

## FINANCIAL RISK ASSESSMENT

Risk	Information	Action	Comments and actions
Town Clerk/Responsible Financial Officer/Accountant	Sudden Illness/death/ Leaving without notice	The computer based accounts to be held on the Town Council Laptop and saved to a separate memory base after each update to the accounts and for both the Laptop and memory base to be kept in the Town Council safe and keys to the safe to be held by the Town Clerk. The password for accessing the accounts to be held in the safe in a sealed envelope.	
Public Liability	Town Council Insurance Cover	Existing £5m for 2015 to be reviewed on an annual basis.	
Fidelity Guarantee	Indemnity to protect Council if Clerk, Treasurer or Cheque Signatories abscond with monies	Existing £250k for 2015 to be reviewed on an annual basis.	
Petty Cash	No petty cash to be held by the Council.	No action necessary. All items purchased to be claimed in retrospect on production of an invoice/receipt.	
Assault on Staff	Town Council Insurance Cover	Existing cover, Capital sum of £20k and a weekly payment of £50, to be reviewed annually.	
Contractors	Undertaking works for the Council	Contractors to have Public Liability Insurance when working for Council. Council to seek assurance that Contractors have PL Insurance.	
Grants for Trips/Adventure based Events and Galas	Run by Group Organisers	Council to seek assurance that groups have own Public Liability Insurance. The cost of this insurance can be grant aided by the Council.	
Financial Risk Assessment	Frequency of review and amendments	To be amended when necessary and to be reviewed on an annual basis.	