

RISK ASSESSMENT AND CONTROL

AREA	RISK	LEVEL	CONTROL (and agreed improvements)
Assets	Protection of physical assets	M	All assets insured. Value increased annually by RPI
Finance	Banking	M	All cheques banked immediately
	Loss of cheques through theft or dishonesty	M	All transactions recorded and reconciled against Bank statements and audited annually
	Financial controls and records	M	Monthly reconciliation prepared by the Clerk and reported to the Council. Three signatories on cheques. Internal and external audit
	Comply with Customs and Excise Regulations	H	VAT payments and claims calculated by the Clerk. Internal and external auditor to provide double check
	Sound budgeting to underline the annual precept	M	Members receive Precept Budget in the late Autumn
	Complying with borrowing restrictions	L	No new borrowing is likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported.
	Legal liability as a consequence of asset ownership	M	Insurance in place.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies
	Comply with Inland Revenue requirements	M	Internal and external auditor carry out annual checks
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary
	Proper and timely reporting via the Minutes	M	Council meets monthly and receives and approves Minutes of previous meetings. Minutes made available to press and public at Ayton Library
	Proper document control	M	Documents held in secure filing cabinets at Clerks home including copies of deeds etc. Original Key documents, (deeds etc) are kept at N Y Law Solicitors.
Councillor propriety	Registers of Interests, gifts and hospitality in place	L	