

South Willesborough And Newtown Community Council Financial and Risk Assessment Reviewed May 2023

Area	Risk	Level	Controls	Level
Assets	Clerk working from Home	L	Assessment of clerks home carried out. Insurance cover arranged for loss from Clerks home.	Low
	General Office equipment	L	Where required PAT testing of equipment done yearly.	Low
Finance	Banking	M	All payments follow Finance Regulations. Any electronic banking carried out according to SWANCC internet banking policy Ringfenced account for card payments and internet purchases with full policy	Low
	Consequential Loss of income	M	Insurance cover will cover losses and relocation if required. See legal liability below	Low
	Theft of cash	L	No petty cash to be used; all receipts of money banked with out deductions.	Low
	Financial controls and records	M	<ul style="list-style-type: none"> • All staff will follow Finance regulations followed. • Monthly reconciliations prepared • All payments listed at full council meetings or finance & General Purposes Committee. • VAT 	Low
	Annual Precept	M		

			<ul style="list-style-type: none"> • External auditor to carry out annual checks. • Internal auditor to carry out annual checks • Expenditure against budget reported to F&GP every month. • All payments to require 2 Councillors to sign either cheque or electronic payment. 	
	HMRC VAT	M	<ul style="list-style-type: none"> • Use of help line when needed. • Independent company to do pay calculations • Use of HMRC Online service for payment of staff, with Chair or Vice Chair of F&GP checking. • VAT to be calculated through the year. • To claim every 6 months if limit reached 	Low
	Borrowing	L	<ul style="list-style-type: none"> • No Borrowing likely in 1st two years. 	Low no borrowing in place.
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Legal Liability	Risk to third party property or individuals	L	<ul style="list-style-type: none"> • Covers all minimum and legal requirements such as Councillors when on Council business • The Clerk when at work and active on council business • All volunteers are covered when the Council has agreed/authorised task/project on voluntary basis. 	Low

	General Data Protection Regulations (GDPR)	M	<p>As assets are handed over</p> <ul style="list-style-type: none"> • Full inspections to be carried out prior to the hand over • Any issues to be addressed within 3 months of acquiring assets • Clerk to ensure that any vehicle insurance has business cover in place. • All Councillors to ensure they have completed the Register of Interests. • Council is registered with ICO • All Councillors to receive training on GDPR • Retention and disposal policy in place • Councillors use encryption when sending emails • Councillors use of Computers at home are password protected. 	
Employment Liability	Employment Law	M	<ul style="list-style-type: none"> • All Staff has contract of Employment with any changes being agreed with staff. • Are members of Kent Association of Local Councils (KALC). This is the council support • Clerk is member of Society of Local council Clerks (SLCC). This supports the Clerk with advice on working for the Council 	Low

			<ul style="list-style-type: none"> • Clerk can Join the Association of Local Council Clerks (ALCC). This will give employment advice. • Risk assessments carried out • Annual Appraisals carried out yearly 	Low
			<p>Risk assessments in place for projects and activities. Management Plans for events. Full insurance for Public Liability for both Council and Allotment Tenants</p> <ul style="list-style-type: none"> • Full insurance for all functions of a Community Council including Legal and Employers liability 	Low