

**Boyton Parish Council – Risk assessment and management (financial) for the period 1 April 2018 to 31 March 2019**

<b>Topic</b>	<b>Risk category</b>	<b>Risk level</b>	<b>Response</b>	<b>Staff action</b>
<b>Financial</b>	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 SCDC before end Jan
	Grant income	L	Consider in budget	Clerk/council FO to respond to incoming information
	Direct costs	L	Payments via bank	Clerk to prepare cheques for authorisation at council meetings
	Salaries	L	Pay via real time PAYE	Council FO/Clerk to coordinate online PAYE system
	VAT	L	Refund application	Clerk/council FO to check annually for eligibility
<b>Assets</b>	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
<b>Personnel</b>	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	Maintain lists and comply with H&S req.	Register names/ensure protective clothing worn
<b>Compliance</b>	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
<b>Health and Safety events</b>	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