

MELLOR PARISH COUNCIL

Risk Register

Risk

Control

1.	Misappropriation of funds	<ol style="list-style-type: none"> 1. Confirmed invoice + 2 councillor signatures 2. Restricted number of signatories on bank accounts 3. Clerk cannot sign but is designated name / address for statements etc. for verification of independent banking position 4. Balances on accounts quoted at monthly meetings 5. Councillors to apply a reasonable test in light of other data. 6. No use of petty cash 7. Move to an on line secure dual authorisation banking system 8. Authorised members will be able to examine accounts online at any time
2,	Litigation	Appropriate Insurance & issue awareness by all members
3.	Fire, Vandalism, Flood etc.	Appropriate Insurance
4.	Website security	Enhanced access security with regularly changed codes
5.	Play Area Incident	Play Area Chairman signs off log on a monthly basis.
6.	Title Deeds	All land held by way of registered title with the solicitor
7.	Loss of information, data, records etc.	Back up data on weekly / monthly basis on computer
8.	Loss of Prestige in Community	Awareness of issues by all & professional approach to functions
9.	Incorrect precept application	Validated budgetary progress confirmed at Council meeting. Compare progress to budget on regular basis
10.	Error in Meeting Records	Confirmation by Chairman of correctness at meeting & then signed off. All decisions reached by Council are recorded appropriately
11.	Accusation of Lack of Openness	Availability to public to attend meeting. Minutes & Agendas displayed
12.	Loss of Officer / Councillor	Appropriate records of knowledge base. Procedures manual etc.
13.	Loss of Asset	Asset Register
14.	Inappropriate donation / grant	Confirmation by Council Meeting of all donations & Issue Awareness
15.	Inappropriate signatories on bank mandate	Regular check by Chairman of appropriateness of mandates
16.	Accuracy / Adequateness of Insurance Cover	Confirmation by Council Meeting & Issue Awareness. Professional assessment if appropriate. See Item (20)
17.	Accounting	Internal Audit. Verifying positions against an audit plan. Internal audit is risk assessment based.
18.	Code of Conduct	Adopted in full by Council
19.	Declarations of Pecuniary Interest	Responsibility on all members to fully declare
20.	Inaccurate property valuations	Regular assessment of valuations for insurance purposes
21.	Validation of Accounting Data	Meeting of Council to examine information

The list should be regarded as a rolling item. A risk issue can arise at any time & will need to be brought into this record. Equally a risk can be removed if it no longer exists. The Register should be examined on at least an annual basis

01/04.15 reviewed May 2018