Wybunbury Parish Council Risk Assessment 2026-2027

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
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 Cheshire East Council.	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.	
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.	

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
				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. CHALC 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.	
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	To delivber the signed Minutes to the Cheshire Records Office on an annual basis.

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
				copy is kept within the files 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.	
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.	
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.	
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 CHALC
Supplier fraud including the adequacy of supplier onboarding controls	Loss of finances from goods paid for but not received			Most costs are only incurred after goods received Extra research if payment is to be made in advance	
Members of Parish Council	Too few councillors	M	CWAC support	Immediate and extensive recruitment	Members of Parish Council

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
			Monitor and manage as appropriate	Positive and extensive publicity of vacancies	
Loss of Property	Damage including third party or criminal damage	L	Review adequacy of Insurance Cover	Annual reviews	
Staff	Loss key personnel Fraud by Staff	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).	Staff