

Iken Parish Council
Risk Assessment – 2022

Area: Finance

Details	Present Control	Improvement Required
Payment of an unauthorised cheque.	All payments are supported by an invoice or authorised record. All payments are Minuted. Dual signatories required for cheques and online banking. Cheque stub initialled by signatories at time of signing.	None
Conditions of donations not adhered to.	No donations received to date. Any conditions to be minuted and reviewed regularly by a designated Councillor.	None
VAT analysis incorrect.	All purchases to be listed in the cash book with a separate VAT column. VAT detailed on invoice. Reviewed annually by internal auditor.	None
VAT not reclaimed within time limits.	VAT reclaim diarised and minuted when completed.	None
Budget errors and/or reserves inadequate.	Annual budget prepared in support of precept application. Approved by Council and minuted. Actual spend against budget reported quarterly to Councillors.	Actual spend against budget to be Minuted
Effectiveness of internal audit/auditor.	Internal Auditor appointed	Internal auditor to be agreed and Minuted
Errors and/or fraud in financial records.	Accounts are subject to an annual internal audit. Accounts are available for Councillors and parishioners to inspect. Fidelity Guarantee value appropriately set and reviewed annually by Council and minuted. Bank reconciliations are reported quarterly and signed by the Chairman.	None
Precept inadequate or not received.	Annual budget for precept discussed and approved by council and minuted. Actual spend against budget reported quarterly to councillors.	None
Other income not banked.	SCC and SCDC grants and precept paid by bank transfer. Other grants received by cheque. Receipt of all income minuted. Financial regulations reviewed annually by Council and minuted.	None
Insurance cover previously inadequate	Insurance cover reviewed annually by Council and minuted. It was not possible to get the village hall insured in its current condition. Parish Protect and maximum All Risk cover for council owned property is in place until such times as a decision is made regarding the village hall	Under review

Area: Health & Safety

Details	Present Control	Improvements
Danger to the Public from Council owned assets.	Personal accident and public liability insurance cover in place.	Condition of assets to be reviewed regularly and results documented.
Damage to third party property from Council owned assets.	Public liability insurance cover in place. Regular inspection of assets. Regular inspection of trees by a competent person. Asset register reviewed annually.	Condition of assets to be reviewed regularly and results documented.
Asbestos roof, gutters and internal underfloor. (Added 11/22)	The asbestos survey confirmed the existence of asbestos as described. An adjacent neighbour has seen white flakes in her garden and would like to know if it is from the roof.	Recent informal inspections suggested the roof was sound and probably OK if not moved. The guttering should be removed and minor repairs and decoration should be considered. A further condition survey will be requested to determine whether the roof is secure. Request neighbour to recollect sample for analysis.

Area: Business Continuity

Details	Present Control	Improvements
Holiday cover for Clerk.	None	
Lack of input and support from Councillors.	Councillors attend meetings regularly. Designation of specific areas and representation on groups is made.	Specific areas designated to councillors to be Minuted and publicised
Incompetence of Councillors	Councillors to read 'The Good Councillors' Guide' issued by NALC	Councillors need to be united in their directive to the clerk. Further improvement required

Area: Records Management

Risk	Present Control	Improvements Required
Loss or damage to paper records.	Only current documents are kept in the clerks home office	Old and important records to be sorted and stored at Suffolk Records Office
Loss to electronic records.	All electronic records transferred from the Clerks PC and those created since are backed up automatically on One Drive on the Parish Council laptop	None

Financial records are inadequate or irregular.	Model Financial Regulations adopted. Annual Internal Audit carried out. Financial position reported quarterly to Parish Council. Internal Control Statement adopted	None
Records and/or website do not meet legal requirements.	Regular review of legal requirements by Clerk. Regular legal updates received from SALC.	
Multiple Freedom of Information requests are received.	Model Publication Scheme approved by Council.	Table of charges for responding to requests to be agreed by Council. Details of records available to the public and where to obtain them to be published on the village website.

Risk assessment carried out by Cllr Hutson 7.6.22 and duly signed.