

HEATH CHARNOCK PARISH COUNCIL – RISK ASSESSMENT REGISTER

RISK IDENTIFIED	RISK DESCRIPTION	ACTION REQUIRED
Procedural	Election of Chair and Deputy Chair and any other Committees	Election at Annual Meeting of the Parish Council
	Loss of Chair or Deputy Chair between meetings	Election at next Parish Council Meeting
	Loss of Clerk	Advertise and Appoint by full Parish Council
	Loss of Councillors by resignation/other	Advertise the vacancy on Notice Boards and follow either procedure for an Election, or procedure for co-option if no Election is called.
	Absence of both Chair and Deputy Chair at Parish Council Meeting	Attending Councillors vote for a Chair for that Meeting only
	Meeting is inquorate	Meeting invalid unless 50% of members are present. (Minimum of three).
	Conflict of Interest	Any conflict or prejudicial interest to be declared at each meeting.
	Misconduct of Councillors	Councillors will conduct themselves in a manner reflecting their position at all Council and other meetings where they represent the Parish Council.
Financial	Setting Annual Precept	Councillors to set a realistic Precept to reflect the next financial year's requirements and current inflation rates and/or future unforeseen expenditure.
	Monies held in reserve	Council should maintain a modest reserve to deal with any unforeseen emergency.
	Expenditure	Expenditure by cheque to require two signatories out of three. Monies for the Clerk's salary and donations to be agreed by the Councillors present at Parish Council meetings.
	Misuse of Council monies	Chorley Council Chief Executive to be notified.
	Insurance of Council and Councillors against third-party risks. Also loss or damage of Parish Assets	Parish Council to carry adequate insurance cover.
Corporate Issues – Administration	Meeting records and Minutes: Preparation and Distribution	Distribution to Councillors, Notice Boards, and Parish Website. Signed copy to be kept in Minute Book and held by the Clerk.
	Parish Records	Maintained in a readily accessible form by the Clerk.
	Audited Accounts	To be prepared annually up to 31 March by the Clerk, and to be submitted for internal and external Audit and for approval by the Parish Council.
	Appointment of Internal Auditor	To be agreed at the Parish Council Meeting
	Freedom of Information and General Data Protection Laws, 2018	Documents to be kept by the Clerk and made available for viewing by appointment and agreed procedures to be followed.

Reviewed at HCPC Parish meeting on 10 May 2018 Signed J.G.Ashworth (Chairman). Dated 10 May 2018