

## NEWINGTON PARISH COUNCIL RISK ASSESSMENT REGISTER, 2015/16

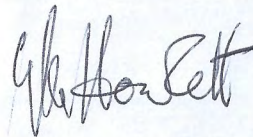
RISK	LIKELIHOOD OF RISK	IMPACT	FINANCIAL EXPOSURE	MONITORING	RESPONSIBLE	NOTES & / OR ACTIONS REQUIRED
<b>Property &amp; Assets</b>						
COMMUNITY NOTICEBOARD	Low	Low	Low	Regular inspection by Clerk & Councillors	Full Council	Periodic repair and/or replacement.
MILLENNIUM STONE	Low	Low	Low	Regular inspection by Clerk & Councillors	Full Council	n/a
<b>Legal, Financial &amp; Professional</b>						
FINANCIAL CONTROL	Low	Medium	Insurance	Annual internal and external audit	RFO, Clerk & Full Council	Annual internal and external audits being carried out
THEFT / MISUSE OF ASSETS	Low	Medium	Insurance	2 signatories per cheque required & payments approved at meetings	RFO, Clerk & Full Council	2 signatories per cheque being carried out
GRANTS & DONATIONS	Medium	Medium	Medium	Note as s137 contributions. Formal resolution. Propose, second and council vote at a full meeting.	RFO, Clerk & Full Council	Note as s137 contributions. Formal resolution. Propose, second and council vote at a full meeting.
SECURITY OF ACCOUNTS	Low	Medium	n/a	Keep signed and approved hard copies for public record and audit. Back up with computerised copy.	RFO, Clerk & Full Council	Signed and approved hard copy accounts kept by RFO and Clerk and backed up by computerised copies.

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SECURITY OF MINUTES	Low	Medium	n/a	Keep signed and approved hard copies for public record and audit. Back up with computerised copy.	Clerk & Full Council	Signed and approved hard copy minutes kept by Clerk and backed up by computerised copies
BREACHES OF REGULATIONS/LAW	Low	Low	Use of Solicitors where required	Adherence to Code of Conduct and full debate	Clerk & Full Council	Advice from OALC, solicitors and handbook
LIBEL / SLANDER	Low	Low	Insurance cover	Adherence to Code of Conduct	Full Council	n/a
EMPLOYERS LIABILITY	Low	Low	Insurance cover	Reviewed annually	Clerk & Full Council	n/a
PUBLIC LIABILITY	Low	Medium / High	Insurance cover	Reviewed annually	Clerk & Full Council	n/a
MEMBERS INTERESTS	Low	Low	Low	Declare all members interests at Council meetings	Full Council	Members interests declared at all Council meetings

### NEWINGTON PARISH COUNCIL RISK ASSESSMENT REGISTER

Adopted at a full meeting of the Council held on **THURSDAY July 16th, 2015**



Chair Cllr. Graham Howlett

Date 16/7/15