

**Betley, Balterley and Wrinehill Parish Council Risk Assessment 2024-2025**

<b>Identified Risk</b>	<b>Potential consequence of risk</b>	<b>Assessment of impact (H/M/L)</b>	<b>Likelihood of risk occurring (H/M/L)</b>	<b>Controls in place to manage risk</b>	<b>Required Action</b>
Loss or damage of physical assets owned by the Council.	Assets unable to be used. Expense of replacing assets.	H	M	An up to date register of assets. Adequate insurance of assets.	Regularly update register of assets and review insurance accordingly.
The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public.	Risk of litigation should an individual or third party property become injured or damaged.	H	M	Public Liability Insurance. Regular maintenance of street lights by the statutory undertaker	Annual review of Public Liability Insurance cover
Loss of cash through theft or dishonesty.	The Council may be unable to provide its services. Damage to reputation of the Council.	H	L	Regular bank reconciliations are carried out. Internal audit carried out annually.	All payments detailed at Council Meetings.
Security and maintenance of documents and equipment.	Risk of loss of council records or property.	H	L	Documents backed up and Officer equipment safely stored when not in use.	Regular back up of laptop documents and website.
Adequate banking arrangements, including borrowing or lending.	Loss of income through poor investment of funds. Bank charges incurred through unauthorised borrowing.	L	L	Regular bank reconciliations are carried out before each Council meeting. The budget is monitored each month and balances are transferred between the deposit account and current account.	To continue existing procedures
Inaccuracies in Financial records	Public criticism by reviewer of accounts	L	L	Cash book is maintained throughout the year. At the year end, financial statements are produced from the cash book and adopted by the Council.	To continue existing procedures

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				The bank reconciliation is presented to all meetings.  All invoices and payments are now stored on the cloud.	
Ensuring all business activities are within legal powers applicable to local councils.	Ultra-vires expenditure could lead to local elector challenge. Possible external auditor investigation / public interest report. This would result in increased fees and bad publicity for the Council.	M	H	All payments are authorised by the Council at Council meetings.  SPCA Membership	The Minutes record all decisions taken and payments made
Ensuring that all requirements are met under employment law and HMRC regulations.	Fines for not meeting requirements. Liability for unpaid tax. Risk of legal action from employee.	H	M	Payroll records maintained each month. Parish Clerk has contract for employment which is reviewed annually.	Annual payroll returns to be submitted on time. Employment contract for Parish Clerk to be approved by Council.
Ensuring that all requirements are met under Customs and Excise regulations.	Entitlement to reclaim of VAT for a period being lost.	M	L	VAT is analysed separately in the cash book. VAT invoices are retained.	VAT returns are to be submitted annually.
Ensuring the adequacy of the annual precept within sound budgeting arrangements.	The Council would not be able to meet its objectives due to lack of funds.	H	L	The Council set a budget annually in the annual budget meeting. Actual expenditure against budgeted expenditure is reported to Council at each meeting.	To continue existing procedures
Timely and accurate reporting of council business in the minutes.	The Council could be open to challenge if they do not have an accurate record of any decisions taken.	L	L	Minutes are taken at each Council meeting by the Clerk, these are properly numbered and are approved at the next Council meeting. A master copy is kept within the files	To deliver the signed Minutes to the Staffordshire Records Office on an annual basis, if possible.

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				stored at the Clerks home address.	
Responding to electors wishing to exercise their rights of inspection.	An elector could complain if they are not able to exercise their right of inspection.	L	M	A notice is put up on Council website notifying electors of their right to inspection of the accounts during the relevant inspection period.	To ensure this is undertaken on an annual basis
Inadequate document control.	Increased fee from the internal auditor or external auditor if there is a poor audit trail.	L	L	All documents are filed. There is an audit trail from the cash book to supporting documentation.	To continue existing procedures
Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.	Possible complaint by elector.	L	M	All members have adopted the code of conduct.	Ensure all new Members are clearly briefed about the requirements  Annual reminders to all Members to check/update their interests
Disaster Recovery	Loss of essential records	M	M	Secure online data storage.	To continue with existing cloud arrangements for data storage
Any circumstance affecting the Council's ability to hold regular meetings	Inability to conduct council business due to not being able to hold face:face meetings	H	H	Hold meetings remotely where this is legal	Follow advice from SPCA
Supplier fraud including the adequacy of supplier onboarding controls	Loss of finances from goods paid for but not received	H	L	Most costs are only incurred after goods received Extra research if payment is to be made in advance	To continue existing procedures
Members of Parish Council	Too few councillors	M	L	County/Borough Council support Monitor and manage as appropriate	Positive and extensive publicity of vacancies

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Filibuster and obfuscation having an adverse effect of Parish Council efficiency and effectiveness	Negative impact on the progress of Parish Council business	H	H	Following correct procedures to report concerns  Following recommendations made by the Borough Council	Continue to follow correct procedures
Loss of Property	Damage including third party or criminal damage	L	L	Review adequacy of Insurance Cover	Annual reviews
Staff	Loss key personnel  Fraud by Staff	L  L	L  L	Hours, health/long term illness, training, resignation.  Monitor and manage as appropriate.  Fidelity guarantee value set at appropriate level	Annual review – January  Annual review – March/April (for Audit).