

Risk Area	Risk Identified	Risk High/Med/Low	Management of Risk	Review/Revise	Date last Review Completed
Property and assets owned by the council	Loss or damage	M	<ul style="list-style-type: none"> Register of assets held by Clerk Adequate insurance cover. 	<ul style="list-style-type: none"> Annual Annual by BPC 	1 st March 2021 1 st November 2022
Harm to third party property or individuals	Public liability	H	<ul style="list-style-type: none"> Property maintenance. £10M Public Liability Insurance cover H&S Policy compliance 	<ul style="list-style-type: none"> When required BPC Insurance Policy review 2020 	When required 1 st November 2021 13 th January 2020
Banking arrangements, including borrowing or lending	Detect and deter fraud or corruption	L	<ul style="list-style-type: none"> Monthly review of bank statements & bank reconciliation by Councillors. Two person approval account in use 	<ul style="list-style-type: none"> Financial Regulations Policy 	8 March 2021
Charge Card	Improper use	L	<ul style="list-style-type: none"> £500 per month limit in force Charge card charges/invoices reviewed at Council meeting 	<ul style="list-style-type: none"> Financial Regulations Policy 	8 March 2021
Loss of cash	Theft or dishonesty	None	<ul style="list-style-type: none"> No cash held 		
Security of buildings, or equipment	Unauthorised access	M	<ul style="list-style-type: none"> Inspection of building (Sports Pavilion & Store) Control on number of key holders. 	<ul style="list-style-type: none"> By Groundsman weekly. Key holder list revised 	<ul style="list-style-type: none"> Weekly December 2022
Ad hoc provision of facilities for events to local community groups	Public Liability	L	<ul style="list-style-type: none"> Hirer to sign Use of Council Facilities by Third Parties Policy document Hirer to sign contract if required. 	<ul style="list-style-type: none"> Inspect hirer's insurance & relevant H&S documents. Ensure any deposit received Councillor or Staff to check facility as soon as practical after use. 	<ul style="list-style-type: none"> Per event or agreed contract
Employment of Contractors	Suitability	L	<ul style="list-style-type: none"> Contractor to sign Use of Council Facilities by Third Parties Policy document Contractor to sign contract if required Contractors to note visit in pavilion diary 	<ul style="list-style-type: none"> Inspect contractor's insurance & relevant H&S documents. Councillor or Staff to check facility as soon as practical after use 	<ul style="list-style-type: none"> Per agreed contract
Professional services (e.g. architects, accountants, auditors etc.)	Suitability	L	<ul style="list-style-type: none"> Refer to HALC/NALC or others based on best available advice. 	<ul style="list-style-type: none"> Annual 	<ul style="list-style-type: none"> Internal Auditor confirmed March 2022

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Proper financial records	In accordance with statutory requirements	L	Checking by BPC: bank balances, payments, budget availability	<ul style="list-style-type: none"> Monthly Review by Internal Audit. 	<ul style="list-style-type: none"> November 2022 May 2022
Business activities	Ensuring that they are within the legal powers of council	L	<ul style="list-style-type: none"> Reference to legislation and guidance. Appoint suitable Clerk/RFO. 	<ul style="list-style-type: none"> As necessary 	<ul style="list-style-type: none"> December 2022
Inland Revenue regulations	Ensure requirements are met	L	<ul style="list-style-type: none"> Correct use of HMRC Payments system 	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> 14th March 2022
VAT	Ensuring that HMRC requirements are met	L	<ul style="list-style-type: none"> Payment of VAT on invoices Claim VAT refunds from HMRC 	<ul style="list-style-type: none"> As necessary Claims made quarterly 	<ul style="list-style-type: none"> October 2022
Annual precept	Ensuring sound budgeting arrangements	L	<ul style="list-style-type: none"> Annual budget review (November) for Finance sub-group who advise BPC and propose precept level. 	<ul style="list-style-type: none"> Annually 	<ul style="list-style-type: none"> December 2022
Grant requests received	Ensuring the proper use of funds granted to local community bodies	L	<ul style="list-style-type: none"> Grant Policy and application forms 	<ul style="list-style-type: none"> BPC reviews grant applications 	<ul style="list-style-type: none"> As necessary
Council Minutes	Accurate reporting of council business in the Minutes	L	<ul style="list-style-type: none"> Draft minutes circulated to Councillors Minutes approved at BPC meetings and posted on website. Declaration of Interests are recorded at each BPC meeting 	<ul style="list-style-type: none"> Monthly Monthly Monthly 	<ul style="list-style-type: none"> November 2022
BPC Finances	Rights of inspection	L	<ul style="list-style-type: none"> Approved financial audit summary posted on BPC website Monthly Bank Reconciliation posted on website 	<ul style="list-style-type: none"> Annually Monthly 	<ul style="list-style-type: none"> August 2022 November 2022
Document control	Appropriate systems	L	<ul style="list-style-type: none"> Backups of documents to One Drive Cloud (off site). 	<ul style="list-style-type: none"> Constant 	
Register of BPC Member's Interests	In place, complete, accurate and up to date	L	<ul style="list-style-type: none"> Member's Interest forms completed by all Councillors, & sent to NFDC when appointed 	<ul style="list-style-type: none"> When elected or Co-opted to BPC 	<ul style="list-style-type: none"> August 2021