

MARTON PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Created January 2024 by E. Worrall (Clerk)

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Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, in so far as is practically possible.

This document has been produced to enable Marton Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT				
Subject	Risks(s) indentified	H / M / L	Management / Control of Risk	Review / Assess / Revise
Precept and reserves	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council receives budget update information quarterly. At the precept meeting Council receives a budget report, including actual position and projection position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required funding for costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Cheshire East Council. The figure is submitted by the Clerk in writing.	Existing procedure adequate
Election Costs	Risk of by-elections	L	Council's budgeting process ensures that funds maintained at a sufficient level to meet costs.	Existing procedure adequate
Financial Records	Inadequate records financial irregularities	L	The Council has Financial Regulations which sets out the requirements. Regular bank reconciliations carried out. Accounts payable schedule submitted and	Existing procedure adequate Review the Financial Regulations when necessary.

			authorised by full council including Clerk's expenses. No petty cash is kept.	
Bank and Banking	Inadequate checks Mistakes by the bank	L L	The Council has Financial Regulations which set out banking requirements. Regular bank reconciliation in place.	Existing Procedure adequate Existing procedure adequate
Reporting and auditing	Information communication	L	Financial report provided at each meeting. The Clerk will detail and explain any major variances, with any suggestions for transfer between budget heads, to each quarterly meeting.	Existing procedures adequate
Grants	Transparency	L	All grant expenditure goes through the required Council process of approval, is minuted and listed on accounts payable schedule.	Existing procedure adequate.
Best value accountability	Work awarded incorrectly	L	The Clerk will seek a suitable number of quotations or estimates for goods or services to be undertaken in line with the thresholds provided in Financial Regulations. Tenders will be invited for goods or work meeting this threshold.	Existing procedure adequate
Supplier Procurement	Risk of supplier procurement fraud	L	The Council will only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.	Existing procedure adequate. Financial Regulations followed in respect of contracts and tendering.
Payment of Salary and associated costs	Salary paid incorrectly. Unpaid tax to Inland Revenue	L L	DM Payroll manage the payroll services for the clerk.	Existing procedure adequate
Employees	Health and Safety Mistakes	L L	Suitable insurance in place. Reasonable care taken by staff to ensure safety. CiLCA qualified Clerk. Membership of ChALC. Training budget provided.	Monitor Health and Safety requirements and insurance annually. Existing procedure adequate

VAT	Reclaiming	L	The Council has Financial Regulations which sets out the requirements. From 2024, a claim shall be made at least annually to coincide with the end of the calendar year.	Existing procedure adequate.
Annual Return	Submit within time limits	L	Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor by deadline.	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at Full Council Meetings.	Existing procedures adequate
Clerk/RFO Incapacitated	Ineffective administration of the council	L/M	Temporary cover could be provided by a locum. Possibility of using ChALC to assist. Four Councillors have access to the bank account, in order to be able to access funds and manage the account.	Monitor adequacy of reserves for this.
Minutes/agendas/Notices Statutory Notices	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Draft minutes are circulated to council promptly and posted on the website. Minutes are approved and signed at the next Council meeting. Minutes and agendas displayed according to legal requirements.	Existing procedures adequate
Website	Inaccuracy	L	Website is maintained by a Councillor who posts all required publications at the direction of the Clerk and Chair.	Existing procedures adequate
Members Interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings Register of members interests forms reviewed regularly (at least once per term)	Existing procedures adequate Members take responsibility to update register

Insurance	Inadequate insurance cover	L	An annual review is undertaken of all insurance arrangements. Reviews and use of insurer by other councils suggest the robustness of the provider.	Existing procedure adequate Insurance reviewed annually
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage to asset Damage to third party	L L	An annual review of assets is undertaken for insurance provision. Public liability insurance in place. <i>Please note the Council held no assets until the very end of Financial Year 2023 – 2024.</i>	Existing procedures adequate
Meeting Venue	Adequacy	L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate
Council records – paper	Loss through Theft Fire Damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records. The Clerk plans to deposit records with the Cheshire archive in 2024.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on a laptop held with the Clerk at their home. Laptop is password protected.	Existing procedures considered adequate.
VOLUNTEERS/OTHERS ACTING ON BEHALF OF THE PARISH COUNCIL				
Subject	Risks(s) indentified	H / M / L	Management / Control of Risk	Review / Assess / Revise
Councillors, staff <i>It is noted that the Council does not currently make use of volunteers.</i>	Risk of verbal/physical abuse, intimidation, violence or harassment while representing or acting on behalf of the council.	L/M	Zero Tolerance attitude in place. Clerk to report any issues to the Chair/Vice Chair, Councillors to report to the Clerk.	Existing procedures adequate.