

DURRINGTON TOWN COUNCIL FINANCIAL RISK ASSESSMENT 2021

This document has been produced to enable the Town Council to assess the risks that it faces and ensure that it has taken adequate steps to minimise them.

The Town Council has conducted the following:

Identified the area to be reviewed

Identified the risk posed

Made recommendations on how to manage the risk

Colour coded the level of risk

18th May 2021

Area	Risk	Recommendation	Risk Level
Insurance	Public Liability (statutory)	Continue existing cover The current policy is due for renewal in April 2021, the clerk will look for new quotes and seek cover specifically for Town Councils	LOW
	Employers Liability (statutory)	Continue existing cover	LOW
	Money	Continue existing cover	LOW
	Fidelity Guarantee	Continue existing cover	LOW
	Property	Continue with existing cover on tools and equipment and buildings. New play equipment is covered for damage/loss	MEDIUM
	Loss of revenue.	Continue existing cover	LOW
Cemetery	Loss of adequate space.	Not yet an issue.	LOW
	Memorial Safety	Continue with updated policy to approve all new applications	LOW
	Increase in net expenditure	Review fees annually	LOW
Parks	Loss of use of play equipment.	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs carried out. Review current equipment in line with Parish Plan for updates.	MEDIUM

	Public Safety	<p>An annual safety check and risk assessment to be carried out on all play equipment under the control of the Council.</p> <p>Fortnightly checks to be carried out by the Caretaker/Clerk on all play equipment under the control of the Council.</p> <p>Where damage has occurred safety measures to be taken and repairs carried out as soon as is practicable.</p> <p>Litter control measures to be undertaken according to need in addition to regular litter control.</p> <p>Individual risk assessments and safety measures to be made when voluntary groups or individuals carry out work on Council property or arrange events</p>	LOW-MEDIUM
Precept	Annual precept not the result of proper detailed consideration.	Continue to present budget to Budget meeting. Consult with the public when significant rises are required	LOW
	Inadequate monitoring of performance.	Continue to regularly consider budget at Finance Meetings and provide documents to full council at quarterly meetings	LOW
	Illegal expenditure.	Continue to ensure that all expenditure is within legal powers. The Town Council holds the General Power of Competence as at November 2018	LOW
Accounting	Non-standard and/or non-compliant records kept.	Continue to require adequate, complete	LOW

		and statutory financial records and accounts	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.	LOW
	Non-compliance with internal audit requirements.	Appoint internal auditor and continue practice of Finance Committee conducting internal checks throughout the year	LOW
	Loss or theft of cash, cheques and Council funds by any means.	<p>All Council moneys to be dealt with by the Clerk (RFO), the Booking Clerk (Village Hall and Pavilion). All cash and cheques to be banked as soon as possible after receipt.</p> <p>Members to pass any cash or cheques to the Clerk as soon as possible after receipt.</p> <p>Clerk to ensure reasonable security of cash and cheques whilst in her possession.</p> <p>All outgoing cheques to be signed by the Clerk and two. Internet Payments may also be made.</p> <p>Up to date records of all transactions to be kept by the Clerk (RFO)</p> <p>The Clerk to reconcile all payments and receipts with bank statements each month.</p> <p>A regular Financial Statement to be produced by the Clerk.</p> <p>Procedures to be regularly reviewed by the Clerk (RFO) and the HR and Finance Committee.</p>	LOW

	<p>Authorisation and Control of supply of goods and services to the Council</p>	<p>Supply of all goods and services to be regulated by the Council's Financial Regulations and controlled by the Clerk of the Council (RFO).</p> <p>All incoming invoices to be filed and stamped with cheque numbers and reconciled against bank statements each month.</p> <p>Copies of all Council orders and invoices be filed and listed by the Clerk(RFO)</p> <p>VAT amounts should be effectively recorded and claimed in accordance with legislation.</p>	<p>LOW</p>
	<p>Banking and investment arrangements</p>	<p>All banking arrangements and changes to banking services to be approved and recorded in the minutes.</p> <p>Investment of cash balances and earmarked funds to be carried out by the Clerk allowing for a sufficient accessible balance to maintain payment of liabilities.</p> <p>The Council's bank account to be reconciled with income and expenditure on a regular monthly basis</p> <p>The HR and Finance Committee to review the accounts and investments with the Clerk on a quarterly basis.</p> <p>S106 monies held in a separate 1 year account.</p>	<p>LOW-MEDIUM</p>
	<p>Service interruption due to long term absence of the Clerk(RFO)</p>	<p>The Chairman to be familiarised with all the financial procedures</p>	<p>LOW-MEDIUM</p>

		<p>undertaken by the Clerk.</p> <p>Clerk to ensure that all computer records are backed up and hard copies kept at a separate location.</p> <p>Clerk's computer files to be accessible to the HR and Finance Committee.</p>	
	<p>Loss or damage to Council property or other assets by fire, wind, weather, vandalism</p>	<p>Appropriate insurance cover to be held for all Council assets</p> <p>Insurance requirements to be reviewed annually</p> <p>Appropriate checks/inspections are carried out on a regular basis</p> <p>A comprehensive list of all Council assets be maintained</p> <p>A list of key holders to Council properties to be held.</p> <p>All practicable measures to be taken to prevent the loss or damage to Council IT and other equipment whether they be on Council property or elsewhere.</p>	
Contracts	<p>Ensure continued value for money coupled with continuity of work.</p>	<p>Approve the practice of seeking tenders for grounds maintenance every three years by complying with the latest procurement regulations (introduced in 2015).</p> <p>Tenders to be reported at Council Meetings.</p> <p>Continue to seek tenders for goods and services in accordance with Financial Regulations</p>	LOW
	<p>Loss of contractor's services due to business collapse</p>	<p>Maintain regular contact with the</p>	LOW

		contractor to monitor their service.	
--	--	--------------------------------------	--