

Hankelow Parish Council  
Risk Management Plan 2024-25

	Item	Risk Identified	High Medium Low	Mgt of Risk	Action	Internal Audit Frequency	Policy Doc	Notes
The Parish Council is required to review its risk assessment/management arrangements annually. It is important that the Parish Council is able to demonstrate that it has effective risk management processes in place.								
1	Financial Controls	Failure to maintain proper financial control resulting in instability of Parish Council to set legal budget.	L	Internal financial management supported by Financial Regs. Quarterly review of bank situation together with budget monitoring arrangements. Annual spending formulated.	Parish Council	Annually	Financial Regs	Nominated Councillor reviews financial reconciliation
2	Precept	Over/under calculation of precept. Not paid by Cheshire East Council.	L L	Annual budget-setting process.  Timely presentation of request. CEC pays directly into Parish Council bank account.	Parish Council  RFO	Annually	Governance & Accountability	
3	VAT Reclaim	Not claimed within 3 year period (max back pay for which claims can be made)	L	Routinely claimed when minimum threshold reached as part of end of year account process	Clerk	Annually	Financial Regulation No 9.8	
4	End of year accounts	Submit within time limits	L	Ensure timely presentation of Annual Return to the Parish Council for approval; and presentation of accounts to Internal Auditor	Clerk	Minimally once a year	CIPFA requirements	Accounts are issued to the internal auditor for the annual meeting when the Parish Council approves its year-end accounts

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5	Bank errors	Inadequate checks	L	Bank reconciliations are carried out quarterly and presented to the Parish Council	Clerk	Annually		Current arrangements satisfactory.
6	Clerk's salary	Incorrect salary rate paid by bank. Insufficient tax sent to HMRC	L	Annual review of clerk salary and amendments are notified to the bank by the chair/payroll provider Verify with bank statements and PAYE accounts.	Inform Bank	Annually		Paid quarterly. Salary reviewed annually.
7	Payments	Unlawful expenditure/improper payment by cheque	L	All requests for payment submitted to the PC and Clerk advises on power to spend and funds available  Each cheque signed by two signatories together with cheque counterfoil and invoice/other paperwork in support of expenditure.  Parish Council authorises cheque signatories as and when required.	Clerk Parish Councillors	Annually	Financial Regulations and budget plan for appropriate year.	Current arrangements satisfactory
8	Parish Councillors expenses	Overpayment	N/A	Parish Councillors do not receive expenses.				
9	Fraud	Misappropriation of funds by Clerk or Parish Councillors	L	All payments are effected by cheque, signed by two Parish Councillors and supported by invoices/claim forms. Blank cheques are not permitted to be signed.	Parish Council	Annually	Financial Regulations and Insurance Policy	

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				Fidelity guarantee values covers total cost of precept and maximum likely balances. One Councillor designated to review and initial cheque book stubs at each meeting.				
10	Reserves – General	Adequacy	L	Consider at budget setting meeting annually in November.  Ensure at least a minimum of three months reserves to cover the period between the end of the financial year and receipt of precept from CEC	RFO	Annually		
11	Reserves – ringfenced	Adequacy	L	There are currently no ringfenced reserves. There is a working balance allocated at budget setting to allow for unexpected expenditure which might occur during the course of a financial year.	RFO	Annually		
12	Invoices	Overpayment	L	Invoices submitted to the Parish Council for authorisation and signature by two parish councillors	RFO	Annually	Financial Regulations	
13	Grants and support	Power to pay	L	All requests submitted to the Parish Council and Clerk advises on power to spend.	Parish Council	Annually		

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14	Best Value Accountability	Contracts awarded incorrectly	L	Parish Council practice is to seek three quotations for work which is in excess of £1,000. Where the value of the contract is above £500 but less than £1,000 the clerk will strive to provide three quotations. For work which is less than £500, the Parish Council shall make the decision having regard to value for money principles.	RFO	Annually	Financial Regulation 12(g)	Although the formal 'Best Value' regime no longer exists, local councils are required to obtain the best value for money.
Assets								
15	Mobile vehicle display unit	Potential damage to equipment and / or injury to members of the public	L	Insurance over for equipment and public liability is in place and public liability cover would apply if members of the public were injured		Annually		
Non-financial								
16	Meeting of Parish Council	Unlawful meeting	L	Summons, Notice, Agenda properly issued giving public notice three clear working days before meeting.  Ensure quorum is present prior to start of the meeting	Clerk	Annually	Public Bodies (Admission to meetings) Act 1960	
17	Acting illegally (ultra vires)	Acting illegally	L	The Clerk advises on the legality of all matters including the power to spend	Clerk	Annually		

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18	Members Interests	Conflict of Interest	L	Item on each agenda advising Members of the need to make any declarations. The Clerk can advise but the decision must be that of the parish councillor.	Clerk	Annually		
19	Insurance cover	Adequacy Cost Compliance Fidelity Guarantee	L L L L	Insurance covered renewed annually to ensure all risks are managed adequately	Clerk	Annually		
20	Business continuity	Parish Council not able to continue its business owing to unexpected tragic circumstances	L	All files are kept at the Clerk's home. In the event of the Clerk being indisposed, a parish councillor could take notes of a meeting until the clerk is available. In the event of a prolonged absence, the Cheshire Association of Local Councillors can be asked to source an interim clerk	Clerk	Annually		
21	Meeting location	Adequacy, health and safety, disability access	L	Meetings are always held in the Methodist Church which has disabled access, adequate heating and adequate seating for members of the public	Clerk	N/A		
22	Health and Safety Assets	Injury to public from assets owned by the Parish Council	L	Adequate public liability insurance. Clerk authorised to arrange removal/repair where damage to public identified. Although there is no formal inspection / maintenance scheme in place, parish councillors inspect on a regular basis and action is taken as and when required in accordance with parish council procedures.	Clerk	Annually	Annual insurance review by Parish Council	

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23	Village Green	Injury to members of the public	L	Line 22 above (health and safety) deals with this risk. Although there is no formal inspection / maintenance arrangements in place, parish councillors inspect on regular basis and action is taken as and when required in accordance with Parish Council procedures.				
24	Loss of documents	Minute books, financial accounts, historical documents	L	Clerk retains minutes signed by the Chair. Electronic copies of minutes are backed up monthly. Accounts – hard copy and electronic versions are retained. The Clerk does not hold historic documents	Clerk		CIPFA Regulations	
25	Data Protection			The Parish Council is not currently registered with the Information Commissioner's office				
26	Freedom of Information Act	Policy		The Parish Council adopted a Freedom of Information Publication Scheme in July 2014			Publication Scheme	