

CUCKFIELD PARISH COUNCIL
FINANCIAL RISK ASSESSMENT 2019-2020

1. Risks managed by Insurance provision

Item	Risk	Internal Control	Management
Protection of Council's physical assets	Loss or damage	Asset Register Regular review of Maintenance requirements by appropriate Committee: Community Buildings Committee, Environment & Wellbeing Committee and Roads & Traffic Committee. Budget provision for maintenance determined by appropriate Committee and agreed by Finance & General Purposes Committee, endorsed by Full Council. Financial reports provided quarterly for review by Council.	Insurance cover of £3,375,556.37 reviewed annually by internal auditor advising Finance & GP committee and endorsed by Full Council. See assets register for detail of items covered.
Protection against damage to third party property or individuals	Loss or damage as a consequence of activities attributable to the Council, on its property or by its staff and/or officers acting on the Council's business	Maintenance provision as above. Training of Council's employees in safe practices. Annual safety audits in Churchyard, Public Toilets, Cuckfield Village Hall and Queen's Hall reports to Council for determining actions and implementation	Public liability insurance of £10,000,000 reviewed annually by Finance & GP Committee and endorsed by Full Council.
Legal liability resulting from ownership of assets (see Asset Register)	Claims by public as a result of losses or damage arising from the Council's property	Regular review of insurance provision	Legal expenses covered in Hall insurance
Loss of cash or fraudulent issue of cheques/online bank transactions	Losses of the Council's funds through dishonest activities or theft by Council staff	Review by internal auditor of office procedures and appropriate cover.	Fidelity insurance set at a sum determined through consultation with the internal auditor and set by the Finance & GP Committee, endorsed by the Full Council annually. Currently set at £100,000.

2. Risks managed in full or in part by others

Item	Risk	Internal Control	External Provision
Security of Assets	Queen's Hall, Cuckfield Village Hall & Churchyard	Daily attendance by Council staff Monday to Friday. Part-time attendance at Queens Hall and Cuckfield Village Hall at weekends. Cuckfield Village Hall periodic attendance by caretakers' weekdays/holidays. All tools and equipment kept in locked storage. Key control procedures for Queens Hall and Cuckfield Village Hall.	Fire alarm system for Queens Hall and Cuckfield Village Hall with communication to nominated key holder (Caretaker/Clerk)
Maintenance of Council's assets & functions delegated to the Council	Queens Hall, Churchyard, Public Toilets, Cuckfield Village Hall, Christmas Lights, Floral Displays on the Public Highways, Skatepark, Horsefield Green and some Street Lighting. Maintenance of twittens delegated from WSCC to Council.	See Maintenance of assets in (1) above. Maintenance Contracts are reviewed by the appropriate committee in terms of service and performance. Contracts are let according to the agreed code of practice for procurement. Copies of contractors Public Liability Insurance held.	Contracted maintenance for twittens, some street lighting, public toilets and cleaning in Queens Hall. All Contractors are required to carry public liability insurance of £5,000,000 minimum. Floral displays are maintained by Council staff.
Ad hoc provision of amenities	e.g. Public performances in the recreation ground, Street parties and the Christmas Festival	Risk assessments and safety plans prepared for approval of District Council. Councillors and staff used where necessary as marshals and to implement terms of safety plan	Contractors to supply electrical supplies and public address systems. Experienced staff & volunteers to provide stewarding of street parties. Copies of Public Liability insurance obtained.
Banking	Investments, Loan provision, short term credit and cash management	Internal auditor and Finance Committee advise on investments, loan provision and short term credit. Decisions taken by Finance Committee endorsed by full Council according to standing orders with half-yearly performance reports and annual review. Chair of Finance to carry out quarterly review of all account reconciliations. Internal auditor will confirm that all financial transactions are according to the legal powers of the council.	Unity Trust Bank, Public Works Loan Board. National Savings
Financial and cash management	Fraud and/or corruption	Internal audit. Regular reporting against budget and of balances quarterly. Independent bank reconciliations	External audit

3. Self-managed risks

Item	Risk	Internal Control
Financial records	Breach of legal requirement	Clerk and internal auditor to assure Chair that all legal requirements are met.
Legality of activities	Breach of legal authority	All Councillors are appraised of the legal powers and constraints applying to the Council. Councillors will scrutinise the activities and require the minutes to indicate the powers under which an action is agreed.
Complying with restrictions on borrowing	Breach of restrictions	Internal Auditor and Clerk are familiar with the current restrictions and advise Councillors. Councillors confirm that any decision to increase borrowing remains within the restrictions. Such confirmation is recorded in the minutes
Employment & Inland Revenue	Non-compliance with law and regulations	All employees have a contract of employment which is reviewed by two members of Council appointed by the Council to that task. Payroll and returns to HMRC are undertaken by West Sussex County Council.
Customs & Excise	Non-compliance with VAT regulations	The Clerk is aware of the VAT Regulations and makes the appropriate returns accurately and on time. The Clerk advises the Council on its forecast VAT liability. The Council ensures that sufficient funds are reserved to cover the liability and that decision is recorded in the minutes.
Council tax - precept	Inadequate provision	Precept is calculated and agreed and minuted by Council following a structured budgeting process by each spending committee and further alterations by the Finance and GP Committee and Council. All decisions in this process are recorded in the minutes. There is a quarterly review of performance against budget.
Recorded minutes	Proper, timely & accurate recording	Full minutes of all committees and Council are circulated to members within one week of the meeting. They are approved at the following meeting of the committee or Council. Immediately on approval the minutes are made available for public inspection.
Electors rights of inspection	Availability of minutes	On approval by the relevant committee or Council, minutes are available for inspection within office hours at the Council Office in the Queen's Hall Cuckfield. Minutes are also posted on the Council's website.
Invitation to Consultation	Responding within the required timetable to Consultations by District, County Councils other public bodies & agencies	The Clerk informs the Chair of the response time table. The Chair ensures that the issue can be raised promptly at the appropriate committee or Council. The Chair may decide to convene a special meeting where required.
Members interests, gifts and hospitality	Inadequate registration	All members have received instruction in the requirements and have completed a register which is available for inspection in the Council office.
Documents	Document control	There is a formal system of document control which records all decisions and progress on those decisions. Minutes are controlled documents with a system of pagination, approval and copy control.
Code of Conduct	Adherence to Code	There is a written Code of Conduct which all Councillors are required to signify their acceptance.
Quality Assurance	Adherence to all of the above	The internal auditor, Chair and Vice-Chair will each separately test any or all of the above provisions using sampling techniques at regular intervals throughout the year.