

**Watton-at-Stone Parish Council**  
**Risk Assessment and Financial Management**

Topic	Risk	H/M/L	Management of risk	Action required
Precept	Not submitted	L	Minute submission of form	Clerk to Diary
	Not paid by East Herts Council	L	Confirm receipt in minutes	Clerk to Diary
	Inadequate precept	M	Parish Council to review quarterly	Clerk to Diary
Budget	Not accurate	M	Parish Council to review with Budget and Finance Sub-Committee	Clerk to Diary Chairman of Budget and Finance Sub-Committee to action
Other income / expenditure	Cash handling	L	Avoid cash where possible	Periodic audit checks (designated Councillor)
	Cash banking	L	Regular checks of bank statements	
	Money in wrong account	M	Clerk/RFO to keep a careful watch	Diary
	Income from Sports & Social Club Income from Allotments	M	Clerk/RFO to check as required	
	Insufficient money in current account	M	Clerk to maintain dummy current account	Clerk to check monthly
Grants	Claims procedure	M	Clerk/RFO to check and to seek advice on availability from District Council	Diary
Investment income	Money in wrong account	M	Clerk/RFO to check and discuss with Budget and Finance Sub-Committee	Diary
	Level of reserve funds	M	Parish Council to review levels at least annually	Diary
Clerk's salary	Incorrect salary paid	L	Budget and Finance Sub-Committee and Parish Council to review annually	Diary
	NALC scale not available	M	Clerk/RFO to chase annually Budget and Finance Sub-Committee to consider	Diary
	Wrong deductions NI and income tax	L	The wages return for HMRC Real Time Information, is processed by McCash and Hay monthly, when the Clerk's salary is prepared again in line with HMRC's Real Time Information requirements	Diary
Direct purchases & overheads	Goods not supplied	M	Follow up all orders	Clerk to check
	Incorrect invoices received	L	Check arithmetic on invoices	Clerk to check
	Cheques made out to wrong party	L	Clerk to carry out checks	Periodic audit checks
	Cheques made out to wrong account	L	Clerk to carry out checks	Periodic audit checks
Election Costs	Not allowed in budget	L	RFO to check and advise budget	RFO to check

**Watton-at-Stone Parish Council**  
**Risk Assessment and Financial Management**

Topic	Risk	H/M/L	Management of risk	Action required
VAT	VAT analysis	M	All items in cash book	RFO to verify
	Claims within limits	M	Agree audit of VAT	RFO to verify
Clerk/RFO	Serious illness	L	Draw money from reserves	-
Reserves	Are these adequate	M	Discuss annually at Parish Council	Auditor to advise
	Long term maintenance	M	Define long term maintenance plan	Budget and Finance Sub-Committee and Parish Council
Assets	Are these properly costed	L	Review asset register	Budget and Finance Sub-Committee and Parish Council
Insurance	Is this adequate	M	Review annually	Budget and Finance Sub-Committee and Parish Council
Minutes	Are they accurate and legal	L	Review at following meeting	Diary
Members interests	Conflict of interest	M	Declaration to be minuted	Clerk
Play area	Equipment is faulty and may cause injury. Fault in safety surface	L/M	Report during monthly inspection & carry-out annual external safety inspection	Clerk to Diary Affect repair
Lammas and Watton Green	Dangerous branches and fallen trees causing injury	M	Regular periodic inspection by tree surgeon	Adam Welch to be asked to carry-out yearly inspection
Parish Council Benches	Damaged or vandalised seats causing injury	L	Periodic 6-monthly inspection	Clerk to Diary
Community Hall	Risk of Legionnaire's disease	M	Shower inspection with reference to Legionnaire's disease. Showers run daily, wherever possible, and showerheads removed and cleaned every three months. Shower water recirculation pump fitted and programmed to run every day.	Cleaner runs the showers every time she comes into the building and, in liaison with Mr. Meischke, removes and cleans the showerheads every three months.
Community Hall	Fire extinguisher check	L	Monthly inspection and yearly inspection	Rosemary Brown does a monthly inspection of the fire extinguishers and logs her findings in a diary. A professional inspection is carried-out every year and equipment upgraded as and when required.

**Watton-at-Stone Parish Council**  
**Risk Assessment and Financial Management**

Topic	Risk	H/M/L	Management of risk	Action required
Community Hall	Faulty Smoke Alarm & Emergency Exit	L	Monthly tests and inspection	Recorded in PC minutes
Community Hall	No Contact in Emergency	M	Emergency contact numbers on Notice board	Checked Monthly
Community Hall	Fault to Building, Equipment & First Aid	M	Monthly inspection by councillor & six monthly check by two Councillors	Inspection sheets filled in and recorded in PC Minutes
Community Hall	Hirer's commitment to HSE, CPP, Insurance and Hire agreement, and make sure they have all the information to operate safely within the Facility	H	All of these written into Hire agreement	Clerk to ensure every Hirer understands and signs agreement
Community Hall	Combustible material left in Hall. Blocked passage ways	M	Cleaner visits Hall every day and instructions to Hirer's in agreement	Rubbish removed and hallways cleared
Community Hall	Unsafe Gas and Electric	L	Annual inspections and Service carried out	Recorded in PC Minutes
Personal Data	Loss of personal data		Information is purely kept for the Parish Council's own use and where possible is kept in a passworded file and any hard copies are kept under lock and key.	Digital copies to be kept in the safe at the Community Hall
Pandemic	Protect people from harm		Follow government regulations, includes taking reasonable steps to protect Councillors, workers, hirers and members of the public.	<ul style="list-style-type: none"> <li>• Identify what work activity or situations might cause transmission of the virus.</li> <li>• Think about who could be at risk.</li> <li>• Decide how likely it is that someone could be exposed.</li> <li>• Act to remove the activity or situation, or if this isn't possible, control the risk.</li> </ul>