

Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document	Notes
Financial Control	Failure to maintain proper financial control resulting in inability of Parish Council to set a legal budget	L	* Internal financial management supported by Financial Regulations. * Quarterly review of bank situation. * Annual spending plans formulated	Parish Council	Annually	Financial Regulations	
Receipts							
Precept	Over/under calculation of precept Not paid by Cheshire East Council.	L L	Annual budget-setting process Timely presentation of request. CEC pays directly into Parish Council bank account.	Parish Council RFO	Annually		
VAT re-claim	Not claimed within 3-year period (maximum back-period for which claims can be made)	L	Routinely claimed once a year as part of the end of year accounts process.	Diary	Annually		
Expenditure							
Payments	Unlawful expenditure/ improper payment by cheque	L	All requests for payment submitted to PC and Clerk advises on power to spend and funds available. Each cheque to be signed by two signatories, together with cheque counterfoil and invoice/other paperwork in support of expenditure Parish Council authorises cheque signatories as and when required.		Annually	Financial Regulations and Budget Plan for appropriate year.	
Parish Councillors' expenses	Overpayment	L	Expenditure authorised by Parish Council.	Parish Council			
Fraud	Misappropriation of funds by Clerk or Parish Councillors	L	All payments are effected by cheque, signed by two parish councillors and supported by invoices/claim forms. Blank cheques are not permitted to be signed. Fidelity guarantee value to cover total cost of precept and maximum likely balances	Parish Council	Annually	Financial Regulations and Insurance Policy	Level of cover should be the maximum amount held by the Parish Council at any one time.
Reserves - General	Adequacy	L	Consider at budget-setting. Ensure minimum of 3-months reserves to cover the period between the end of the financial year and receipt of precept from Borough Council	RFO/ Opinion	Annually		
Reserves - "ring- fenced"	Adequacy	L	Consider at budget-setting and identify approximate costs for specific projects	RFO/ Opinion			
Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document	Notes
Invoices	Overpayment	L	Invoices submitted to PC for authorisation and signature by two parish councillors	RFO/ Opinion		Financial Regulations	
Notice-boards	Loss, damage etc.	M	No arrangements in place other than insurance cover.				
Village Signs	Loss, damage etc.	M	No arrangements in place other than insurance cover.				
Grants and support	Power to pay	L	All requests submitted to PC, and Clerk advises on power to spend and reserves availability.	Parish Council	Annually		
Non-Financial							

Meetings	Failure to hold at least four meetings a year	L	Six are held in each year			Annual Calendar	
	Ultra vires (acting beyond powers)	L	Clerk advises on Parish Council powers			LGA 1972	
	Unlawful meeting	L	Summons, Notice, Agenda properly issued giving public notice, 3 working days before meeting			Public Bodies (Admission to Meetings) Act 1960	
	Not quorate	L	Insufficient number of councillors available to conduct a meeting.			Local Government Act 1972 Sch 12, paras 12, 28 and 45	The minimum number is three.
Business Continuity	Parish Council not able to continue its business owing to unexpected or tragic circumstances.	L	All files are kept at the Clerk's home. In the event of the Clerk being indisposed for a meeting, a parish councillor could take notes of a meeting until the Clerk is available. In the event of prolonged absence, the Cheshire Association of Local Councils can be asked to provide the services of an interim Clerk.				
Speed Watch Scheme	Potential injury to operators.	L	Training has been provided to volunteers who operate the scheme and new volunteers are not permitted to participate in the scheme without training.			Insurance Policy	A risk-assessment has not yet been carried out for this scheme.
Item	Risk Identified	High/Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document	Notes
Health & Safety	Injury to Clerk, parish councillors and members of the public	L	Adequate public liability insurance for members of the public. Clerk authorised to arrange removal/repair where danger to public identified. Personal accident cover arranged for clerk and parish councillors through insurance.			Annual insurance review by Parish Council	
General Data Protection Regulation	Risk of data breaches (and subsequent penalties from the Information Commissioners Office)	M	* Review of personal data held * Update privacy notices and policies * Ensure sharing agreements are in place	Parish Council			
Loss of documents	Minute books, financial accounts	L	Clerk retains electronic copies of minutes; Minute books are periodically sent to County Archivist for retention. Electronic copies of minutes and agendas are backed-up monthly. Accounts: Hard copy and electronic versions to be retained	Parish Council		CIPFA Regulations	Bank statements can be destroyed following completion of previous year's audit. However, as a matter of practice, the Clerk retains these for 6 years. Council now had online banking in place.