

LPC Risk Management Assessment (Risk description)	Risk Impact	Risk Prob	Risk response Mitigation
Loss of cash through theft or dishonesty	High	Low	Current LPC processes are designed to prevent the possibility of fraud We have no cash transactions, no pet cash. All cheques are authorised at LPC meetings on presentation of valid invoices cheques are signed by two councillors. All transactions are recorded in the minutes and authorised by the council Bank account
Regular bank reconciliation, independently reviewed	Low	Low	Reconciliation with cash book undertaken on an ongoing basis Bank reconciliation undertaken by internal audit and reviewed annually at the LPC meeting that approves the audit return
Legal liability as a consequence of asset ownership (public liability).	low	Low	Only assets that present public liability are the phone box and the village sign the sign is covered by public liability insurance The phone box is not covered but risk evaluation by LPC is that there is minimal to zero risk Following updates to the village sign Annual review of risk and the adequacy of cover.
Security for vulnerable buildings, amenities or equipment.	low	Low	LPC are trustees of the Letheringham and Easton Village Hall both the physical security and insurance cover are the devolved responsibility of the hall management committee their annual report submitted to LPC and EPC cover the security and insurance issues
Banking arrangements, including borrowing or lending	Zero	Zero	We have no requirements for borrowings or lending

Adequate documented internal controls are in place and being followed	Low	Low	Internal audit undertake a review of internal control and process
Minutes recorded to ensure legal powers are available, and the basis of the powers correctly applied.	Low	Low	The minimal financial transactions and limited powers exercised by LPC minimise the risk. Appropriate training of our Clerk ensures that we operate within our legal powers
Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary.			6 August 2012
Documented procedures to deal with responses to consultation requests.			
Documented procedures for document receipt, circulation, response, handling and filing.			
Procedures in place for recording and monitoring Members' interests			
Documented procedures to deal with responses to consultation requests			
Adoption of codes of conduct for members and employees			