

## Hints with Canwell Parish Council – Financial Risk Assessment at 1<sup>st</sup> January 2022

| Service Area | Risk   | Action/Mitigation   |
|--------------|--|---|
| Insurance    | Property Damage  | Property cover, for year ending 31 <sup>st</sup> December 2022 is adequate. Includes 2 No. defibrillators, and cases, laptop PC, printer, notice-boards, etc.<br>Quinney Hall insured by Management Committee with Parish Council interest noted on policy. |
|              | Money  | Existing cover for year ending 31 <sup>st</sup> December 2022 is adequate.  |
|              | Business interruption  | Not covered, but not required.  |
|              | Employers' Liability claim   | Existing cover for year ending 31 <sup>st</sup> December 2022 of £10 million is adequate.   |
|              | Public and products liability claim  | Existing cover for year ending 31 <sup>st</sup> December 2022 of £10 million is adequate.   |
|              | Fidelity Guarantee   | Existing cover for year ending 31 <sup>st</sup> December 2022 of £250,000 is adequate.  |
|              | Libel and Slander  | Existing cover for year ending 31 <sup>st</sup> December 2022 of £250,000 is adequate.  |
|              | Officials Indemnity  | Existing cover for year ending 31 <sup>st</sup> December 2022 of £500,000 is adequate.  |
|              | Personal Accident.   | Existing cover for year ending 31 <sup>st</sup> December 2022 of £100,000 is adequate.  |
|              | Legal Expenses   | Existing cover for year ending 31 <sup>st</sup> December 2022 of £250,000 is adequate.  |
| Accounts     | Annual precept too high/too low or not the result of detailed consideration.   | Continue current system with detailed budget based on past year and current year accounts.  |
|              | Inadequate monitoring of income/expenditure against budget   | Full list of accounts to date presented to each bi-monthly council.   |
|              | Unlawful expenditure   | Follow NALC Model Financial Regulations as adopted by Council 11 <sup>th</sup> January 2022. Follow advice of Clerk/RFO that all expenditure is within legal powers.  |
|              | Unauthorised expenditure   | Report all payments to Council for approval (even if already paid). Cheque signatories to initial cheque stubs and invoices. Bank transfers authorised within Financial Regulations and checked against reconciled statements.                              |
|              | Accounts not reconciled  | Bank reconciliation presented to each bi-monthly council meeting.   |
|              | Non-standard and/or non-compliant records kept   | Follow Financial Regulations as adopted by Council. Accept advice from Clerk/RFO and Internal and External auditors.  |
|              | Non-compliance with statutory requirements for completion/ approval/ submission of accounts and other financial returns. | Continue to ensure that all accounts and returns are completed and submitted by the deadlines.  |

| <b>Service Area</b> | <b>Risk</b>  | <b>Action/Mitigation</b>  |
|---------------------|--|---|
|                     | Non-compliance with internal audit requirements.   | Appoint competent internal auditor.   |
|                     | Loss of computer-based accounting records  | Records backed up off site (cloud based).   |
| Staff               | Loss of key personnel through ill health or leaving  | Council could cover short-term absence while replacement found. Immediately advertise any vacancy. Appoint locum clerk if necessary.  |
| Administration      | Inadequate access to advice  | Continue memberships of SPCA/NALC. Pay clerk's membership of SLCC if requested.   |
|                     | Loss of computer-based records   | Records backed up off site (Cloud)  |
|                     | Loss of hard document records  | Records maintained in Clerk's home. Photocopies to be stored off-site for key records.  |
| Property ownerships | Loss of title deeds  | All land ownerships have registered title so replacements available   |
| Council owned land  | Accident arising from unsafe areas, diseased trees, etc. and resultant public liability claim  | Regular inspections for any risks. NB No play equipment exists.   |
| Quinney Hall        | Claims against the Council as building owner, uninsured loss of building   | Operation of the building is undertaken by separate Management Committee who should report to Council any defects in areas of Council responsibility.<br>Quinney Hall insured by Management Committee with Parish Council interest noted on policy. |
|                     | Failure by council to maintain structure of building   | Repairs and renewals fund established.  |
| Contractors         | Activities of uninsured contractor could give rise to public liability claim.<br>Unsafe working practices by a contractor appointed by the council | Council to check on contractors' indemnity insurance and working practices  |