

Key

✓	Completed or always ongoing
➔	Task still to complete

Risk Level Matrix

Likelihood	
1	Unlikely to happen, once in 20 years or more
2	Unlikely to happen, once in 10 years or more
3	Likely to happen, once in 4 years or more
4	Very likely to happen, once a year or happend recently

Impact	
1	Temporary of minor impact on Council (finance or reputation) and impact lasts less than a month
2	Some impact on Council (finance or reputation) and impact lasts less than three months
3	Substantial impact on Council with consequences (finance or reputation) with impact up to a year
4	Significant impact on Council with consequences (finance or reputation)with impact over a year

Likelihood x impact	1	2	3	4
1	1	2	3	4
2	2	4	6	8
3	3	6	9	12
4	4	8	12	16

Risk	Measures
1-4	Overall risk is low, regular monitoring but action not urgent
6-9	Overall risk is medium, monitoring essential and action required to mitigate risks
12-16	Overall risk is high, essential action is required immediately to manage risk.

**LOUTH TOWN COUNCIL
RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Acts , Regulations and Policies								
To ensure compliance with the Acts of Parliament, Council's financial regulations and code of conduct	Lack of knowledge of regulations and codes.	a)Experienced Town Clerk/Staff. b)Knowledge of new and updated regulations. c)All Councillors to have access to relevant training. New Councillors to attend Councillor training course within first 6 months. d)Ensure that all Councillors have access to relative Acts, Code of Conduct, Financial Regulations and Standing Orders. e)Give Councillors access to 'Good Councillor Guide'. f)Highlight essential parts and provide training where possible.	2x3=6	2x3=6	Initial timescale September 2021 then ongoing	✓	Town Clerk, Staff, Cllrs	May-24
	Standing Orders out of date	Include in next TC meeting or call an emergency meeting. Ensure Councillors understand new Standing Orders. SO to be reviewed at least once a year.	1x3=3	1x3=3	Initial timescale December 2021 then ongoing	✓	Town Clerk, Staff, Cllrs	May-24
	Actions by the TC outside of its powers as set out by Parliament.	Include in next TC meeting for ratification or call an emergency meeting. Councillors to ensure they understand powers of Parliamentary Acts.	2x4=8	1x4=4	Initial timescale July 2022 then ongoing	✓	Town Clerk, Cllrs and Staff	May-24
	Lack of commitment to regulations and procedures.	a)Regular reference to appropriate regulations in agenda items. b)Chairman of TC and Committees (as relevant) to be briefed on any known issues. c)No delegation of responsibilities to individual Councillors.	2x4=8	1x3=3	Initial timescale December 2021 then ongoing	✓	Town Clerk, Staff, Cllrs	May-24

To comply with appropriate Government legislation regarding disability, racial equality, safeguarding, Health and Safety etc.	Health and Safety. How is it managed, and how are staff and councillors advised on this? Responsibility for safeguarding children, young people and vulnerable adults. Information governance and management. Complying with Data Protection, FOI requests and possibly RIPA. Equal Opportunities. Communications. Lone Worker.	Produce and adopt relevant policies. Review at least annually.	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk	May-24
	Risk Management	Maintained by Town Clerk and approved by Council. Reviewed annually. See complete Policy Schedule.	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk	May-24

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RISK MANAGEMENT AND INTERNAL CONTROLS**

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COVID 19 Risk Assessment								
Following the pandemic procedures were put into place as per government legislation.	Risk to staff catching Covid from members of the public or contractors	a) Visitors encouraged to ring and book appointment b) Where possible, only one extra visitor/contractor on the premises at any time c) Visitors encouraged to wear a mask and use the anti bac liquid on entry.	2x3=6	2x3=6	As required	✓	Town Clerk, staff, Cllrs	May-24
Virtual meetings	Council being unable to operate due to staff illness	a) Purchase Zoom conference software b) All agendas and supporting papers available via email links to website c) Staff to aid Councillors in using Zoom d) Members of public and press able to join in zoom meetings	2x1=2	2x1=2	As required	✓	Town Clerk, staff, Cllrs	May-24
Member of Staff tests positive for COVID	Risk to rest of staff catching virus	a) Mayor and Chair of Personnel made aware of situation b) Office staff revert to working from home or alternately in office so never in office at same time. c) Cemetery staff sign in remotely d) Cancel any contractors or cleaners	3x2=6	3x2=6	As required	✓	Town Clerk, staff, Cllrs	May-24

<p>Carry out Covid 19 Risk Assesment - work places</p>	<p>Sessions House - Risk of virus to members of staff and visitors to Sessions House</p>	<p>a) Office created in reception so two office staff not sharing same office. b) Anti bac in all offices. c) Separate toilets for members of staff. d) Cleaning products in toilets. e) Cleaning products in kitchen. f) Cleaning products in foyer to clean handles and lights etc on a regular basis. g) Paper cups for non regular staff to use for coffee/tea. h) Masks to be worn when outside companies visiting ie cleaners and contractors.</p>	<p>4x2=8</p>	<p>4x2=8</p>	<p>As required</p>	<p>✓</p>	<p>Town Clerk, staff,</p>	<p>May-24</p>
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RISK MANAGEMENT AND INTERNAL CONTROLS**

Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Accounts								
To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	Lack of knowledge of Council regulations and procedures. Late or non-submission of annual accounts. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements. Inadequate audit trail from records to final accounts.	a)Financial Regulations included in Standing Orders. b)Appropriate accounting package used. c)Training taken / attended where available. d)Assistant to Town Clerk to have emergency access to finance package. e)End of year accounts overview / check by accounting package specialist f)Checks undertaken by Internal Auditor.	2x2=4	2x2=4	End of July 2021 and then ongoing	✓	Town Clerk and G&F Comte	May-24
Monitoring Expenditure effectively	Inadequate internal controls regarding expenditure	a) Checks by Responsible Finance Officer and Internal Auditor b) Summary of finance submitted to Council with payment information.	2x3=6	2x3=6	End of May 2021 and then ongoing	✓	Town Clerk and G&F Comte	May-24
	National pay awards increase staff salary budget above budget.	a) Town Clerk to be aware of any potential salary rises above inflation. b) Earmarked reserve to be nominated to transfer funds from should (a) be the case.	1x3=3	1x2=2	End of May 2021 then ongoing	✓	Town Clerk and G&F Comte	May-24
Efficient payments procedure in place	Transfer of Funds	Transfer requests signed by two authorised signatories prior to transfer.	1x3=3	1x3=3	Ongoing	✓	RFO	May-24

	Cheque book payment procedure not carried out correctly	<p>a) All cheques signed by 2 of 4 authorised signatories (all Councillors).</p> <p>b) Keep signatories to a minimum but consistent with practicalities.</p> <p>c) Usually keep no blank cheques signed, but in emergencies such as Covid and Lockdown, any blank cheques to be kept in the safe. Photos of these processed cheques then sent to Councillors and kept on file.</p> <p>d) Online banking to be set up purely so in place should further emergency measures be taken with the pandemic.</p>	2x2=4	2x2=4	End of May 2021 then ongoing	✓	RFO	May-24
	Payments made without adequate control	<p>a) Ensure all payments are approved in Council meetings and recorded in the minutes.</p> <p>b) Record all payments made electronically on computerised accounting system</p> <p>c) Record the cheque number on the relevant hard copy invoice and invoice is retained on file with its relevant signed cheque schedule.</p> <p>d) Random checks carried out by FOG Chairman.</p> <p>e) Keep cash payments to a minimum for sundry items but avoid if possible. (see petty cash).</p> <p>f) No cash payment can be made for approved sundry item without a receipt (VAT where applicable).</p> <p>g) Direct Debits to be set up for Utility Service payments.</p>	3x1=3	3x1=3	Ongoing	✓	Town Clerk and G&F Comte	May-24
	Town Clerk taken ill or leaves without immediate replacement	<p>a) Ensure that Assistant to the Clerk has knowledge of electronic Accounting Software.</p> <p>b) Ensure when online banking is set up that Assistant Clerk has authority as a user.</p> <p>c) Ensure all written procedures and instructions are documented and kept up to date.</p>	2x2=4	1x2=2	End November 2021	➔	Town Clerk and Assistant to Town Clerk	May-24

Administering Grants correctly	Administering Grants incorrectly	<p>a)Requests for grant-aid have to be submitted on standard pro-forma together with balance sheet or supporting data.</p> <p>b)Applications to comply to given criteria for grants.</p> <p>c)Application included as agenda item at special grant consideration meeting.</p> <p>d)If approved payment made following approval.</p> <p>e)Details of minute number and cheque recorded on pro-forma and filed in grant-aid file.</p>	1x3=3	1x3=3	Ongoing	✓	Town Clerk, Staff, Cllrs	May-24
Making VAT Claim	VAT claim not properly accounted for, resulting in loss of VAT return	<p>a)Ensure all receipts have VAT number and VAT value recorded where applicable.</p> <p>b)Record VAT electronically in computerised accounting system and reclaim annually.</p> <p>c)Copy of claim filed in VAT file, with payment slip.</p> <p>d)Payment recorded electronically in accounting system.</p> <p>e)Paid by Direct Credit.</p> <p>f)Ensure appropriate publications held and that Clerk has good knowledge of regulations.</p>	2x3=6	1x3=3	Ongoing	✓	Town Clerk and Staff	May-24
Correct procedure of receiving payments	Receiving cash payments - difficult audit trail	<p>a)Avoid cash payments and receipts if possible.</p> <p>b)Where unavoidable bank after validation.</p> <p>c)Enter in bank paying-in book with receipt number.</p> <p>d)Credit entered electronically into computerised accounting system.</p> <p>e)Records presented to council.</p> <p>f)Complies with Financial Regulations.</p>	2x3=6	1x3=3	Ongoing	✓	Town Clerk and Staff	May-24
Securing income sources	Income revenues not received or followed up for non payment, or potential income not pursued.	<p>a) Keep records of regular annual income streams.</p> <p>b) Ensure all burial records are cross checked for payments made and invoices sent.</p> <p>c) Keep regular check on all invoices sent out and cross check payments made.</p>	3x2=6	2x2=4	Set up more detailed calender of all expected payments for 2021/22 by June 21	✓	Town Clerk and Staff	May-24

Administration of payment into bank account	Paying in book not completed correctly	Clerk to check with quarterly monitoring. Internal audit check.	3x1+3	3x1+3	Ongoing	✓	Town Clerk and Staff	May-24
Cheque book signatory process	Signatory leaves or is not re-elected	Add item in TC agenda or be prepared to call an emergency meeting before relevant Councillor(s) retires/leaves to add/change signatories	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	May-24
Proper electronic payments process	Lack of paperwork for direct credits	a)Recorded electronically in computerised accounting system. b)Receipt raised and kept (or copy kept) in accounts file. c)Complies with Financial Regulations.	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	May-24
Effective bank reconciliation	Ensuring correct Bank Reconciliation	a)Monthly bank statements checked against all payments/receipts entered on accounting system. b)Kept in accounts file and reconciled by Town Clerk. c)Endorsed by FOG (financial Overview Group).	1x3=3	1x3=3	Ongoing	✓	Town Clerk, Staff and FOG	May-24
Proper petty cash procedure	Keeping petty cash for stamps/diesal etc	a)Cash - small float kept in container in locked cabinet. b)Transactions entered in petty cash account on electronic accounting system. c)Receipts filed in petty cash file. d)No more than £250 to be kept in Petty Cash. e)Town Clerk, Assistant or Bank Signatories can cash petty cash cheque at the bank.	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	May-24

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Salaries								
To ensure that salaries paid to employees and amounts paid to contractors are paid in line with council regulations, and are adequately monitored.	Town Clerk Town Clerk's Assistant Cemetery Staff x 2 are not paid correctly or on time.	a)Salaries set annually by NJC agreement and vote of Personnel Committee. b)Income tax, N.I. deducted as per HMRC real-time software. c)All details recorded electronically on computerised accounting system and backed up. d)Superannuation /pension contributions deducted and remitted to relevant bodies monthly. e)Ensure employee regulations are available and understood by Clerk. f)Records checked by internal auditor.	1x3=3	1x3=3	Ongoing	✓	Town Clerk	May-24

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Budget								
To ensure that the annual precept is applied for and requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.	Annual Budget - Lack of knowledge of budgetary process and Council regulations. Lack of commitment to budgetary process. Inadequate consideration of requirements for annual precept.	a)Precept, calculation and increase/decrease approved by Council. b)Council approves submission of the application for the Precept by the Town Clerk. c)All Councillors involved in budgetary process. d)Budget discussed annually by committee and FOG and recommended to Full Council. e)Running total of expenditure against budget heads maintained by Town Clerk and presented to Committee. f)Expenditure recorded in minutes, complies with Financial Regulations and delegated authority defined as required.	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Cllrs	May-24

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Property								
To carry out adequate safety checks on all buildings, properties and equipment for	Sessions House could suffer damage if checks are not made - ie fire or flood	a)Condition monitored by employees with routine daily/weekly inspection. b)Monthly testing of Fire Alarm system, monthly Emergency Lights. c)Contractor carries out regular alarm, emergency lights and fire extinguisher checks d)All alarms externally monitored with 3 nominated councillor keyholders. e)Risk assessments carried out. f)Fire and Rescue assessment carried out. g)Limit to number of occupants adhered to. h)Small building maintenance issues dealt with by Town Clerk on nominated contractor basis. i)Periodic inspections adhered to. j)Contingency for business continuation short term - home working/hire of meeting places/other authorities, medium term rental of office premises/meeting places k)Be aware that the car park at Sessions House is used by the neighbouring property for access, and that they are obligated to keep the area safe for councillors/staff/public accessing the area.	1x4=4	1x3=3	Ongoing		Town Clerk and Staff	May-24

which the Council is responsible.	Cemetery Chapel could suffer damage if checks are not made - ie damp, fire or flood	<p>a)Condition constantly monitored internally and externally by Cemetery Staff.</p> <p>b)Gates now with mesh wire to prevent combustible material setting wooden doors alight</p> <p>c)Combustible materials kept out of general view in Cemetery to prevent arson attacks</p> <p>d)On report Community Resources Committee effect any necessary repairs and improvements where resolved.</p>	2x3=	1x3=	Ongoing	✓	Town Clerk and Cemetery Staff	May-24
	Cemetery Chapel - St. Aethelheards could suffer damage if checks are not made - ie damp, fire or flood	<p>a)Chapel used exclusively by Orthodox Christian community (5 year agreement) who pay rent and are charged for electricity used by Town Council.</p> <p>b)Exterior monitored constantly by both Orthodox Minister and Cemetery Staff on whose report the Community Resources Committee effect any necessary repairs and improvements where resolved.</p> <p>c)Internal condition monitored by Orthodox Minister and attended to as with external repairs and improvements subject to negotiated contribution from Orthodox Community.</p>	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Cemetery Staff	May-24
Town signs/seats/bins/speed signs	Town Council equipment could suffer damage or cause an accident	<p>a)Condition checked and repairs instigated as required.</p> <p>b)Photos taken of items.</p> <p>c)Rolling programme of repair, or replacement as necessary.</p>	2x3=6	2x3=6	Ongoing	✓	Town Clerk, Staff and Councillors	May-24
Gravestone Safety and Topple Testing	Gravestone could fall onto member of public or be a trip hazard	<p>a)Rolling programme of routine checks implemented and documented</p> <p>b)Photographs taken</p> <p>c)Paperwork completed</p> <p>d)Hazardous stones laid flat, hazard tape used and notice of action taken put on headstone</p>	1x3=3	1x3=3	Ongoing	✓	Town Clerk and Staff	May-24

Keys	Keys are lost or unavailable	<p>a)To Sessions House Accommodation Nominated Key Holders, Town Clerk, Assistant and Mayor.</p> <p>b)Cemetery Staff and Town Clerk assorted cemetery keys.</p> <p>c)Van keys (x2) kept in office overnight unless Town Clerk is away and then one set of keys kept by Senior Cemetery Staff member.</p> <p>d)All other keys ie for notice boards kept in office.</p>	1x3=3	1x3=3	Ongoing	✓	Town Clerk, Staff and Cllrs keyholders	May-24
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Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Assets								
To identify, value and maintain all assets of the Town Council and ensure that asset registers are complete, accurate and properly maintained.	Lack of knowledge of assets of Town Council. Assets lost or misappropriated. Inadequate or inaccurate valuation of the Council's assets. Asset register inadequately maintained.	a)Asset Register established and maintained by Town Clerk. b)Register includes all assets, values and insurance values and is used as the basis for the insurance review process. c)Asset register updated as and when required, but at least once a year. d)Leases of assets kept in the safe, and now acquiring electronic file copies. e)The LTC Pool Van to be maintained, kept road-worthy and checked regularly by staff as per the Vehicle Usage & Driving at Work Policy	1x3=3	1x3=3	All leases to be digitalsed	✓	Town Clerk and Assistant	May-24
Valuations	Ensure evaluation of all Louth Town Council properties every 5 years	Contract a RICs Surveyor to evaluate to cost of rebuilding each property, including demolition work (not land) for insurance purposes. Sessions House, 2 chapels, cemetery toilets, storage building at cemetery, Hubbard's Hills toilets, Old Mill House,	1x3=3	1x3=3	Last undertaken in Feb 22 (except Old Mill House due to illness) which should be undertaken as soon as available	✓	Town Clerk and Staff	May-24
To identify those assets which have out dated valuations	Inadequate or inaccurate valuation of the Council's assets.	a)Asses to be regulary re-assesed every 5 years	1x3=3	1x3=3	Ongoing	✓	Town Clerk Cllrs and Assistant	May-24

Christmas Decorations erected in the town centre	Decorations not erected or erected in such a manner that it is detrimental to people or property	<p>a) H&S assessment undertaken prior to erection of tree.</p> <p>b) Tree currently given free of charge by local business</p> <p>c) Contractors used to erect tree. LTC staff on hand during erection. Carried out very early in morning before traffic and people become an issue.</p> <p>d) Specialist contractors used to carry out catenary wire load test</p> <p>e) Electrical contractors erect overhead lights.</p> <p>f) Electrical contractors add lights and decorations to tree.</p> <p>g) 12 foot barriers x 4 secure Christmas tree and metal sheaf which trunk is installed into.</p> <p>h) Crib erected by LTC staff.</p> <p>i) 4 banners cover barriers which are attached by staff.</p> <p>j) Removal of tree and light carried out by contractors in reverse.</p>	2x4=8	2x4=8	Ongoing	✓	Town Clerk Cllrs and Assistant	May-24
Financial Investment	That investments be insecure. That investments are not receiving a good rate of return.	<p>a) All deposit accounts to be reviewed every 3 years by FOG.</p> <p>b) Ensure that excessive funds are transferred to the deposit accounts annually.</p>	2x3=6	1x3=3	Ongoing	➔	Town Clerk and FOG	May-24
Ensure cost of charges keeps in line with inflation	If fees do not increase in line with inflation then the cost of the precept will have to increase to raise the budget	a) Review the costs of charges made with regards to all assets each year - initially by FOG.	3x2=6	2x2=4	Ongoing	➔	Town Clerk and FOG	May-24
Ensure contractors have public liability insurance	That the council would be liable for accidents caused by contractors therefore a risk to our assets	Contractors public liability insurance requested annually and a copy kept on file	2x3=6	2x3=6	Ongoing annually	✓	Town Clerk and staff	May-24
Keep full list of all assets and stock	Full inventory cataloging all items at Sessions House in case of risk of fire	Digitalised inventory of all items with photos at Sessions House	1x4=4	1x4=4	Ongoing annually	✓	Town Clerk and staff	May-24

Ensure contractors have risk assesment in place		Risk Assemssment requested annually	3x3+9	2x3=6	Ongoing	✓	Town Clerk and staff	Mar-23
Ensure funeral masons are member of NAMM/ BRAMM	Masons not installing headstones correctly to the latest H&S specification therefore a risk to LTC assets	Associations body for masons, sign up for the latest installation of H&S - there membership or certificate is requested annually	2x3=6	2x3=6	Ongoing annually	✓	Town Clerk and staff	May-24

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Aim	Risk	Method to Minimise Risk	Current Risk Level (likelihood x Consequence)	Managed Risk Level	Timescale to Achieve	Status	Responsible	Review Date
Staffing								
Continuation of services and procedure	Administration sustainability should member of staff absent	Preparation of procedure notes to cover all tasks performed to create an LTC manual.	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk	May-24
	Loss of senior staff. What are the provisions for training replacements or hiring interim staff?	a) Operating procedures to be documented. b) Personnel Committee to review training. c) Deputy Town Clerk to be appointed. d) LALC provide interim advice and access to relief staff on request.	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk	May-24
Liability of officers/councillor statements or actions	Damage to the council's reputation via the actions or statements by councillors or officers.	a)See Media Policy. Councillors should be aware that their behaviour in public and on social media impacts on the reputation of the Town Council as a whole. b)Councillors cannot speak to press/organisations on behalf of the Council without consent by the Council. c)Any press statements to be checked with/ given out by the Town Clerk d)Adherence to Code of Conduct. e)Councillors to adhere to meeting rules as per Standing Orders f)Advice given by Monitoring Officer to Councillors.	3x2=6	3x2=6	Ongoing - but needs further work	✓	Town Clerk, Mayor, Cllrs and staff	May-24
Staff safety at Cemetery	Staff working alone have accident or are ill	Lone Working policy - Staff working alone are checked on every hour.	3x2=6	3x2=6	Ongoing	✓	Town Clerk and staff	May-24
Staff safety	Staff attacked in main offices	Magna lock on reception door with video camera and speaker. Also see Lone Worker Policy	1x3=3	1x3=3	Ongoing each year	✓	Town Clerk and staff	May-24

Staff mental health	Workload due to inadequate staffing causes mental health issues and staff resignations/illness	<p>a) Consider overall resources and impact on staff when considering new projects.</p> <p>b) Allow for additional staff hours in times of potential risk.</p> <p>c) Monitor that staff are coping with new projects/time.</p> <p>d) Staff annual reviews undertaken.</p>	2x3=6	1x3=3	Money for minimal extra hours included in 2022/23 budget	➔	Town Clerk and Pers Comte	May-24
Staff has basic first aid training should other staff or members of public require help	That member of staff is very ill or has an accident on site and other members of staff are unable to assist	a) Staff have all attended a first aid course - Ensure staff attend refresher courses.	3x2=6	2x2=4	Ensure staff attend courses regularly.	➔	Town Clerk, Mayor, Cllrs and staff	May-24

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Sundry								
"Over the horizon" challenges	This means things that might happen in future that LTC can't control: pandemic, population growth, an ageing population, climate change, external government policy, financial changes. These are things that might be tracked through statistics to predict where they're going.	a)To work with East Lindsey Area Forums, Lincolnshire Resilience Forum etc. b)To receive and disseminate information required from local authority and central government. c)Ensure wide circulation of information through social media and website.	3x2=6	3x2=6	Ongoing through	✓	Town Clerk and staff	May-24
	Address Flood Risk Issues	a)Flood alert warning information to Office phone b)LTC payment to maintain Flood alleviation scheme	3x2=6	3x2=6	Ongoing	✓	Town Clerk, staff and Cllrs	May-24
	Treasury management. Are funds invested safely and at a decent rate of return.	Reviewed annually by FOG and recommendations to Council via Governance and Finance Committee.	2x2=4	2x2=4	Ongoing	✓	Town Clerk and FOG	May-24
	Elections and high councillor turnover, resulting in having new councillors with little experience in Local Council.	Training and reserve funds created for election costs.	2x2=4	2x2=4	Ongoing	✓	Town Clerk and Councillors	May-24

	Long term effects of how Brexit will impact the Town Council e.g., through devolution.	Monitor local government networks and announcements.	3x2=6	3x2=6	Ongoing	✓	Town Clerk and Cllrs	May-24
	Reduction of funding on public sector partners.	a) Monitor payments awarded to private organisations b) Be aware of updates from ELDC and LCC. c) Monitor precept ceiling whitepaper.	3x3=9	3x2=6	Ongoing	✓	Town Clerk and Cllrs	May-24
Arrangements with 3rd party resource / service partners	Resilience and quality of arrangements with 3rd party partners e.g., HH and CCTV.	a) Request of annual (at least) overview and financial reports to be received b) Accounts of grant applicants and Hubbard's Hills scrutinised annually by G&F before funding awarded. c) Bring to the attention of the Council any concerns regarding partners.	3x3=9	3x2=6	Ongoing	✓	Town Clerk and Cllrs	May-24

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IT and Records								
Council's networking and IT system is safe	IT system is breached.	a) Council uses networking company from Lincoln. b) Anti virus on all Council pcs and laptop. c) Storage is backed up on separate hard drive (to be encrypted in March 2021) d) Storage is backed up on UK Cloud hosting. e) Website is UK cloud hosting. f) Copies of passwords kept in two different safe places. g) Council email passwords must not be changed by councillors / staff unless authorised. h) Councillors to report any breached email addresses.	2x3=6	2x3=6	Ongoing	✓	Town Clerk, staff and Cllrs	May-24
Accessing files if working from home	Unable to access files in crisis	a) Cloud can be accessed and downloaded from but not uploaded to due to expense of the system to do this. b) Check system weekly to make sure it has not logged out. c) Live drive account now added so files when working from home can be uploaded and shared between staff – only current files shared.	2x2=4	2x2=4	Ongoing	✓	Town Clerk and staff	May-24

Website accessibility and efficiency	Website is not available to use or is out of date	<p>a) Hosting on UK servers (Lincoln based company)with cared for hosting so that plugins and software up updated to ensure site is not compromised</p> <p>b) Wordpress system is used worldwide with Elementor page builder</p> <p>c) Accessibility for WCAG 2.0 undertaken in 2021.</p> <p>d) Both staff know how to update. TC Assistant built the site and so understands it well.</p>	2x2=4	2x2=4	Ongoing	✓	Town Clerk and staff	May-24
GDPR	Old information relating to personal details are still on the digital system	a) Follow the GDPR Policy.	2x2=4	2x2=4	Ongoing	✓	Town Clerk, Councillors and staff	May-24
Hard copy files and records	Ensure hard copy files, especially those such as grave records, leases and finance are kept in a safe environment should Sessions House be compromised	<p>a)Leases are kept in the safe.</p> <p>b)Leases photographed/scanned and kept digitally also</p> <p>c)Photos taken of the grave books.</p> <p>d)Most burial registers were digitalised some years ago, though current one is still being added to. Some records missing from digital files. Current registers have had photos taken of all pages and kept in digital format in the interim.</p> <p>e)Photos required of old grave sale books.</p> <p>f)Accounts for last 7 years are backed up on cloud.</p>	2x3=6	2x2=4	Digitalise current register to be completed by September 2021. Digitise missing records by end September 2022	➔	Town Clerk and staff	May-24

**Proposed Louth Town Council Cemetery Fees
Effective 1st July 2023**

Category	Section	Compartments	Group	Parishioner Fee £	Proposed Parishioner Fee '+ 3.5%	Non Parishioner Fee £	Proposed Non Parishioner Fee '+ 3.5%
Grave Purchase / Reservation	A, C-I	1 - 84	Non Available	n/a	n/a	n/a	n/a
Grave Purchase / Reservation	All Other	121 - 336	All	322	333	644	667
Ashes Plot Purchase / Reservation	GOR	GOR	Cannot be reserved	n/a	n/a	n/a	n/a
Ashes Plot Purchase / Reservation	Cremation Plots	CP	All	146	151	292	302
Grave Digging	A-I	1 - 84	0 - 15 years	0	0	208	215
Grave Digging	A-I	1 - 84	Over 16 years	622	644	1,244	1,288
Grave Digging	A-I	1 - 84	Double Depth	932	965	1,864	1,929
Grave Digging	J-P	121 - 336	0 - 15 years	0	0	250	259
Grave Digging	J-P	121 - 336	Over 16 years	458	474	918	950
Ashes Interment	GOR (B)	GOR	All	107	111	214	221
Ashes Interment	Cremation Plots (B)	CP	All	107	111	214	221
Ashes Interment	All burial plots (A -P excl Childrens Section)	1 - 336	All	107	111	214	221

Category	Section	Compartments	Group	Parishioner Fee £	Proposed Parishioner Fee '+ 3.5%	Non Parishioner Fee £	Proposed Non Parishioner Fee '+ 3.5%
Memorial Permission	All	All	All	158	164	237	245
Additional Inscription	All	All	All	63	65	101	105
Brass Plaque	GOR	GOR	All	107	111	167	173
Chapel (Hire of)	N/A	N/A	N/A	107	111	214	221
Grave Deed Transfer	All	All	All	45	47	45	47
Reserved Grave Repurchase	All	All	All	40	41	40	41

Abbreviations

Garden of Remembrance	GOR	Capacity	1
Cremation Plots	CP	Capacity	2

*The definition of a resident for the purposes of calculating charges is:

- A person on the Louth electoral register at death
- A person under 18 whose parents appear on the Louth electoral register
- A person who immediately prior to moving to a care/nursing home outside of Louth town (no longer than 24 months prior to death), resided at an address on the Louth electoral register for more than 24 months.

If a person lived in Louth but does not appear on the Louth electoral register, then they will need to send proof of being a resident in Louth.