

**AMBLE TOWN COUNCIL:  
FINANCIAL RISK ASSESSMENT AND MANAGEMENT 2015**

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	M	Buildings insured. Value increased annually by rate of inflation. <b>Re-valued for building costs at 4 year intervals.</b> (Last done 2014). Street furniture insured.
	Security of buildings, equipment etc	M	<b>Building security in line with recommendations by Crime prevention Officer- 4 yearly update</b> (Last done 2006/7). Contents insured. Door locks checked regularly. Key register kept. Discount items under value of policy excess level.
	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis. <b>Compile planned programme to ensure maintenance. Check small electrical and safety equipment annually.</b>
Finance	Banking	M	Payments and receipts by cheque- cash only accepted up to £25. Government Procurement card available for online purchases as agreed by Council and in the event of an emergency to the sum of £1000. Most of banking carried out by RFO/Clerk or trusted volunteer. All cash income banked upon receipt.
	Risk of consequential loss of income	M	Insurance cover. Important documents backed-up and taken off premises.
	Loss of cash through theft or dishonesty	H	Receipts issued. Cemetery stores checked regularly. Fidelity Guarantee £200,000. Minimum of two monthly records in meeting and check of bank statements ensure amounts have been paid into bank.
	Financial controls and records	M	Minimum of two monthly records reported by RFO to Council. Bank reconciliation reported. Two signatories on cheques and countersigned by RFO. Internal and external audit.
	Comply with Customs and Excise Regulations	H	Use help line when necessary. VAT payments and claims calculated by RFO. Internal and external auditor to provide double check.
	Sound budgeting to underline annual precept	M	Finance Committee and Council receive detailed budgets in late autumn.

				Precept determined by full Council is derived directly from this. Cemetery fees and Council rents reviewed annually. Expenditure against budget reported to Finance Committee monthly.
	Complying with borrowing restrictions	L		No new borrowing likely at present
	Petty cash	M		Report minimum of two monthly.
Liability	Risk to third party, property or individuals	M		Insurance in place. Play area, Cemetery, Garden, seats, litter bins, floral containers and bus shelters checked regularly. <b>Trees on rolling maintenance programme</b> and investigated when damage reported. Memorial Stability checked regularly. Risk assessments of individual events carried out as necessary. Public Liability Insurance in place at Insurer's recommendation.
	Legal liability as consequence of asset ownership (especially cemeteries, play area, garden and allotments)	H		Insurance in place. Weekly check of play area and written records kept. Annual checks by ROSPA of play area. Regular checks on Cemetery etc.
Employer Liability	Comply with Employment Law	M		Clerk/RFO monitor changes in legislation. Clerk is member of SLCC. Employer's Liability and Personal Accident cover at Insurer's recommended level for employees, Members and Volunteers.
	Comply with Inland Revenue requirements	M		Regular advice from IR. Internal and external auditor carry out annual checks.
	Safety of Staff and visitors	M		Regular assessment checks of Office and Cemeteries etc.
Legal Liability	Ensuring activities are within legal powers	H		Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Legal expenses cover at Insurer's recommended level.
	Proper and timely reporting via the Minutes	M		Council meets every month except August and always receives and approves Minutes of meetings held in interim. Minutes made available to press and public at the Office
	Proper document control	M		Original leases and legal documents kept in the office or Northumberland Archives. Other data storage to comply with Data protection act. Publication Scheme in place. Paper retention policy in place.
Councillors propriety	Registers of Interests and gifts and hospitality in place	H		Declaration of interests completed. Any relevant interests recorded at the meetings in which they are given.

## **OTHER RISKS**

### **Procedure to Cover risk of a non quorate Council.**

If at any time the number of elected and co-opted members do not constitute a quorum the Clerk/RFO is delegated to handle all matters pertaining to aspects of the Councils function until such time as the Council becomes quorate, when all decisions will need to be ratified and financial matters reported, or until a decision to cease the operation of the body is taken.

The Clerk/RFO will need to consider advice from other legally constituted bodies with relevant experience and/or authority in Local Government matters.

### **Procedure to Cover Absence of Clerk/RFO.**

1. Absences up to 2 weeks:
2. Administrative Assistant asked to cover. If unavailable;  
Delegated powers are given to the Chair and/or the Vice Chair of the Council to handle as they arise- post/ e-mails/ telephone messages/ any other matter which cannot be reasonably left until the Clerk's/ RFO's return.  
If they are unavailable to carry out these duties, the Chair is to delegate an unpaid Councillor or a suitably qualified person.
3. Absences likely to be longer than 2 weeks:  
Whilst carrying out the above procedure, contact other sources to ascertain if temporary assistance is available.
4. If a pre- planned absence of over 2 weeks e.g. extended holiday, planned operation,  
Contact other Clerks to ascertain if temporary assistance is available.

### **Procedure to Cover Extremely Urgent Matters**

The Clerk/ RFO has delegated powers to handle urgent enquiries and complete questionnaires.

Financial Regulations are in place to allow the Clerk/ RFO to handle these matters up to a maximum of £1000. The Chair/ Vice Chair must be informed as soon as possible and full Council must ratify the decision. If the Clerk/ RFO is unavailable then the Chair of Council or Committee or the Vice Chair is delegated to carry out the necessary actions.

Any other urgent matters which cannot be reasonably left to be dealt with by calling a Special Council meeting: Delegated powers are given to the Clerk/ RFO and any two from Chair/ Vice Chair of Council/ Committee. The decision to be ratified at the next scheduled meeting of Full Council.

### **Procedure to Cover Bad Debts including Rents and Training Fees.**

If these relate to an employee of the Council then wherever possible the Clerk/RFO is delegated to notify that person in writing of the sum which is overdue and will be deducted from their salary- if necessary over a period of time- and then to commence the procedure. (All present employees have been notified of this procedure by letter; new employees will be informed on commencement of employment.)

The Clerk/RFO is delegated to write to any defaulter requesting within 7 days, immediate payment or a meeting to discuss repayment arrangements.

The Clerk/RFO is delegated to accept repayment terms after negotiation with the debtor bearing in mind their circumstances. Any agreement must be in written form and signed by the debtor and the Clerk/RFO. If no response is forthcoming within 30 days, the Clerk/RFO will write again with the same request but stating no response will result in the instigation of Court Proceedings.

Having no response to this second letter within 30 days, the Clerk/RFO is delegated to initiate Court Proceedings. The Clerk/RFO will inform the Debtor, the Chair and Vice Chair of the Council and report these actions to the next scheduled meeting of the full Council.