
BURTON PEDWARDINE PARISH MEETING

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RISK REGISTER

The following Risks have been identified by Burton Pedwardine Parish Meeting and these Risks Mitigated by the appropriate actions. This is a live document and is reviewed annually by the Parish Meeting.

No	Risk Description	Risk Mitigation	Level	Review Date
1	Bus Shelter The Bus Shelter was provided by Burton Pedwardine Parish Meeting and therefore shoulders the burden of Public Liability.	1. Public Liability Insurance Held with Allianz Cornhill (Policy No: AC/5278066)	Low	Next AGM Note: Policy Expires on 31/05/08
2	Bank Account Fraud The Parish Meeting holds public monies from the Parish Precept and needs to ensure that the Bank Account and the monies therein are protected from misappropriation.	1. Three Signatories to the Bank Account with minimum two required for all transactions (except deposits). 2. Annual Review of Bank Account by Internal and External Audit. 3. All spend must be pre-approved by the Parish Meeting	Med	Next AGM
3	Accounting Fraud The Parish Meeting holds public monies from the Parish Precept and needs to ensure that the monies are protected from misappropriation and fraudulent accounting.	1. Annual Internal Audit by Auditor appointed by Parish Meeting 2. Annual External Audit by Auditor appointed by the Audit Commission 3. Review of Accounts open to Members of the Parish Meeting at any time.	Med	Annually
4	Risk Register Risks may not be listed on the Risk Register	1. Annual Review of Risk Register by Members of the Parish Meeting	Low	Annually