

FRITHELSTOCK PARISH COUNCIL – RISK ASSESSMENT 2024

Prepared by A Matthewman: Parish Clerk & RF

Subject	Risks identified	Risk Score H/M/L	Management/control of risk	Review date/Reassessment/Action
Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	M	All files and records kept at the Clerks Home. Currently no separate back up. In the event of the clerk being indisposed, the Chairman holds the details of the website and email login and to contact DALC for a list of Locum Clerks	Once Data Back up purchased, adequate provision.
Meeting location	Adequacy and Health and Safety	M	Meetings are held at Frithelstock Village Hall. Door key is held by the Clerk. The Main Hall is considered to be adequate for clerk, councillors and any public who attend from a health, safety and comfort point of view.	Reviewed and adequate procedures in place.
Council records	Loss through theft, fire or damage	M	Current papers held at Clerks address in plastic boxes. Historic Minutes are kept at the Local Studies Centre.	Council to purchase a metal filing cabinet (potentially fire proof) to ensure documents are secure, not at risk of fire and are secure in one place. To be purchased following the easing of lockdown measures in May 2021 and stored at the Parish Hall.
Council records electronic	Loss through damage, fire, corruption of computer	M	The Council's records are stored on the Council's computer and in paper form.	Council to purchase a small metal filing cabinet (potentially fire proof) to ensure documents are secure, not at risk of fire and

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				are secure in one place. To be purchased in May 2021 once covid restrictions have eased.
Precept	Adequacy of Precept	L	Sound budgeting to underline annual precept. The Parish Council receives banking information at each meeting, budget updates and an agenda item is placed on the January Agenda to set the Precept	Existing procedures adequate.
Insurance	Adequacy	L	An Annual Review is undertaken of all insurance arrangements in place. Employers liability, public liability and fidelity guarantee are a statutory requirement.	Existing procedures adequate.
Banking	Inadequate checks	M	The Council should have Financial Regulations which set out the requirements for banking, cheques and the reconciliation of accounts. Accounts are annually reviewed by internal auditor.	Existing procedures adequate.
Cash	Loss through theft or dishonesty	L	No petty cash is held. Any cash transactions made by the Clerk are fully receipted and then reimbursed through expenses at each meeting	Existing procedure adequate.
Financial Controls and records	Inadequate checks	L	Reconciliation records completed by the Clerk each month. Two signatures required for cheques and all banking requirements. Financial Regulations in Place. Internal and External audit takes place.	Reconciliation reports to be signed off by the Chairman at each meeting. Unable to be physically signed due to covid-19.

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			Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted.	
Freedom of Information Act	Policy Provision	H	The Council requires a Policy to deal with legislation.	Council to adopt a Freedom of Information Policy. Still to be actioned.
Clerk	Loss of Clerk, Fraud Actions	L	The requirements of fidelity insurance guarantee must be adhered to. Clerk should be provided with adequate training, reference books, access to assistant and legal advice.	Membership of DALC and SLCC maintained. Current procedure is adequate.
Election	Risk of Election Cost	L	Risk is higher in election year. There are no measures which can be adopted to minimise the risk of a contested election. A contingency fund should be kept to meet these possible costs.	Include in next financial budget. Current measures adequate.
VAT	Re-claiming/re-charging	M	Reclaims should take place annually.	VAT reclaims to be submitted annually.
Grants	Power to pay and Receipt	L	The Council has financial regulations which sets out the procedure. All expenditure goes through Council for authorisation and minuted. Council holds the GPC.	Existing procedure adequate.
Best Value	Work awarded correctly and fairly.	M	The Council has financial regulations which sets out the process.	Review contracts for 2021/22 to ensure best value.

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Annual Return	Not submitted within the time limit	L	Annual return is completed and signed off by the Council and submitted to the internal auditor for completion and signing, then checked and sent to the External Auditor.	Adequate measures in place.
Assets	Asset register up to date and insurance covers items	M	Asset register out of date and needs reviewing.	Clerk to review Asset Register and bring to Council for review.
Salary	Salary paid incorrectly/Unpaid Tax	L	Financial Regulations are in place. All salary payments approved by meeting.	Existing procedures adequate.
Legal Powers	Illegal activity or payments.	L	All activity including payments made within the powers of the Parish Council to be resolved and clearly minuted.	Adequate measures in place.
Minutes/Agendas/Statutory documents	Accuracy and legality – non-compliance with statutory requirements	L	Minutes and Agendas are produced in the prescribed method by a Qualified Clerk. Minutes are approved and signed at the next meeting. Minutes and Agendas are displayed according to legal requirements. Business conducted at Council meetings is managed by the Chairman.	Existing procedures adequate. Councillors to adhere to the Code of Conduct.
Public Liability	Risk to third party, property or individuals	L	Insurance is in place. Risk Assessment of any individual event undertaken.	Existing procedure adequate.
Employer Liability	Non-compliance to Employment Law	L	Undertake adequate training and seek advice from DALC or SLCC where necessary.	Existing procedure adequate.
Legal Liability	Legality of activities	L	Clerk to clarify legal position on proposals and seek advice if necessary. Council always	Existing procedure adequate.

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			receives and approves meeting minutes.	
Members interests	Conflict of Interest Register of Members interests	L	Councillors have a duty to declare any interest at the start of the meeting. Register of Members interests form to be reviewed on an annual basis.	Existing procedure adequate. Members to take responsibility to update their register regularly.

Signed: _____

Dated: _____

Next Review Date: June 2026