



## HAMBLEDON PARISH COUNCIL FINANCIAL RISK ASSESSMENT (Revised 04 Mar 2024 - Section 2, Row 4; addition of 'bbq'; Minutes Ref 2257.)

| Risk Area  | Risk Identified | Level of risk (H/M/L) | Management of Risk   | Action required   | Review date                     |
|--|-----------------|-----------------------|--|---|---------------------------------|
| Section One: Areas where there may be scope to use insurance to help manage risk |                 |                       |  |   |                                 |
| Property and contents owned by the council                                       | Loss or damage  | H                     | An up to date register of assets and investments, review bi-annually | <p>Agree current asset register @ Annual Meeting of PC in May</p> <p>Update register to include any new assets e.g. street signs (required for insurance renewal 01/12/24) &amp; approve @ Oct PC meeting.</p> <p>Clerk to review throughout the year as and when assets are bought/ disposed of.</p> | <p>May 2024</p> <p>Oct 2024</p> |

|  |                    |     |   |   |                          |
|--|--------------------|-----|---|---|--------------------------|
| Damage to third party property or individuals  | Public liability   | L   | Property maintenance and insurance cover, review annually | Insurance renewal due 01/12/24 therefore cover to be reviewed in advance<br><br>Policy for inspection Annual Parish Meeting   | Oct 2024<br><br>May 2024 |
| Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party | Public liability   | L   | Annual review of risk and the adequacy of cover           | Insurance renewal due 01/12/24 therefore cover to be reviewed in advance  | Oct 2024                 |
| Loss of cash through theft or dishonesty   | Fidelity guarantee | L   | N/a no cash   | None  | N/a                      |
| Legal liability as a consequence of asset ownership  | Public liability   | L/M | Property maintenance and insurance cover, review annually | Insurance renewal due 01/12/24 therefore cover to be reviewed in advance<br><br>Policy for inspection @ Annual Parish Meeting | Oct 2024<br><br>May 2024 |
| Section Two: Working with others to help to manage risk  |                    |     |   |   |                          |
| Security for vulnerable buildings, amenities or equipment  |                    | M   | Regular informal sightings                                | None  | Mar 2025                 |

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| The provision of services being carried out under agency / partnership agreements with principal authorities | Standing Orders and Financial Regulations deal with the award of contracts    | L | NA   | None  | Mar 2025 |
| Banking arrangements, including borrowing or lending   | Detect and deter fraud or corruption  | L | <ul style="list-style-type: none"> <li>• Member of Finance WG to cross-check every bank statement with financial records.</li> <li>• All BACS payments to be set up by the Clerk then authorised online by two cllrs with authority to do so.</li> </ul> | Clerk to provide bank statements to member of Finance WG on a regular basis for cross-checking.                               | Mar 2025 |
| Ad hoc provision of amenities/facilities for events to local community groups                                | Public Liability  | L | Provision of PC's gazebo and/or bbq (informal 'hire' in return for donation to playground fund)  | Ensure any borrowers sign 'hire' document/waiver. Gazebo/bbq to be checked before and following 'hire' to ensure safe to use. | Mar 2025 |
| Vehicle or equipment lease or hire   |   | L | NA   | None  | Mar 2025 |
| Trading units (leisure centres, playing fields, burial grounds, etc.)  | External contractors for maintenance  | L | NA   | None  | Mar 2025 |
| Professional services (architects, accountancy, design, etc.)  | Standing Orders and Financial Regulations deal with the awarding of contracts | L | Accountancy - close scrutiny by Chair of Finance Working Group, otherwise NA   | None  | Mar 2025 |

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| Hambledon Greening Working Group - association with Denmead & Hambledon repair Cafe (DHRC) | Reputation damage  | L | Grants to be in the name of DHRC; be paid directly to DHRC bank account; & constitution to make clear that it is a separate legal entity to Hambledon Greening (HG). | Clerk to ensure DHRC constitution is satisfactory & monthly updates on DHRC received from HG & reported at full PC meetings. | Mar 2025 |
|  |  |   |  |  |          |
| Section Three: Self-managed risk   |  |   |  |  |          |
| Proper financial records   | In accordance with statutory requirements                  | L | Annual independent audit   | None   | Mar 2025 |
| Business activities  | Ensuring that they are within the legal powers of councils | L | Tennis provision   | None   | Mar 2025 |
| Borrowing  | Complying with restrictions                                | L | NA   | None   | Mar 2025 |
| Employment law and Inland Revenue regulations  | Ensuring that requirements are met                         | L | Close monitoring of Clerk  | None   | Mar 2025 |
| VAT  | Ensuring that requirements are met under HMRC regulations  | L | Close monitoring of Clerk. VAT claims to be forwarded at least twice per year  | None   | Mar 2025 |

|                           |   |   |  |                          |          |
|---------------------------|---|---|--|--------------------------|----------|
| Annual precept            | Ensuring adequacy within sound budgeting arrangements   | L | Detailed work Dec and Jan and seek advice from HALC on sensible balance creditor   | None                     | Mar 2025 |
| Monitoring of performance |   |   |  |                          |          |
| Grants                    | Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137 | L | All applications to be made in writing on approved form after due advertising. All applications to be duly considered against rival bids after a published deadline. | Ongoing close monitoring | Mar 2025 |
| Council Minutes           | Proper, timely and accurate reporting of council business in the minutes                                      | L | Close monitoring of Clerk  | None                     | Mar 2025 |
| Rights of inspection      |   | L | Day to be published  | None                     | Mar 2025 |
| Quality parish status     | Meeting the requirements for Quality parish status or other accreditation                                     | L | NA   | None                     | Mar 2025 |
| Document control          | Proper systems  | L | Close monitoring of Clerk  | None                     | Mar 2025 |

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|--|---|---|--|---|----------|
| Register of Members' Interests and Gifts and Hospitality | In place, complete, accurate and up to date | L | Review and Signature at Annual Meeting of the PC | Review for all cllrs May 2024 (following election where relevant) | May 2024 |
|--|---|---|--|---|----------|