

BURLESCOMBE PARISH COUNCIL
RISK ASSESSMENT REVIEW FOR


2022

FINANCIAL

Degree of risk before task	Task	Risk exposure if task not completed	Degree of risk if task completed	Date and outcome of annual review
high	1. Set and agree Budget with full Council prior to each financial year	Uncontrolled spending	low	/
medium	2. Budget performance report to PC formally each quarter year to date:- Jul/Oct/Jan/Apr	Uncontrolled spending	low	/
high	3. No cash transactions or petty cash	Fraud	negligible	/
medium	4. No payments without Invoice, no reimbursements without receipts	Fraud	low	/
medium	5. Two counter signatures on cheques and counterfoils –but not Clerk	Fraud	low	/
medium	6. Clerk to be RFO and manage all financial activity (but not cheque signatory)	Fraud	low	/
medium	7. Cheque payments for all expenditure	Fraud and uncontrolled spending	low	/
medium	8. Alternative quotes for everything over £500 and all quotes	Not obtaining good value for	low	/


h. Stone
Feb

	Minuted	money		
medium	9. All decisions for expenditure must be agreed at full Parish Council meetings	Unapproved spending by sub-committee	low	✓
medium	10. All expenditure to be reported at Council meetings showing budget v latest estimate and any unbudgeted expenditure to be presented to full Council for decision on funding	Uncontrolled spending and no control of progress on Council approved subjects	low	✓
medium	11. Clerk to receive monthly statements from all accounts	Accountability	low	✓
medium	12. Disclosure of Interests	Avoid conflicts with other interests	low	✓
high	13. Conduct annual asset review	Asset exposure	low	✓
medium	14. Conduct annual review each October of all Parish Council financial or other activities or responsibilities which may expose council to financial or other risk. Sub committee to include Chairman, Clerk and one Councillor. (To be included with annual review of Standing orders) Annual risk assessment of ORL	No financial oversight	low	✓
high	16. Conduct full Insurance review annually	Uncontrolled liability and asset exposure	low	✓

L. Green 

NON FINANCIAL

Degree of risk before task	Task	Risk exposure if task not completed	Degree of risk if task completed	Date and outcome of annual review
PERSONNEL AND APPOINTMENTS				
medium	1. Appoint all key officers and officials at AGM (Chairman, Vice-Chairman, RFO, Planning and other non-statutory positions as required	unstructured and/or ill-prepared council	low	✓
Medium	2. Ensure all key positions filled throughout the year and fill any vacancy at next Council meeting	unstructured and/or ill-prepared council	low	✓
low	3. Match skills and responsibilities of key positions e.g. Planning	Inexperienced Councillors leading to unsound conclusions and/or lack of current knowledge	low	✓
medium	4. Identify training needs or refresher courses as required but at least every 4 years	Lack of current knowledge	low	✓
medium	5. Update training of key position holders e.g. Clerk; Planning (annually)	Lack of current knowledge	low	✓
medium	6. Remain up to date with changes at local Govt level e.g. Local	Lack of current knowledge	low	

h. Travel 
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	Clerks meeting				✓
medium	7. Subscribe to DALC /SLCC and on mailing list for MDDC and DCC newsletters and keep Councillors informed	Lack of current knowledge	low		✓
<u>ROLES AND RESPONSIBILITIES</u>					
medium	8. Clarify roles and responsibilities within Council – Standing Orders (to be reviewed annually)	Outdated operational framework	low		✓
medium	9. Agree activities that build on Community engagement and representation e.g. Parish News, website and annual Parish meeting in the Spring	Dislocation between PC and Public	low		✓
<u>OTHER</u>					
medium	10. Correspondence – keep a monthly list of all correspondence sent to Clerk and action taken	Breakdown in communication between Clerk and Councillors	low		✓
	11. Conduct mid year (Oct) review of any opportunities for improvement or threats to success	Council remain static	low		✓

K. Strevell

21 March 2022.

