

## HEATH CHARNOCK PARISH COUNCIL – RISK ASSESSMENT REGISTER

| RISK IDENTIFIED  | RISK DESCRIPTION   | ACTION REQUIRED   |
|--|--|---|
| <b>Procedural</b>  | 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.              |
|  | <b>Financial</b>   | Setting Annual Precept  |
| Monies held in reserve   |  | Council should maintain a modest reserve to deal with any unforeseen emergency.   |
| Expenditure  |  | Expenditure by cheque to require two signatories. 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.   |
| <b>Corporate Issues – Administration</b>   |  | Meeting records and Minutes: Preparation and Distribution   |
|  | 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   | Documents to be kept by the Clerk and made available for viewing by appointment.  |

Signed J.G. Ashworth (Chairman). Dated: 14<sup>th</sup> April 2016.