**Risk Assessment 2021/22**

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| Area | Topic | Risk Identified | Classification | Measures in place | Measures to be taken | Responsible | Review |
| Physical Assets | Council Property | Loss or damage to physical assets | Med | Maintain and update register of assets, insure those assets in the Council's possession against damage or theft. | Update asset register on a continual basis and amend insurance accordingly | Clerk | Annually |
| Physical Assets | Council Property | Risk or damage to third party property or individuals | Med | Public Liability insurance in place | Reviews annually | Clerk | Annually |
| Financial | Budgeting | Overspend | Low | Clerk/RFO to monitor spending & report to council monthly |  | Clerk & Cllrs | Annually |
| Financial | Financial Records | Inadequate or incorrect records | Low | Monthly reconciliation by RFO. Two signatures on payment approvals. Internal and external audits. Minutes reviewed, signed and dated at the following meeting. |  | Clerk & Cllrs | Annually |
| Financial | Financial Records | VAT and HMRC payments not made/ claimed | Low | VAT and HMRC payments and claims calculated by RFO. Internal and external audits provide further checks |  | Clerk & auditors | Annually |
| Financial | Income | Lack of sound budgeting to underpin annual precept | Low | Council commences budget process in late autumn, Precept derived from this |  | Clerk & Cllrs | Annually |
| Financial | Income | Inadequacy of precept | Low | Clerk & RFO presents monthly reconciled accounts. All monthly receipts and expenditure included in financial report to council meeting | Council to review compare budget/actuals at least quarterly | Clerk & Cllrs | Annually |
| Financial | Loss of Money | Loss through theft of dishonesty of Staff members | Med | Monthly reconciliation by RFO. Two signatures on payment approvals. All payments approved by the council Internal and external audits. Fidelity insurance in place | Bank reconciliation each month | Clerk & Auditors | Annually |
| Financial | Reserves | Ensure adequacy | Low | Consider at budget setting |  | Cllrs | Annually |
| Financial | Staff expenses | Wrong expenses paid | Med | Clerks’ expenses presented to council monthly and chairman to approve |  | Clerk & Cllrs | Annually |
| Councillor Propriety | Training of Clerk | Illegal decisions could be made | Low | Clerks training ongoing. |  | Clerk & Cllrs | Annually |
| Councillor Propriety | Training of Councillors | Illegal decisions could be made | Low | Review training required for councillors |  | Clerk & Cllrs | Annually |
| Councillor Propriety | Declarations of Interest | Risk of brining council to disrepute | Low | Pecuniary interest forms completed and held by monitoring officer. Declaration of office signed by all councillors | Ensure compliance agenda item on each agenda | Clerk & Cllrs | Annually |
| Governance | Legality of actions | Ensuring all actions are within legal powers | Low | Clerk clarifies legal position on all new proposals. Legal advice sought if required. | Consider formal training for councillors if required | Clerk & Cllrs | Annually |
| Governance | Legal requirements | Proper and timely reporting via the minutes | Low | Council meets monthly and approves the previous months minutes. Minutes available on website. |  | Clerk | Annually |
| Governance | Planning Consultation | Meeting deadline for response | Low | Meet between normal meetings if necessary |  | Clerk & Cllrs | Annually |
| Staff | Staff | Loss of key personnel – Clerk through ill health, long term sickness or even death | Low |  | Review duties and responsibilities annually | Clerk & Cllrs | Annually |
| General | Document security | Appropriateness of existing facilities | High | Computer Back up is done after work has been amended to external HD / USB stick | Historical records to be deposited with county council achieve service | Clerk | Annually |
| General | Disaster recovery | Loss of computer records. Council unable to operate due to loss of key accounts | Med | Computer Back up is done after work has been amended to external HD / USB stick | Investigate further external safeguards | Clerk | Annually |
| Perrin | Public | Injury to attendees | Med | Public liability in place |  | Clerk | Annually |