

Potential Risk	Procedures etc. already in place	Action required
<b>1 Direct Financial</b>		
Precept too low for spending needs	Budgeting process should prevent occurrence, Contingency / Reserves should cover any likely error /omission.	None
Financial controls and records	Monthly reconciliation prepared by clerk and reported to council. Two signatories on cheques.	None
Spending is <i>ultra vires</i>	Experience of Councillors and Clerk should prevent occurrence.	None
Spending exceeds Section 137	Records and experience should prevent. Allowed amount and population makes it currently unlikely.	None
Cheques misused	Records, reporting & division of responsibility should prevent. Two signatures required on cheques	None
Invoices paid late	No evidence of problems or resulting losses to date.	None
Claims from accidents	Insurance cover	Reassess adequacy of cover every May.
<b>2 Physical</b>		
On or to property owned by Council	Insurance minimises damage / cost to Council.	Reassess adequacy of cover every May.
<b>3 Loss, by theft etc</b>		
Office equipment	Kept in home which is locked when unoccupied. Insurance cover in place.	Reassess adequacy of cover every May.
Other items owned by Council	Insurance cover in place.	Reassess adequacy of cover every May.

<b>4 Other</b>		
Vital Information lost	Computer files backed up to storage regularly and across more than one platform.	None
Information goes to wrong persons	Draft documents destroyed. Most information should be open. Sensitive issues discussed with councillors	Training for Councillors re GDPR
Councillors travelling in own cars	Own car insurance should cover.	Ensure all Councillors have relevant insurance endorsements.
Website copyright	Risk of infringing copyright. Due diligence	Continued diligence
Bringing council into disrepute	All councillors to attend training on Code of Conduct at least every 5 years	Register of councillor training and training plan