

TATWORTH & FORTON PARISH COUNCIL: RISK ASSESSMENT - Approved Finance Committee 19 June 25 MIN NO: 32/25

				Adopted full Council 4 th September 2025 Min 166/25		
	Key	a = Severity of Hazard if it were to occur				
		b = Likelihood of occurrence / probability after control				
No.	Subject	Risks Identified	a. L/M/H/	Management & Control of Risk	b. L/M/H	Review / Re-assessment
	FINANCIAL					
1	Payments: invoices	Internet bank payment or Cheque made out to incorrect amount or payee.	L	Robust Internal controls: RFO and member check invoice; 2 members initial cheque stubs/Internet payment list & the invoice	L	Governed by Financial Regulations. subject to annual revision
		Blank cheques signed	H	Blank/incomplete cheques never signed	L	"
		Security of cheque books	M	RFO retains cheque books in locked fireproof cabinet	L	"
2	Payments: Wages &	Incorrect numbers of hours paid	M	RFO hours worked are approved by Chair of Personnel Committee. RFO to check other staff	L	Governed by Financial Regs.
	Salaries	Incorrect calculation/wrong deductions	M	Payroll software used automatically calculates Tax and National Insurance, online PAYE submissions. Random sampling checks by members	L	
		Fictitious employee	H	All employees agreed and known by council and payroll records checked.	L	Monthly
		Late / incorrect end of year PAYE return	H	Online filing, RFO makes end of year report to council	L	Annual - April
3	Income: precept	Correct amount not received	H	Checked against Precept form & budget. Somerset Council also controls payment	L	Annual - April
	grants	Correct amount not received	H	Date flagged in diary/checked when received	L	Annual
	VAT	Correct amount not claimed	H	VAT submissions are checked by internal Auditor	L	Annual-March

	VAT	Correct amount not received	H	VAT payment checked against claim form by internal Auditor	L	Annual - April / May
	other income	Correct amount not received	M	List of other sources regularly checked by RFO	L	Annual
	bad debts	Loss of income to Council	H	Not much income from individual contracts. All contracts carefully written	L	
4	Banking: reconciliation	No agreement between funds in bank and cashbook	H	Bank reconciliation carried out in preparation for Finance meeting and checked & initialled by Verifier. Report to Finance Committee and then to Full Council for questions.	L	Bi Monthly.
	funds	Too much in current a/c-loss of interest	M	Funds cleared into deposit A/C as required	L	
5	Financial records	Inadequate records masking irregularities	H	Adhere to the Council's Financial Regulations - clear guidance as to proper practice	L	

6	Annual return	Late submission	H	Comply, complete and return as instructed by External Audit. Report to Full Council	L	Annual
7	Employees/Appointees	Fraud & embezzlement	H	Robust internal controls strictly adhered to. All payments checked by 2 members. Fidelity guarantee in place with insurers.	L	Continual. Insurance-annual
		Incorrect hours contracted for the post	M	Full Council agrees all terms of contract		Annual review
		Incorrect hours claimed	M	Full Council/committee agrees overtime hours for special projects or circumstances only, preferably by minute. In exceptional circumstances an email to Chair of Personnel	L	
		Incorrect mileage claimed	H	Number and reason for journeys recorded on mileage record form. Checked by Chair of Personnel	L	
8	PO/RFO reimbursement	Incorrect claim / items not for Council	H	Payment only against invoices. Items in office for ID. Signed off by 2 account signatories	L	Random checks
	Other reimbursements	Incorrect claims/maths	H	Maths checked by RFO and also by 2 signatories.	L	Continuous
9	PO/RFO	Lack of impartiality/ evidence of bias. Post holder exerting undue influence over decisions.	H	The Council, as employer maintains knowledge & control of both areas of work and all that they entail. Members alert to possibility of bias.	L	Ongoing involvement by members Continuous scrutiny

10	Contracts: cemetery, footpaths and any others	Not obtaining best value	M	Will seek to obtain 3 quotes for all work over £500	L	Non budget items agreed by full Council
	Contracts	Work not up to standard	M	Carry out regular checks	L	PO/RFO & members review quality & standards
11	Cemetery Fees	Fees too low to cover maintenance	H	Review annually and compare with other local cemeteries checked income against expenditure. Set by Cemetery Committee	L	Report to Cemetery Committee for discussion and review annually
12	Insurance	Inadequate cover	H	To follow recommendation of specialist Local Council insurers and enter into 3-year contract	L	
		All property not identified	M	Keep accurate Asset Register	L	
		inadequate employer/public liability	H	Check when insurance renewed	L	
		Asset register inaccurate for insurance	H	Maintain accurate register and review	L	Update when changes occur & annually for internal audit
13	Budgets	Allocation categories and amounts are insufficient	H	Examine trends and forecasts. Estimated expenditure needed for next financial year is discussed in Oct/Nov. and budget set in December. To be approved by full Council	L	Annual
		Unforeseen expenses	H	Contingency allowed in each allocation plus separate contingency sum for unforeseen expenditure.	L	
		Ear-marked reserves not clearly identified	M	Identify / adjust at year end.	L	Annual approved by Full Council
14	Internal Audit	Checks list not comprehensive	H	Ensure all financial controls and procedures are in place.	M	Continual
15	Fines	Fine by Data Prot.Office -non-registration	H	Register and pay promptly. Reminder in diary	L	Annual

	Conflict of Interests					
16	Member working as RFO/PO	A member in this position could try to exert undue influence particularly in matters relating to budgeting and expenditure.	M	RFO abstains from discussion and vote over budget and other major financial decisions. RFO/PO is mindful at all times of the widest interpretation of the Code of conduct particularly Integrity and Impartiality. This is a member's own responsibility and s/he should declare an interest if in doubt.	M	Continual
	Member with special responsibility	Such a member could favour their own area and influence decision making.	M	Members are mindful at all time of the widest interpretation of the code of conduct re Integrity and Impartiality. Declare an interest if in doubt.	L	Ongoing
	All members	A member with special area of interest also has business interests with the Council		No member with special area of interest has business registered with the Council		Annual
	"	Members who own businesses failing to declare	H	Members have received Code of Conduct training	L	Commencement of term
17	Policies					
	Standing Orders	Inadequate / out of date	H	Customise from NALC Model and members become familiar with them. Update annually.	L	Annually in May
	Financial Regulations	Inadequate / out of date	H	Ditto	L	Annually
	Risk Assessment	Significant risks not identified	M	Continual awareness and recording of possible new areas of risk	L	Annually
	<u>All other policies:</u>	Outdated, inadequate policies that do not serve their purpose	H	Ensure all Council policies function properly in practice and are fit for purpose.	M	Annually in May
	General Risks					
	Business continuity	Absence of PO / RFO due illness or accident	H	A suitably qualified Councillor is appointed to act as a short-term Deputy and shadows work of PO/RFO. Use list of locum Clerks if need be.	L	Continuous sharing of work, knowledge and practices
	Legal Powers	Making ultra vires decisions	H	Full council decision making. PO and Deputy trained to seek/give advice. Refer to SALC if necessary	L	
	Maintenance	No regular programme. Could result in neglect.	H	Devise written programme and budget for maintenance	L	Review prior to budgeting

18	Records - paper	Inaccurate filing - poor storage conditions	L	Stored in box files in clean dry conditions.	L	Ongoing
	Records-electronic	Loss of data through computer failure	H	Back up	L	Continuous
	Security	Insecure confidential records	H	Secure fireproof filing cabinet. Key holding restricted	L	
	Parish Office	Insecure area	H	Only members have keys to office. All confidential documents locked away with restricted access.	L	