

**Financial and Management Risk Assessment for the period 1 April 2025 to 31 March 2026**

Proposed for approval and adoption at 22 May 2025 meeting

Review and adopt every annual meeting

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Staff Action	Int. Audit (months)
<b>Income</b>						
Precept (Local Government Finance Act 1992, s41, Financial Regulations 4)	Not submitted	L	H	Full PC Minute - RFO to follow up	Diary	12
	Not paid by EHDC	L	H	Check and report to Full Council	Diary	12
	Adequacy of precept	M	M	Quarterly review of budget to actual, Standing Orders 17c	RFO to monitor and report	12
Grants from external	Claims procedure	M	L	Clerk to be aware of funding opportunities	Clerk to keep updated	12
<b>Expenditure</b>						
Power to spend	General Power of Competence (The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012	L	M	Clerk trained and members elected	Council verify after election	May 2027
Salaries (Financial Regulations 11)	Wrong salary paid	L	L	Check to minute	Member verify	6
	Wrong hours paid	L	L	Check to minute/contract	Member verify	6
	Wrong rate pay	L	L	Check to minute/contract	Member verify	6
	Wrong deductions	M	M	Check to PAYE calculations	Member verify	6
Pension Provision	Legal duties as employer	L	L	Earnings out of scope (too low)	RFO to monitor	12
Direct Costs and Overhead expenses	Goods not supplied to PC	L	L	Purchases monitored	RFO to monitor	6
	Invoice incorrect	M	M	Check order value against invoice	RFO to monitor	6
	Value for money (Financial Regulations 5.1)	L	H	Obtain quotes, Code of Conduct	Clerk, Full Council	12
Donations and support	Agreement of Council to pay	L	L	Check to minute	Member verify	12
Election costs	Invoice at agreed rate	L	M	RFO check and consider budget	EHC to advise	May 2027
VAT (Value Added Tax Act 1994, s33)	VAT analysis	L	M	All items recorded in ledger	RFO verify	6
	Charged on purchases	L	M	All items recorded in ledger	RFO verify	6
	Claimed within time limits	L	M	Annual reclaim in March (Financial Regulations 13.6)	Diary	12
<b>Management Risks</b>						
Reserves	Reserves Adequacy	M	M	Consider at budget setting	RFO opinion, member verify	12
	Building up reserves	M	M	Annual review at final accounts	Member verify	12
Reserves - ear marked	Adequacy	L	M	Consider at budget and final accounts	RFO advice and member verify	12
Assets	Loss damage etc	M	M	Inspect, update insurance & register	RFO verify	12
	Risk or damage to third parties	M	M	Annual review Public Liability Insurance cover	Diary	12
Insurance	Adequacy of cover			Annual review	RFO to report, Full Council	12
Staff	Employers' Liability insurance (Employers' Liability (Compulsory Insurance) Act 1969)	L	H	Statutory obligation, included in policy	RFO to report, Full Council	12
	Loss of Clerk/RFO	M	H	Hours, pay, training, stress	Member as line manager	12
	Fraud by staff/members (Financial Regulations 17.4)	L	M	Fidelity Guarantee value - annual check	Full Council	12
		L	M	Bank statements to be reconciled	Member not chairman	3
Council representation	Errors or omission by staff or members	L	H	Officers' Liability, Legal Expenses insurance (Complaints Policy, Standing Orders 14, 19, Code of Conduct 5-7)	Full Council	12

L = Low M= Medium H = High

Topic	Risk Identified	Likelihood	Impact	Management of Risk	Staff Action	Int. Audit
Cash	Loss through theft or dishonesty	L	L	Cash not used	Full Council	12
Internet payments (Financial Regulations 7)	Loss through theft or dishonesty	L	H	Two members to authorise	Member verify	3
Cheque misuse (Financial Regulations 8)	Fraud by members	L	L	Cheques raised by RFO, signed by 2 members	last cheque issued in 2022/3	3
Borrowing	Adequacy of financial controls	L	M	Financial review and cashflow	No borrowing, diary	12
Financial audit (Financial Regulations 3)	Adequacy of auditor	L	M	Internal audit checklist, appoint in meeting	Full Council	12
Website	Accessibility and accuracy	L	L	DPA policies, no data collected	Clerk to keep updated	12
Freedom of Information requests	Responding in given time frame	L	H	DPA policies	Clerk to draft	12
Maintenance	Loss of amenities	L	M	Inspect, consider at meeting	Member verify	12
Standing Orders	Provision and updating	L	L	Agenda item at Annual Meeting	Full Council	12
Financial Regulations	Provision and updating	L	L	Regulation 19, agenda item at Annual Meeting	Full Council	12
Minutes	Accurate and legal (Local Government Act 1972, sch12, p41, 44)	L	L	Reviewed and agreed at following meeting	Diary	6
Members' interests (Localism Act 2011, s31)	Conflict of interest	M	M	Update declarations of interest, agenda item	Diary	12
Lack of RFO	Appointment of RFO	L	H	Part of duties of Parish Clerk, Council Minute	Full Council	as necessary
Financial records (Financial Regulations 2)	Loss or destruction	L	M	Documentation in cabinet, EHC archives, Cloud workspaces: Google docs/sheets/ionos	Clerk to manage RFO to manage	12 12
	Lack of skill in systems	M	M	Training for RFO	Full Council	12
	Loss of computerised records	M	M	Cloud workspace: Google sheets	RFO to manage	12
	Maintenance of cashbook	M	M	WPC Ledger	RFO to manage	6
Duty of care to public	Public spaces	L	M	Risk assessments as required	Clerk, Full Council	12
<b>Property</b>						
Village green	Pump physical inspection	L	L	Repair and maintain	Full Council	12
	Grass cutting/tidying	L	L	12/13 cuts pa, clear as necessary	Full Council	12
	Benches physical inspection	L	L	Maintenance	Full Council	12
Defibrillator Kiosk	Physical inspection	L	L	Paint, repair	Full Council	12
	Weekly inspection	L	H	Report on WebNos	Member	weekly
Trees	Routine cyclical inspection	M	M	Biennial pollarding by qualified arborist Pruning by arborist as necessary	Full Council to arrange Full Council	Nov 2026 12
Parish Laptop	Equipment and security	L	M	Windows 10 built-in security, updates	Clerk	12

**L = Low M= Medium H = High**