

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 petty 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 as a body
Regular bank reconciliation, independently reviewed	Low	Low	Reconciliation with cash book undertaken on an ongoing basis, at bi monthly meetings, 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	<p>Only assets that present public liability are the phone box and the village sign the sign is covered by public liability insurance</p> <p>The phone box is not covered but risk evaluation by LPC is that there is minimal to zero risk</p> <p>Following</p> <p>Annual review of risk and the adequacy of insurance cover.</p>
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.	Low	Low	minimal Vat charges incurred and all vat has now been reclaimed 12 /6/2017	
Documented procedures to deal with responses to consultation requests.	low	low	all responses to consultations dealt with at LPC's bi monthly meetings	
Documented procedures for document receipt, circulation, response, handling and filing.	low	low	action required to bring up to date	
Procedures in place for recording and monitoring Members' interests	low	low	model standing order in place	
Documented procedures to deal with responses to consultation requests	low	low	action needed to bring up to date	
Adoption of codes of conduct for members and employees	low	low	model standing order in place	

approved & agrees 2017.36.6. minute Ref

