Creaton Parish Council
Risk Assessment Policy

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Full Minute – RFO follow up	Diary
	Not paid by DC	L	Confirm receipt	Diary
	Adequacy of precept	H	Quarterly review of budget to actual	Diary
Other Income	Cash Handling	L	Cash handling is avoided, but where necessary – appropriate controls are in place	Annual review of documented controls – see attached
	Cash Banking	L	Segregate duties. Check to bank statements. Regular bank reconciliations	Member to verify reconciliations taking place
	From Cemetery	M	Burial Register updated as needed for grave allocations. Check of burial register to invoices to undertakers. Check of memorial fees work dockets to invoicing	Member to verify
Grants	Claims procedure	M	Clerk/RFO check as required	Diary
Salaries	Wrong salary/hours/rate paid	M	Autela Payroll employed to do this	Member to verify
	Wrong deductions – NI and Income Tax	M	Autela Payroll employed to do this	Member to verify

Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis	Member to verify
	Cheque payable is excessive or to wrong party	M	Signatory initials Stub and Voucher	Approval Check
Grants and support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorise payment	Member verify
	Conditions agreed	L	Agree and document any reasonable conditions	RFO Check

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VAT	VAT analysis	M	All items in cash book lists	RFO verify
	Charged on sales	M	NOT APPLICABLE – Not VAT registered	
	Charged on purchases	L	Consider all items per cash book lists	RFO verify
	Claimed within time limits	M	Agree returns submitted	RFO verify
Reserves - General	Adequacy	L	Consider at Budget setting	RFO opinion, 3 year plan
Reserves - earmarked	Adequacy	L	Consider at Budget and review of final accounts	RFO opinion
	Unidentified Earmarked or Contingent liability (is there something in your balance sheet or books that you should make your parishioners aware of?)	L	Review minutes	RFO/member view
Assets	Loss,Damage etc	M	Annual inspection, update insurance and asset registers	Diary
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	RFO/member view
	Fraud by staff	L	Fidelity Guarantee value and appropriately set	Council to review
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Diary

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Maintenance	Reduced value of assets or amenities – loss of income or performance	M	Annual maintenance inspection	Diary
Legal powers	Illegal activity or payment	H	Educate Council as to their legal powers	Diary
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review	Diary
Minutes	Accurate and legal	L	Review at following meeting	Diary
Members interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Diary

Last Reviewed: May 2025
Next Review Due: May 2026