

## MERTON PARISH COUNCIL

### RISK ASSESSMENT

March 2021/2022

<b>Item</b>	<b>Risks</b>	<b>Level</b>	<b>Measures</b>	<b>Comment/Review</b>
<b>Business Continuity</b>	PC being unable to carry out its function due to unforeseen events	L	Files & key documents kept at the Clerk's home. Key documents copied & kept on a 'Memory Stick' off site. Computer back up held off site.	Annual review Adherence to relevant procedures (as below, Standing Orders & Job Descriptions ) – Can utilise metal filing cabinet (currently in village hall) – noted that this is not lockable.
<b>Village Hall</b>	Suitability for PC meetings Health & Safety	L	VH keys held by a list of key holders (to be maintained). Emergency accommodation - St Swithun's Church. Premises considered suitable for purpose.	VHC procedures for PAT etc
<b>Paper records &amp; Documents</b>	Loss through Fire, theft or accidental damage	L	See above	Measures adequate
<b>Electronic records</b>	Loss through Fire, theft or electronic attack	M	Clerk's computer backed up to removable media at the conclusion of each session. Appropriate security software installed.	External hard-drive required for clerk to back up to; To look at using Google Drive.
<b>Financial</b>	Inadequate	M/L	Internal & external audit	See also Financial Regulations & Clerk/RFO

<b>Controls &amp; records</b>	checks		Monthly financial statements presented. 3 Authorized signatories for cheques Payment of invoices approved at PC meetings	job description Measures adequate
Insurance	PC policy gives inadequate or inappropriate cover or is invalid	L	Third party liability cover for all incl. Woodland. PC Assets. Fidelity Guarantee Notification of relevant events to Insurance company	Measures adequate
Banking	Errors through inadequate procedures	L/M	Reconciliation with Bank Statement. Authorized signatories for cheques maintained up to date Individual Paying in slips endorsed "Merton Parish Council"	Financial Regulations RFO Job Description
Precept	Adequacy	L/M	Sound budgeting with frequent review and annual review.. PC receives monthly budget updates Budget/Precept approval to meet required C.D.C. deadline.	Financial Regulations
VAT	Reclaiming	L	VAT to be reclaimed once invoices cleared. (Can only claim if above £100.00)	HMRC Notice 749 Financial Regulations RFO Job Description

<b>Village Assets</b>	Damage. Adequacy/validity of Insurance Health & Safety		Asset register kept up to date and insurance policy at appropriate level Statutory checks requested on time. Inspection by PC members	Existing procedures adequate. “Diary “ to be maintained and actioned
Loss of Money through theft or dishonesty			Banking requirements handled by Clerk/RFO and reviewed on monthly basis. Restricted cash floats kept in locked box. All banking documents and cheque books retained securely by Clerk/RFO. All payments/receipts recorded. Annual Internal/External Audit undertaken.	Restricted cash floats: Currently approved by Parish Council.