC owned equipment.
£1,500	Administration

£100	PC owned equipment.
N/A	Administration
N/A	Administration
N/A	Administration

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