

BERDEN PARISH COUNCIL

FINANCIAL RISK ASSESSMENT

AREA	RISK	LEVEL	Control/Improvements
Assets	Protection of physical assets	L	Village Hall managed by Berden Village Hall Management Committee on behalf of the Council as Sole Trustees. Cleaned and inspected every week by cleaner and caretaker. Separately insured Playing Field inspected weekly by appointed villager and annually by ROSPA. Simon's Field and the above two grounds and hedges regularly cut
	Security of buildings	L	List of key holders to Village Hall kept by Letting Secretary. Sheds separately locked
	Maintenance	L	Village Hall - Small matters attended to as and when required by Caretaker. Larger matters managed by Berden Village Hall Management Committee. Playing Field, Village Hall and Simon's Field attended to and maintained by contractors and volunteers.
Finance	Banking	L	Two accounts at HSBC, two Councillor signatures required out of three. Clerk, Chairman and RFO have internet access to view.
	Petty Cash	L	Currently no petty cash is held
	Financial controls and records	L	Bank reconciliation and budget analysis prepared by RFO on a quarterly minimum basis for a meeting of the Council. This will be inspected and signed on a quarterly basis by another Councillor. The annual accounts of Berden Village Hall Management Committee will be lodged with the Council as Sole Trustees and held by the Clerk.
	Comply with Customs and Excise Regulations	L	VAT payments claimed at least every twelve months
	Sound budgeting to underlie annual precept	L	RFO prepares a budget for the following financial year with a comparison to current year for discussion in November/December by the full Council. This budget and its underlying precept agreed by Council in January or other time table as dictated by Uttlesford District Council.
Liability	Risk to third parties, property, individuals or councillors	L	Full public liability insurance held. Risk Assessments made when necessary such as volunteer working parties and fund raising events. The completed Risk Assessments to be lodged with the Clerk.
	Legal liability as consequence of asset ownership	L/M	Full public liability insurance held. See Assets section
	Employee	L	Employee insurance held
Legal liability	Ensuring activities are within legal powers	L	Clerk clarifies legal position of any new proposals. List of Parish Council powers held by Clerk. As a member may refer matters to EALC

	Proper Document Control	L	For key documents and records held by Clerk and RFO, a separate backup will be kept for all electronic documents in addition to a hard copy backup. Relevant working documents require Cloud backup.
Councillor propriety	Conducts and interest	L	Declaration of interest made at the start of each meeting. All Councillors signed up to Code of Conduct

This risk assessment should be reviewed every year by the council in the third quarter of the financial year.

- L = Low Risk
- M = Medium Risk
- H = High Risk

Overall assessment: LOW

This risk management paper was considered by the Council on 11th March 2019 and will be reviewed annually

Signed

Cllr John Burton
Chairman
Berden Parish Council

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Diane Holt
RFO
Berden Parish Council