

APPENDIX II					
Identified Risks	Assessment H/M/L	Insurance cover	Internal controls	External arrangements Comments	Further action required
Misappropriation of expenses by councillors or employees	L		Expenses checked by Chair.		
Misappropriation of payments to suppliers, employees, etc	L		BACs/Cheque payments - signatories check goods/services against invoices.		
Misappropriation of support payments to village organisations	L		Payments minuted & interests declared. Spending to be against specific items	Council will purchase items and donate	
Loss of electronically stored data / records	L/M		All data regularly backed up by Clerk.		
Loss of hard copies of data records	L/M		Hard copy documents – leases, contracts etc photocopied by Clerk and stored off site – with Chairman		
General Data Protection Regulations	L/M		Data Protection Policy on website, Register of Consent forms for Village Organisations List, Councillors, Employees, Volunteers (including Ex Councillors/Employees)	General Data Protection Regulations – 25 <sup>th</sup> May 2018	