

COTFORD ST LUKE PARISH COUNCIL
RISK ASSESSMENT AND INTERNAL CONTROLS SEPTEMBER 2025

Area	Risk	Level*	Control
Finance	Banking	M	Current and deposit accounts held at with The Unity Trust bank. Cash cannot be withdrawn Funds can be transferred between accounts once scheduled by The Clerk and authorised by two signatories. FSCS compensation scheme covers up to £85,000 per institute
	Loss of cash through theft or dishonesty	M	No income sources other than Precept from Somerset Council. If funds received in future this would be through online bank transfer. If online banking not possible a cheque is permissible and posted to Unity Trust bank for deposit. No cash payments received. Internal auditor checks financial records to invoices and cheque/paying in book and bank statements. Money at Clerks or Councillors dwelling cover by insurance up to the sum of £250 No cash float to be held. Officials and Trustees insurance of £250,000
	Financial controls and records	L	Monthly bank reconciliation prepared by the Clerk, checked by Councillor. Copies of the receipts and payments account and bank statements are emailed to this Cllr with the bank reconciliation monthly for checking. Two signatories required to authorise all online payments, cheques payments are no longer made. The Clerk schedules all online payments and holds the cheque book – although no longer used. Internal audit carried out half yearly and external audit annually.
	Compliance with VAT refund	L	VAT payments and claims calculated by the Clerk. Internal auditor checks.
	Sound budgeting to underlie annual precept	L	3-year forecast and detailed budget overview in November to determine precept request. Precept request sent to Somerset Council in January. All income and expenditure is reported to Council at every meeting. Reports are produced to compare budget to actual spend at every meeting.
	Compliance with borrowing restrictions	L	Yes, should the Council require borrowing

Adopted September 2025

Liability	Risk to 3 rd party, property or individuals	M	Public Liability Insurance £10,000,000 Personal accident insurance covers: Councillors, Clerk and Voluntary workers. Reviewed annually.
	Legal liability as consequence of asset ownership	L	Up to date asset register maintained. Not considered worth insuring benches, noticeboards and dog bins against damage. Laptop covered by the insurance policy.
Employer liability	Compliance with employment law	L	Employers Liability insurance £10,000,000 in place. Clerk keeps Council informed of employment requirements.
	Compliance with HMRC requirements	L	RTI submissions completed monthly PAYE payments made monthly Clerk undertakes all dealings with HMRC. Auto Enrolment implemented for eligible staff Internal auditor carries out checks at each inspection.
	Safety of staff and visitors	M	Health & Safety risk assessments carried if volunteers are used. Risk assessments to be carried out before any public event for which the Parish Council had sole responsibility. Personal accident insurance of £250,000 and public liability insurance of £12,000,000 in place.
Legal liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on any new proposals. Legal advice sought where necessary.
	Proper and timely recording via the minutes	L	Council meets 6 times a year, including the Annual Parish meeting and the annual meeting of the Parish Council. Parish Council minutes are distributed to Members and are made available to the public via the Clerk and on the web site. Defamation insurance of £250,000 in place
	Proper document control	L	Legal documents kept by Clerk. Other data stored in accordance with the Data Protection Act. Historic data transferred to Parish Council records office. All documentation backed up to the Cloud
Councillor propriety	Registers of interest and gifts and hospitality	L	Registers in place and available for inspection. A copy of all members forms are returned to Somerset Council.

***L – Low M – Medium H - High**

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