



AXMOUTH PARISH COUNCIL

CLERK:
BECKI DAVEY
2 WESSITERS
SEATON
EX12 2PJ
TEL: 07895 910543

RISK REGISTER

Area	Risk	Level (High/Low)	Control
<u>Assets:</u>	Protection of Physical Assets	H	Large Assets insured and along with small low value uninsured assets recorded on the Assets register. Values reviewed annually
	Maintenance of Assets	H	Assets reviewed by Councillors quarterly and maintenance carried out if necessary
<u>Finances:</u>	Banking/Monies	H	All monies lodged at Lloyds Bank. No petty cash is used
	Financial Control and Records	H	Monthly Reconciliation prepared by Clerk and authorised by Chair at next meeting. Also checked on quarterly basis by a nominated, non-bank signatory Councillor. All payments are minuted at meetings. Two signatories to authorise all payments. Internet banking access allows immediate access to view bank statements. Internal & External Audit
	Fidelity Guaranteed Insurance	L	Adequate levels kept and checked annually

	Comply with Customs & Excise Regulations	L	VAT Payments and Claims calculated by Clerk. Internal & External Auditor to provide double check
	Precept & Budget	H	Precept and Budget agreed by full Council each January. Minuted
<u>Liability:</u>	Risk to Third Party, Property or Individuals	L	Insurance in place and reviewed annually. Risk assessments carried out on each event
<u>Employer Liability:</u>	Comply with Employment Law Comply with HMRC/PAYE	H	Employer Liability Insurance reviewed annually. Regular advice/updates from Inland Revenue
<u>Legal Liability:</u>	Proper & timely reporting via the minutes	L	Council meets 10 times per year and during each meeting receives and approves the minutes of the preceding meeting. Minutes made available to public via website and noticeboard
	Proper Document Control	L	Deeds and Legal Documents kept in Clerks office. Old minutes and other documents deposited with Devon Records Office
<u>Council Propriety:</u>	Registers of Interest	L	Register of Interest completed and logged with East Devon District Council. Original kept with Clerk.