SEATON WITH SLINGLEY PARISH COUNCIL

RISK MANAGEMENT STRATEGY

Area	Risk	Level	Controls
Finance	Banking	M	All banking is with the HSBC bank.
	Risk of consequential loss of income	M	Insurance cover.
	Loss of cash through theft or dishonesty	H	Receipts issued for any monies received and recorded and banked.
	Financial controls and records	M	Monthly reconciliation prepared by the Clerk and presented to Council. Two signatories. Internal and external audit carried out annually.
	Comply with Customs and Excise Regulations	H	VAT payments and claims calculated by Clerk. Internal audit to provide double check.
	Sound budgeting to underlie annual precept	M	Council receive detailed budgets in December of each year and the precept is derived directly from this. Expenditure and income is checked against the budget and is reported to Council each month.
	Complying with borrowing restrictions	L	Not applicable.

Liability	Risk to third party, property or individuals	M	Insurance in place.
Employer Liability	Comply with Employment Law	M	Parish Council is member of various national and regional bodies including Society of Local Council Clerks and County Durham Association of Local Councils.
	Comply with Inland Revenue requirements	M	Internal and external audit carried out annually.
	Safety of staff and visitors	M	Appropriate insurance in place. Health and safety policy at work in place.
Legal Liability	Ensuring activities are within legal powers	H	Clerk advises Members on the legality of issues at meetings and external legal advice will be sought as and when required.
	Proper and timely reporting via the Minutes	M	Council meets once a month and receives and approves Minutes of meetings held in interim. Minutes are available to view on the Councils notice boards and website. Hard copies ae available on request and can also be viewed by appointment with the Clerk.
	Proper document control	M	Original legal documents are held and stored by the Clerk. Information held to comply with Data Protection Act and Freedom of Information Act.