

Area	Risk	Measures
Business Continuity	Sudden /unexpected loss of current Clerk	Laptop is council owned. User/password details kept in sealed envelope by the chair of the council.
Business Continuity	Unexpected absence/illness of current Clerk	Short term absence to be covered by councillors. Longer term to be covered by Locum. Contact SALC if assistance is required.
Business Continuity	Loss of documents / data	Clerk holds physical documents at home address. Electronic documents backed up on on MS Cloud.
Precept & Budget	Inadequate funds to meet commitments	Clerk & members to carry out in depth budget review annually in advance of precept setting. Consider reserves, future commitments and contingency planning when agreeing budget.
Reserves	Inadequate funds to meet unexpected costs or delays in receipt of precept OR excessive funds held.	Reserves to be considered as part of annual budgeting and precept setting, including ring-fenced funds.
Banking	Unauthorised access to accounts	Banking mandate changes approved at full council and recorded in minutes. Signatories removed promptly following resignation of member/staff.
Payments	Unauthorised payments made	All payments authorised at council meetings, payments list published with minutes. Cheques signed by two signatories. If used, online banking set with two parties to authorise.
Reconciliation of Accounts	Unauthorised transactions not identified; account balances not monitored & potential for charges for unpaid items.	Bank reconciliation carried out a minimum of once per quarter. Report presented and noted at full council meeting. Reconciliation and corresponding bank statements checked and signed by council member at the meeting.
Fraud by Clerk	Loss of funds, damage to reputation	Adequate internal audit; regular financial reporting to members including bank reconciliations. Controls in place for authorisation of payments.
Fraud by members	Loss of funds, damage to reputation	Adequate internal audit; regular financial reporting including bank reconciliations. Controls in place for authorisation of payments.
Procurement	Value for money not attained. Inappropriate supplier selection	Council to endeavor to receive 3 comparable quotes for all goods & services. All quotations supplied to the Clerk. Controls in place for procurement.
Improper financial records	Required compliance to legislation not met. Poor financial management; additional costs; loss of fund; time wasted	Review by internal audit. Clerk and members to undertake appropriate training where necessary.
Damage to assets	Financial losses; interruption of provision service/asset to parishioners/public	Regular inspections carried out; adequate insurance maintained.
Inadequate Insurance	Financial shortfall in event of any claim	Review annually or upon change in circumstances.
Failure to recover VAT	Financial impact/loss.	Clerk to record and reclaim vat regularly. Checked at internal audit.
Legal	Liability as a consequence of asset ownership.	Council has appropriate Public Liability insurance.
Legal	Personal accident to members and staff	Appropriate Employer Liability Insurance in place.
Legal	Inappropriate use of powers; unlawful actions taken	Council has membership of local county association and Clerk membership of SLCC supported to ensure access to up to date advice. Clerk will be either CiLCA qualified or working towards the qualification.

Risk Assessment Adopted 06-May-25

Minute reference 1071.d

Review date May-26