

Boyton Parish Council – Risk Assessment and Management (Financial) for the period 1 April 2023 to 31 March 2024

Topic	Risk category	Risk level	Response	Staff action
Financial	Adequacy of reserves	L	Consider in budget plan	Council members/Clerk
	Adequacy of records	M	Clerk/internal audit	Clerk/council financial officer (FO) Internal annual audit
	Precept income	L	Minute (Jan meeting)	Clerk to notify East Suffolk DC before end Jan
	Grant income	L	Consider in budget	Clerk/council FO to respond to incoming information
	Direct costs	L	Payments	Clerk to prepare cheques for authorisation at council meetings. Invoices to be signed by 2 Cllrs.
		L	Electronic payments	All payments to be authorised prior to payment. Clerk to set up details online and inform signatories. x2 Clls to check details online and authorise to release payment. Clerk to print off confirmation of payment.
	Salaries	L	Pay via SALC	Clerk to arrange payments for each 6 month payroll service to SALC
	VAT	L	Refund application	Clerk/council FO to check annually for eligibility
Assets	Loss/damage (council)	L	Review insurance policy	Clerk/council FO to check annually
	Loss/damage (third party)	L		
	Loss/recovery (data)	M	Cloud storage	Clerk/council FO to ensure regular backups/secure storage using website and hard-drive back up
		M	Virus protection	Clerk/council FO to ensure secure internet access
Personnel	Legal powers	L	Ensure awareness	Council to review SALC updates and amend standing orders etc as appropriate
	Minutes	L	Ensure accuracy	Clerk to post on web
	Members' interests	L	Conflicts identified	Interests documented and conflicts addressed
	Grievance procedure	L	Follow standing orders and council policy	Council members to take appropriate action in line with policy
	Loss of key personnel	M	Follow standing orders	Vice chairman/council FO to take over as necessary
	Staff fraud	L	Fidelity guarantee	Insurance through Community Action Suffolk
	Volunteer helpers	L	Comply with H&S req.	Ensure protective clothing worn
Compliance	Freedom of information	L	Follow Council Policy	Clerk to document requests with timings
	Media contact	L	Follow Council Policy	Clerk to coordinate response with Council members
	Code of conduct	L	Follow Council Policy	Council members to comply with Code of Conduct
	Procurement	L	Follow Council Policy	Council members/clerk to ensure best value services
Health and Safety events	Risk assessment template	L	Follow guidance	To be posted on website
	Risk assessments	L		To be completed by coordinator of event, circulated to Councillors and reviewed at next Parish Council meeting

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