

BLAKENEY PARISH COUNCIL - FINANCIAL RISK ASSESSMENT

(Including Internal Audit Controls)

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Clerk/RFO

	Description, Location & Staff Involved	Control Measures – are designed to reduce the financial risk of the Parish Council to an acceptable level.
Risk No. 1	<p>Loss or theft of Carnser Car Park Takings.</p> <p>Blakeney Quay.</p> <p>Clerk/RFO, 2 Car Park Attendants & National Trust Staff.</p> <p><i>PDQ (contactless payment machine – to be discussed with The N/T on 11th May 2021)</i></p>	<ul style="list-style-type: none"> • All 'payers' must purchase and display a Pay & Display numbered ticket. • 'National Trust Members', parking, must also display a ticket. • All monies received should be banked/collected in a timely manner, this will be carried out by the National Trust & Blakeney Parish Council. • Cash holdings should be kept to a minimum, and are only in operation in the event of the Pay & Display machine being out of order. Then a serial numbered ticket is sold by the attendant. Starting numbers and end numbers are recorded and the cash collected by The National Trust or Blakeney Parish Council. • Daily reconciliation sheet to be completed by the National Trust. • Parking charges should be reviewed on a regular basis (annually) and displayed accordingly. • Ticket rolls issued and controlled by the Clerk/RFO. • Each attendant is given a £200 float at the beginning of each season. This is signed for by the attendant and the Parish Clerk.
Risk No. 2	<p>Service interruption due to long-term absence of Clerk of the Council/RFO.</p> <p>Parish Council Office.</p> <p>Clerk/RFO.</p>	<ul style="list-style-type: none"> • Access to system can be made by contacting Microshade in the event of an emergency situation only, and after completing security checks. You would contact David at Microshade on 01752 869052. He would then require a letter from the Clerk or the Chairman. This temporary access would be removed once the Clerk was back at work. • No other Officer employed by the Council, so Chairman and Vice-Chairman, should have a basic knowledge of where particular items are kept. • A current and up to date list of locum Parish & Town Council Clerks, provided by the 'Society of Local Council Clerks' who are available in an emergency is available via the Norfolk Association of Local Councils.

		<ul style="list-style-type: none"> • Two members of the Parish Council needed to sign cheques/authorise payment at any time. The BACS system has been approved by the Parish Council. Internal Auditor to check all BACS payments at least annually, ideally quarterly. (<i>Current adopted Financial Regulations apply.</i>) • All bank accounts names & account numbers, where any alternative signatory is listed, is recorded. • Any temporary signing arrangement should be obtained from the bank, recorded on their letterhead, and a copy retained on file. • Insurance – Ensure that financial cover for the long-term absence of the Clerk/RFO, (ie. to appoint and pay another in Clerks absence) is standard with any provider at the time of renewal.
Risk No. 3	<p>Loss or damage by fire, wind or weather or vandalism of council buildings, street furniture or other fixed assets.</p> <p>Various sites.</p> <p>Clerk/RFO, Car Park Attendants and any person carrying out work on behalf of the Parish Council.</p>	<ul style="list-style-type: none"> • Appropriate insurance cover will be held for all Council premises and items. • Insurance requirements to be reviewed annually. • Appropriate checks/inspections of Council properties, to be carried out on a regular basis, this to include an annual inspection of the 'play equipment' by a registered inspector, ie. ROSPA, The Play Inspection Co. etc. • A comprehensive list of all Council properties is to be held. (Asset register) • List of keyholders is to be retained. • Valuation of property to be reviewed annually.
Risk No. 4	<p>Authorisation and control of supply of goods and services to the Council.</p> <p>Clerk/RFO. Parish Council Office.</p>	<ul style="list-style-type: none"> • Supply of all goods and services regulated by the Councils Financial Standing Orders and controlled by the Clerk/RFO. • Strict control over all expenditure is maintained and the Clerk/RFO provides a detailed list to the Council on a regular basis.
Risk No. 5	<p>Banking & Investment Arrangements & Internal Controls.</p> <p>Clerk/RFO. Parish Council Office.</p>	<ul style="list-style-type: none"> • All banking arrangements and changes to banking services approved by the Council and recorded in the minutes. • All bank accounts are subject to appropriate signatory levels. (Minimum two signatures, depending on payment method.) • Two members of the 'Finance Committee', traditionally the Chairman and Vice-Chairman will go through the monthly list of payments and check them against invoices received. Both will then sign the list in addition to the RFOs signature. • All bank accounts are to be reconciled on a regular monthly basis and signed by the RFO and either the Chairman or Vice Chairman.

		<ul style="list-style-type: none"> • All payments to be authorised by the Council and noted in the 'Minutes', full appended list in Receipts & Payments file. • In the minutes, write, 'payments totalling £xxx were approved'. • Transfers between the current account and the higher interest account to be authorised by the Clerk/RFO. • Sample checks on all financial activity carried out randomly by the Internal Auditor. • Any changes to bank accounts and instructions must be made in writing with a copy on the file or 'Minuted'. • Council agreed to set up online banking; not used though as Councillors could not get past the random historic 'security questions/checks'; hence this has been suspended. • £100 cash float held in the Parish Office, counted regularly by RFO and signed off as checked at least every few months by the Chairman, Vice-Chairman or Internal Auditor. • 'Actual' checked to budget to be done at year end; ie. budget variances. • Clerk/RFO to recommend Reserve level, Council to approve final figure. • Authorised Accounting Software used; RBS Accounts, SAGE & Norfolk ALC. • Review Finance Regulations, make sure they reflect what actually happens, and amend if need be. • Review these Internal Controls for effectiveness once a year, minute this and make sure they reflect what actually happens. • The Council has appointed an independent and competent Internal Auditor (David Wright). The Internal Auditors report is submitted to the Council and he completes Section 4 of the Annual Return (AGAR). • Refer Internal Auditor to the 'Practitioners' Guide' at the start of each financial year. • The Councils External Auditors are PKF Littlejohn, who complete Section 3 of the Annual Return (AGAR); their comments and recommendations are reported to Full Council.
<p>Risk No. 6</p>	<p>Loss and interruption of agency services provided or administered on behalf of North Norfolk District Council & Norfolk County Council.</p> <p>Clerk to the Council.</p>	<ul style="list-style-type: none"> • Agreed agency services must be carried out in a timely and professional manner at all times. • Locum panel of experienced Clerks provided by SLCC available to manage services in event of absence of Clerk of the Council. • Insurance cover for public liability, business interruption and appropriate risk cover in place. • NNDC & NCC staff able to assist in an emergency.

	Parish Council Office.	
Risk No. 7	Employment, and control of staff and payroll. Parish Council Office, and Carnser Car Park. Clerk/RFO & Car Park Attendants.	<ul style="list-style-type: none"> • Clerk of the Council, has overall responsibility for the discretion and activities of all staff employed by the Council. • Personnel Committee approves the appointment, pay and terms and conditions of service of all employees and any 'significant' variations to same. • Personnel Committee approves all annual pay adjustments and changes in national terms and conditions of service. • Personnel Committee approves the standard Contract of Employment issued to all employees. • Payroll to be administered by the Clerk/RFO and will be checked & authorised by at least two members of the 'Finance Committee'. • Salary to staff members is to be made by BACS by the last working date of each month.
Risk No. 8	Loss of computer records. Parish Office. Parish Clerk/RFO.	<ul style="list-style-type: none"> • Back up is automatically taken daily, via the 'remote hosting' service as provided by Microshade and stored securely away from the Parish Office. • Back up easily retrieved by contacting Microshade. • Firewall defence – Antivirus protection should be periodically reviewed and is as part of the above package.
Risk No. 9	Loss or theft of Coronation Car Park Takings. High Street. Clerk/RFO.	<ul style="list-style-type: none"> • All 'payers' must purchase and display a Pay & Display numbered ticket or display a valid Residents Pass. • All monies received should be banked/collected in a timely manner, this will be carried out by the Clerk/RFO. • Cash holdings should be kept to a minimum • Serial numbers - starting numbers and end numbers are recorded. • Monthly reconciliation sheet to be completed by the Clerk/RFO.. • Parking charges should be reviewed on a regular basis (annually) and displayed accordingly. • Ticket rolls issued and controlled by the Clerk/RFO.