

Millbrook Parish Meeting
Risk Assessment
April 2023

Risk Identified	H/M/L	Management	Action	Review
Precept not paid	L	Check with bank & confirm to PC	Clerk – April each year	
Precept not adequate	L	Regular review of expenditure versus budget.	Clerk & Finance Portfolio Holder 6 monthly. PC annual review	
Level of general reserves inadequate	L	Review annually, maintain within 3-12 months guideline.	PC annual review	
Inadequate Public Liability Insurance	M	Annual insurance review	PC annual review	
Loss of deeds	L	Land Registry	None	
Loss of Minutes	L	Clerk to retain originals. Electronic versions to be files on internet. Regular back up of files	Clerk	
Improper payment	M	2 members to sign every cheque – and initial cheque stub. Invoices to be checked before payment. Non-budgeted expenditure agreed at PC meetings.	Clerk regular bank reconciliation Audit annually	
Assets damaged	L	Inspect assets annually	Finance Portfolio Holder	
Assets missing	L	Review of asset register annually	Finance Portfolio Holder	
Inability to recruit enough Councillors	L	Central Beds would take control of Parish requirements	None	