



**Jane Austin**  
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### GOVERNANCE RISK ASSESSMENT

Topic	Risk Identified	L/M/H	Management of Risk	Action	Frequency
Precept	Not submitted	L	Minutes	RFO to diarise	Annually
	Not paid by WNC	L	RFO to chase payment	RFO to check bank account	Bi-annually
	Adequacy of precept	H	Monthly budget review	RFO/Finance Committee	Monthly
Grants	Claims procedure	M	RFO to ascertain available grants	RFO to pursue as appropriate	As and when
	Receipt of grant	M	Full Council Minutes	RFO to inform Council	As and when
Grants Applied	Power to pay	M	Minute the power	RFO to diarise	Annually
	Agreement of council	M	Minute the power	RFO to diarise	Annually
	Conditions met	L	Use reasonable conditions	RFO to check	Annually
	Follow up verification	L	Report/receipts to council from groups	RFO to verify	Annually
Salaries	Wrong salary paid	L	Check to contract	Use approved payroll software	Monthly
	Wrong hours paid	L	Check to timesheet	Use approved payroll software	Monthly
	Wrong pay rate	L	Check to contract	Use approved payroll software	Monthly
	Wrong deductions	L	Check to PAYE calculations	Use approved payroll software	Monthly
Direct Costs and Overheads	Goods not supplied	M	Ordering system	To chase and report	Monthly

Topic	Risk Identified	L/M/H	Management of Risk	Action	Frequency
	Invoice incorrect	L	Accounting system in use	RFO to check	Monthly
	Payment incorrect	L	Accounting system in use and dual authorisation	RFO to verify	Monthly
	Payment to wrong party	L	Accounting system in use and dual authorisation	RFO to verify	Monthly
Election Costs	Invoiced at agreed rate	L	Budget control	RFO to check	When needed
VAT Irrecoverable	Claimed within limits	L	Returns submitted on time	RFO to diarise	When needed
Reserves General	Adequacy	L	Consider at budget setting	RFO/Finance Committee check	Annually
Reserves Earmarked	Adequacy	L	Consider at budget setting	RFO/Finance Committee check	Annually
Assets	Loss or damage	L	Annual inspection, update insurance and asset registers	RFO to manage	Annually
	Risk or damage to property of people	L	Review adequacy of Public Liability insurance	RFO to manage	Annually
Staff	Loss of key personnel	M	Hours, health, stress/supervision and appraisals	Member review	Ongoing
	Fraud	L	Fidelity guarantee	Council	Annually
Loss	Consequential loss due to critical damage	L	Adequate insurance cover	Diary	Annually/when needed
Cash	Loss through theft or dishonesty	L	Adequate insurance cover/cash handling procedures	RFO to manage	Ongoing
Maintenance	Poor performance of assets	L	Weekly and annual maintenance inspection schedule	Diarised	When needed
Statutory Power to Pay	Incorrect activity or payment	H	Ensure council has adequate powers	Ensure General Power of Competence is retained	Ongoing
Financial Records	Inadequate records	L	Use approved accounting system	RFO to manage	Monthly
Minutes	Accurate and legal	L	Approved at following meeting	Council	Monthly
Member Interests	Conflict of interest	M	Update declarations of interest	Member review	When needed

**This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.**

**Last Reviewed: Sept 2022**  
**Review Due: Jan 2023**