WIDWORTHY PARISH COUNCIL

Risk Assessment

Subject	Risk(s) Identified	Risk Score H/M/L	Management / Control of Risk	Review Date / Reassessment
Business Continuity	Council unable to continue its business due to unexpected or tragic circumstance	L	Computer, all current files and recent records kept at Clerks home. In event of Clerk being indisposed Chair to contact DALC for details of locum Clerks. Information book held at Clerks home.	Review when necessary
Meeting Location	Adequate Health and Safety	L	Meetings held at Wilmington Village Hall. Key holder (Cllr Webber) can be contacted if Clerk is indisposed. Clerk also holds set of keys at her home. The premises and facilities are considered to be adequate for the clerk, councillors and any public who attend from a health, safety and comfort point of view.	Adequate risk control in place
Council Records	Loss through theft, fire or damage	L	Current papers are held at the Clerks home. Archive material (mainly pre 2016) including agendas and Minutes were lost in a flood event at Wilmington Village Hall in 2024.	Theft unlikely. Copy of signed minutes and other sensitive documents to be scanned and saved electronically.
Council Records - Electronic	Loss through damage, fire, corruption of computer	L	The Parish Councils electronic records are stored on the councils computer. Backups to a stand alone hard disk drive are done at intervals. Computer protected by security software.	Make regular backups. Renew computer security software when required.

Precept	Adequacy of precept	M	Sound budgeting to underline annual precept. Bank statements are available at each meeting. All cheques signed at full meetings. Budget discussed /resolved at autumn meetings. Precept agreed at January meeting.	Existing procedure adequate. Budget to be agreed annually in autumn.
Insurance	Adequacy, cost, compliance, fidelity guarantee	L	Annual review of all insurance arrangements in place. Employers liability, public liability and fidelity guarantee (all statutory requirements) in place. Current levels as per schedule.	Existing procedure adequate. Review annually.
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and the reconciliation of accounts. Accounts are annually reviewed by internal and external audit.	Existing procedures adequate. Latest edition Financial Regulations model to be adopted.
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Any cash transactions made by the Clerk are fully receipted and re-imbursed via expenses quarterly.	Existing procedures adequate
Financial controls and records.	Inadequate checks	L	Two members signatures required per cheque. Clerk is not a signature. Cheques signed at open meeting. Invoice for goods/services available at meeting and initialled by cheque signatures. All payments approved and minuted. Annual internal and external audits. S137 payments recorded at time of approval.	Existing procedures adequate
Freedom of Information Act	Policy provision	L	The Council has the model Publication Scheme for local councils in place. Requests will be dealt with in line with legislation on an ad hoc basis at a full meeting. The Council reserve the right to charge depending on the work required. Monitor and report to Council any impacts under FOI Act.	Existing procedures adequate.

Clerk	Loss of Clerk Fraud Actions	M L L	Allowance to be made for training requirements of any future Clerk including access to reference books, general assistance and legal advice. Adhere to requirements of fidelity insurance guarantee.	Include in budget /precept. Retain membership of DALC. Join SLCC ?
Election	Risk of election cost	M	Risk is higher in election year. It is not possible to minimise the risk of a contested election. Allowance to be made for costs especially in election year.	Include in budget /precept.
VAT	Reclaiming	L	The Councils Financial Regulations set out the requirements. VAT reclaims should be undertaken annually.	Existing procedures adequate.
Annual Return	Not submitted within time limits.	L	Annual return is completed and submitted with the relevant documents to the Internal Auditor. The internal audit report presented to the Council with the AGAR then agreed and signed and submitted to External Auditor before July 1st.	Existing procedures adequate. Ensure meeting is held in June.
ASSETS				
Street Furniture	Damage / theft of items Victorian drinking fountain	M L	Regular checks. Asset register to have increased detail. Insurance cover is at adequate level. Further research into ownership to be undertaken.	Regular checks by members. Improve detail on asset register.
LIABILITY				
Legal Powers	Illegal activity or payments, Working parties taking decisions.	L M	All activity and payments made under the powers of the Parish Council are to be resolved and clearly minuted. No working parties exist within the Parish Council at the moment.	Existing procedures adequate.
Agendas, Minutes, Statutory Documents	Accuracy and legality. Non compliance with statutory requirements.	L L	Agendas and minutes are produced in the prescribed methods and adhere to legal requirements. Agendas and minutes are displayed according to legal requirements. Minutes are approved and signed at the	Existing procedures adequate. Members to adhere to Code of Conduct. Adequate

			next full meeting. Business conducted at council meetings is managed by the Chair.	training to be provided.
Public Liability	Risk to third party – property or individuals	L	Adequate insurance is in place. Risk assessments of any individual events to be undertaken when required.	Existing procedures adequate.
Employer Liability	Non compliance with employment law.	L	Undertaker adequate training and seek advice from DALC or EDDC if necessary.	Existing procedures adequate.
Legal liability	Legality of activities. Proper and timely reporting via Minutes.	M	Clerk to clarify legal position on proposals and seek advice if necessary. Council always receives and approves minutes at full meetings.	Existing procedures adequate.
COUNCILLORS PROPRIETY				
Members Interests	Conflict of interest, Register of Members Interests	M L	Councillors have a duty to declare any interest at the start of the meeting. Register of Members Interests reviewed on an annual basis.	Existing procedures adequate. Members take responsibility to update their RoMI.

Signed........

Dated........14|8|2025........

Next review date 2026