

Manston & Hammoon Parish Council - Risk Register - 2024/25

TOPIC	RISK IDENTIFIED	RISK RATING* High/Medium/Low	MANAGEMENT OF RISK	STAFF ACTION	INTERNAL AUDIT CHECK FREQUENCY
PRECEPT	Request not being submitted	L	RFO to monitor - full Council minutes	Diary entry - RFO	Annual
	Not being received	L	RFO to monitor	Diary entry - RFO	Annual
	Adequacy	M	Continual Budget review throughout the year	Update records for each meeting	Annual
INVESTMENT INCOME	Receipt when any received	L	RFO to monitor	Update financial records for each meeting	Annual
	Surplus Funds	L	Annual Council review	Diary entry - RFO	Annual
SALARIES	Wrong salary paid	L	Standing Order checked by bank signatories	Members verify	Annual
	Wrong rate paid	L	Standing Order checked by bank signatories	Members verify	Annual
	Employment tax and NI status	L	RFO to input via PAYE online monthly.	Diary entry	Annual
EXPENDITURE and OVERHEADS	Purchases - Invoices	M	Arithmetic checked by RFO or Member	Member or RFO	Annual
	Purchases - Payment	M	Amount and Payee	Bank signatories to check amounts match invoice	Annual
COUNCILLORS' ALLOWANCES	Councillor overpaid	L	Details written claim minutes at full Council	RFO to verify	Annual
GRANTS	Power to Pay	M	Power minuted at full Council	RFO to verify	Annual
	Agreement to Pay	L	Minuted at full Council	Members to verify	Annual

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TOPIC	RISK IDENTIFIED	RISK RATING* High/Medium/Low	MANAGEMENT OF RISK	STAFF ACTION	INTERNAL AUDIT CHECK FREQUENCY
GRANTS (continued)	Conditions agreed (acceptance of policy and application form)	L	Apply reasonable conditions as each case dictates, minuted at Full Council	RFO to verify	Annual
	Payment	M	Amount and Payee	Bank signatories to check amounts match to payee details	Annual
VAT RECOVERABLE	VAT Analysis	M	All purchases listed in on- going accounts	RFO to verify	Annual
	Claimed within time limits (3 years)	M	Claim reported to Full Council in financial report	RFO to verify and submit	Annual
ASSETS	Loss, Damage, etc.	M	Annual inspection, update insurance and asset registers	Diary entry - RFO	Annual
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability insurance	Diary entry - RFO	Annual
STAFF	Loss of key personnel (Clerk)	L	Hours, health, stress, training, etc.	Council to monitor	Annual
	Fraud by staff	L	Fidelity Guarantee Value	Council to review insurance cover	Annual
LOSS	Consequential loss due to critical damage or third party performance	L	Insurance cover review adequacy	Council to review insurance cover	Annual

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MAINTENANCE	Poor performance of assets or amenities, loss of income or performance	M	Annual maintenance inspection	Diary	Annual
BORROWING	Adequacy of finances to be able to repay loans	M	Financial review and cash flow forecast at Budget setting	Diary entry - RFO and Members	Annual
LEGAL POWERS	Illegal activity or payments	M	Educate Members as to their legal powers	Diary entry - RFO/Clerk	Annual
FINANCIAL RECORDS	Inadequate Records kept	M	RFO/CLERK to keep on-going records - available at any time for Members to verify	On-going entries - RFO	Annual
MINUTES	Accurate and Legal	L	Review at the following meeting	RFO/Clerk to record - Members to verify	Annual
MEMBERS INTERESTS	Conflict of Interest	M	Update Declarations of Interests	Diary entry - RFO/Clerk	Annual

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A further area to be covered by the Risk Assessment relates to the Internal Auditor

Scope of the Internal Audit	The Audit form provided by the external Auditors outlines all areas to be covered by the Internal Auditor - these must be covered by the Internal Auditor or the final Audit cannot be completed
Independence	Appointment of the Internal Auditor must be agreed by the Council - the Internal Auditor is not related to Members or the Clerk/RFO in any way.
Competence	To be assessed by the Clerk/RFO and approved by the Council
Relationships	The responsibilities of Members and Clerk/RFO have been defined - Clerk/RFO to provide all necessary documentation (including bank statements, invoices, cheque books, etc. to the Internal Auditor and assist in any way required by the Internal Auditor. Members to co-operate with the Internal Auditor as required.
Internal Audit planning and reporting	The Internal Audit will normally be carried out once each year after the financial year end. Should Members feel that additional Internal Audits are needed; these shall be carried out as required.

*The Risk Rating is the combination of the Risk Likelihood Score by the Risk Impact Score for the Risk as assessed by using the risk assessment matrix in the JPAG Practitioner's Guide March 2020 page 72. (Note: risks are assessed using the matrix and then collated to form a risk register).

This Risk Assessment was prepared by the Parish Clerk and was agreed at a full meeting of the Parish Council meeting held on 20th May 2024.

Signed Parish Clerk

Signed Chair