Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Internal Audit Frequency	Policy Document	Notes
Financial Control	Failure to maintain proper financial control resulting in inability of Parish Council to set a legal budget.	L	* Internal financial management supported by Financial Regulations. * Quarterly review of bank situation. * Annual spending plans formulated	Parish Council	Annually	Financial Regulations	
Receipts							
Precept	Over/under calculation of precept	L	Annual budget-setting process	Parish Council	Annually		
	Not paid by Cheshire West and Chester Council.	L	Timely presentation of request. CWAC pays directly into Parish Council bank account.	RFO			
VAT re-claim	Not claimed within 3-year period (maximum back- period for which claims can be made)	L	Routinely claimed once a year as part of the end of year accounts process.	Diary	Annually	Financial Regulations	
Expenditure							
Payments	Unlawful expenditure/ improper payment by cheque	L	All requests for payment submitted to PC and Clerk advises on power to spend and funds available. Each cheque to be 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.		Annually	Financial Regulations and Budget Plan for appropriate year.	
Parish Councillors' expenses	Overpayment	L	Expenditure authorised by Parish Council.	Parish Council			
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. Fidelity guarantee value to cover total cost of precept and maximum likely balances	Parish Council	Annually	Financial Regulations and Insurance Policy	Level of cover should be the maximum amount held by the Parish Council at any one time.
Item	**Risk Identified**	**High/ Medium/ Low**	**Management of Risk**	**Action**	**Internal Audit Frequency**	**Policy Document**	**Notes**
Reserves - General	Adequacy	L	Consider at budget-setting. Ensure minimum of 3-months reserves to cover the period between the end of the financial year and receipt of precept from Borough Council	RFO/ Opinion	Annually	Reserves Policy	
Reserves - "ring- fenced"	Adequacy	L	Consider at budget-setting and identify approximate costs for specific projects	RFO/ Opinion		Reserves Policy	
Invoices	Overpayment	L	Invoices submitted to PC for authorisation and signature by two parish councillors	RFO/ Opinion		Financial Regulations	
Notice-boards	Loss, damage etc.	M	No arrangements in place other than insurance cover.			Assets Register	
Village Signs	Loss, damage etc.	M	No arrangements in place other than insurance cover.			Assets Register	

Grants and support	Power to pay	L	All requests submitted to PC, and Clerk advises on power to spend and reserves availability.	Parish Council	Annually		
Non-Financial							
Meetings	Failure to hold at least four meetings a year	L	6 are held in each year			Annual Calendar	
	Ultra vires (acting beyond powers)	L	Clerk advises on Parish Council powers			LGA 1972	
	Unlawful meeting	L	Summons, Notice, Agenda properly issued giving public notice, 3 working days before meeting			Public Bodies (Admission to Meetings) Act 1960	
	Not quorate	L	Insufficient number of councillors available to conduct a meeting.			Local Government Act 1972 Sch 12, paras 12, 28 and 45	The minimum is one-third of the membership or three, whichever is the greater.
Item	**Risk Identified**	**High/ Medium/ Low**	**Management of Risk**	**Action**	**Internal Audit Frequency**	**Policy Document**	**Notes**
Business Continuity	Parish Council not able to continue its business owing to unexpected or tragic circumstances.	L	All files are kept at the Clerk's home. In the event of the Clerk being indisposed for a meeting, a parish councillor could take notes of a meeting until the Clerk is available. In the event of prolonged absence, the Cheshire Association of Local Councils can be asked to provide the services of an interim Clerk.				
Health & Safety	Injury to Clerk, parish councillors and members of the public	L	Adequate public liability insurance for members of the public. Clerk authorised to arrange removal/repair where danger to public identified. Personal accident cover arranged for clerk and parish councillors through insurance.			Annual insurance review by Parish Council	
General Data Protection Regulation	Risk of data breaches (and subsequent penalties from the Information Commissioners Office)	M	* Review of personal data held * Update privacy notices and policies * Ensure sharing agreements are in place	Parish Council			
Loss of documents	Minute books, financial accounts	L	Clerk retains electronic copies of minutes; Minute books are periodically sent to County Archivisit for retention. Electronic copies of minutes and agendas are backed-up monthly. Accounts: Hard copy and electronic versions to be retained.	Parish Council		CIPFA Regulations	Bank statements can be destroyed following completion of previous year's audit. However, as a matter of practice, the Clerk retains these for 6 years. Council now had online banking in place.
Item	**Risk Identified**	**High/ Medium/ Low**	**Management of Risk**	**Action**	**Internal Audit Frequency**	**Policy Document**	**Notes**

Darnhall Village Hall	Risks include the following: - - Damage to property - Income reduction; - Expenditure, including capital works and revenue such as utility bills - Lease not being renewed	M	Various risk mitigation measures in place including: - Fire risk assessment in place - Alarm system in place - Insurance in place on building - Parish Council provides financial support in case of income drops and in terms of expenditure - Caretaker looks after the building - Management Committee in place		Annually		