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| Risk | Measures Taken | Comment | Action Required |
| Financial Records | Maintained electronically using MS Excel. Kept on hard drive of PC and backed up on Google drive. Paper copy ‘Cash Book’ produced quarterly and reconciled to bank statements quarterly. Payroll using HMRC software and backed up. | Presented to full Council quarterly  Budget Reconciliation added 2022-23 |  |
| Legal Powers | All expenditure within legal powers and reviewed by PC at meeting. Clerk receives training and refers to ‘The Parish Councillor’s Guide’, ‘Local Council Administration’ and other publications. Advice available from NALC and SLCC.  Solicitor used for advice where needed e.g. on renegotiation Playing Field Lease | No obvious problems |  |
| Borrowings | The Council has no borrowings | N/A | N/A |
| PAYE and NIC | Paid over monthly/quarterly, calculated using HMRC online tool. Real time payroll submitted to HMRC. | All forms sent online, payment by standing order from bank |  |
| VAT | Tax reclaimed annually or quarterly if sufficient. Separate column in Cash Book | Noted on Quarterly audit form |  |
| Precept | Based on Budget set annually by PC in December and reviewed by full Council at January meeting if necessary. | Should reflect costs of running parish with addition for inflation and for contingencies. | Review at next budget meeting in December |

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| Risk | Measures taken | Comment | Action Required |
| S137 Payments | Amounts separately identified in the minutes and in the Cash Book. Grants only made to bodies directly affecting the parish. | No longer required. General Power of Competence was adopted May 2019 and will need to be re-adopted in 2023 if still eligible. |  |
| Minutes | Each page signed by Chairman at (or following) meeting. Kept in spring binder. Pages dated and numbered. | Placed on website and archived electronically (Google drive). |  |
| Electors’ Rights | All payments to be made notified and published in agenda. Notice of audit posted website and village noticeboards. |  |  |
| Document Control | Filing cabinets used to store documents.  Deeds listed and sent to Archive Centre | Old record books have been sent to AC |  |
| Register of Interests | Code of Conduct adopted 2012. All Councillors signed declaration of Acceptance of Office and Code. Register updated annually and sent to BDC. Clerk keeps copy. | New Code of Conduct to be adopted after revision in June 2023. All forms to be resubmitted following May 2023 elections. |  |
| Internal Controls | All payments made electronically wherever possible. Invoices emailed to all councillors prior to meeting and approved at meeting. Cash book reviewed at least quarterly by elected internal control officer. |  |  |
| Quotes | Three quotes obtained for items over £5,000. For procedure regarding tenders see SOs para 77 (3) |  |  |

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| Risk | Measures Taken | Comment | Action Required |
| Insurance | Public Liability (£12m)  Employer’s Liability (£10m)  Officials Indemnity  Property in line with asset register  Full cover maintained at all times. Cover reviewed annually by full Council. | Currently with Zurich – 3 year deal entered from 31 May 2022. | Need to check Horstead Mill (Building) is sufficiently insured |