

Findon Parish Council (FPC) Risk Assessment and Management 2023/24

AREA	RISK	LEVEL	ACTION
Finance	Banking	M	Dealt with in Financial Regulations that were updated and approved by full Council in 2015. Resolution of issues with HSBC April 2023 and compensation received. Online Payments Policy approved by Findon Parish Council 11 September 2023.
	Risk of consequential loss of income	L	Insurance cover. Laptop uses Cloud technology for secure file storage.
	Loss of cash through theft or dishonesty	L	Very small income received by cash, receipts issued for all takings.
	Financial controls and records	L	Monthly reconciliation prepared by Clerk, regular report to Council. Two signatories on cheques. Bank reconciliations checked. Online Payments Policy approved by Findon Parish Council 11 September 2023.
	Comply with Customs & Excise Regulations	L	Use VAT helpline when necessary. VAT claims claimed electronically via secure HMRC web site by Clerk. Monitored by internal and external audit.
	Sound budgeting to underlie annual precept	L	Council receives detailed budgets late autumn following discussion at Finance & Governance Committee. Precept derived directly from this and approved by full council. Expenditure against budget reported to Council.
	Compliance with borrowing restrictions	L	Confirmation with WSALC on current legislation prior to any resolution to borrow monies. Public Works Loan Board approval and payment of £90k for Findon Village Hall extension August 2023.
Liability	Risks to third party, individuals or property	M	Insurance in place. Regular inspections and asset inspections. Risk assessments to be carried out as required. Formal Risk Assessment policy in place, PPE, first aid kit/accident book for councillors and volunteers.
Employment Liability	Comply with Employment Law	L	Membership of various national & regional bodies. Insurance cover.
	Comply with Inland Revenue reqs	L	Advice from Inland Revenue & Auditors
	Safety of Staff & visitors	L	Office is in home, no admittance to members of public without appointment and third party present. Insurance in place.
Legal Liability	Ensuring Activities are within legal powers	L	Legal advice sought where necessary. Clerk clarifies legal position. SOs and Committee Terms of Reference including delegations revised and approved by full council. To be reviewed 2023.
	Proper & timely reporting via Minutes	L	Council and Committee meeting Agendas on Notice Boards and published on Parish Council web site to meet any statutory deadlines. Unconfirmed/approved Minutes circulated to councillors and published on Parish Council web site.
	Proper document control	L	Data storage to comply with GDPR. Document Retention Policy to be formalised.

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	General Data Protection Regulations (GDPR)	L	FPC web site, laptop, email provider are compliant. Relevant policy documents have been reviewed/written/in development. Data Protection Officer in place.
Council Propriety	Code of Conduct	L	Signed by all councillors. New Model Code of Conduct adopted full council on 4 May 2021.
	Register of Interests (Pecuniary)	L	Completed by all councillors and registered with Arun District Council.
	Register of gifts and hospitality	L	Register in place.

Approved by Findon Parish Council 11 September 2023

Signed

Dated