

# Sweffling Parish Council

## Risk assessment and financial management for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

Topic	Risk Identified	H/ M/L	Management of risk	Action
FINANCE Salaries	Wrong salary/hours/rate paid	<b>L</b>	SALC provide payroll	RFO check and verified at Council meetings
FINANCE Invoices and Payments	Invoice incorrectly calculated or recorded	<b>L</b>	Check arithmetic on invoices and perform bank reconciliations on quarterly basis	RFO check and verified at Council meetings
	BACs or cheque payable is incorrect or to wrong party	<b>M</b>	Two signatory approval on online bank account Signatories initial cheque stub	RFO check and verified at Council meetings
FINANCE Grants & support	No power to pay or no evidence of agreement of Council to pay	<b>M</b>	Minute Council agreement with the power used to authorise payment	2 members to verify
	Conditions agreed	<b>L</b>	Agree and document any reasonable conditions	RFO check
FINANCE Election costs	Invoice at agreed rate	<b>L</b>	RFO to check and consider budget	RFO verify
FINANCE VAT	VAT checked on invoices	<b>M</b>	All items in financial spreadsheet	RFO verify
	Claimed within time limits	<b>M</b>	Agree returns submitted	RFO verify
FINANCE Reserves – General	Adequacy	<b>L</b>	Consider at Budget setting	RFO check and verified at Council meetings
FINANCE Reserves –	Identification, listed and adequacy	<b>L</b>	Clearly marked in accounts, consider at Budget and review of final accounts	RFO check and verified at Council meetings

earmarked				
FINANCE Precept	Not submitted or received  Adequacy of precept	<b>L</b>  <b>M</b>	Full minute – Member follow up  Quarterly review of budget to actual	RFO check and verified at Council meetings  RFO check and verified at Council meetings
FINANCE Other Income	Cash handling and banking	<b>L</b>	Cash handling avoided where possible. Check to bank statements, regular reconciliations	RFO check and verified at Council meetings
ASSETS Fixed Assets	Acquired, Lost, damaged etc	<b>M</b>	Annual inspection, update insurance and asset registers	RFO check and verified at Council meetings
ASSETS Fixed Assets	Risk or damage to third party property or individuals	<b>M</b>	Review adequacy of Public Liability insurance	Diarise inspection
ASSETS Loss	Consequential loss due to critical damage or third party performance	<b>L</b>	Review adequacy of insurance cover	Annual review of Insurance cover
ASSETS Maintenance	Reduced value of assets – loss of income or performance  Gates - Injury to general public	<b>M</b>  <b>L</b>	Annual maintenance inspection  Annual maintenance inspection of latches	Annual maintenance inspection by Council members of all assets including gates
ASSETS Playground Equipment	Injury to general public	<b>L</b>	Annual inspection and maintenance of play equipment and goal posts	Annual inspection by ESC safety officer and certificated
ADMINISTRATION Legal Powers	Illegal activity or payment	<b>M</b>	Educate council as to their legal powers, circulate Standing Orders and other policy documents	Clerk to advise councillors
ADMINISTRATION Financial Records	Inadequate records	<b>L</b>	RFO/Clerk check regularly + internal audit	Annual SALC audit
ADMINISTRATION All Records	Secure storage for paper records  Appropriate destruction of records	<b>L</b>	Archive with Deputy Chair in secure document store Current records with Clerk Act in accordance with Records Management Policy	Deputy Chair to confirm Council to confirm  Annual review of policy

	Loss of computerised records	<b>M</b>	Ensure back up to cloud or another secure device	Clerk to manage
ADMINISTRATION Minutes	Accurate and legal	<b>L</b>	Review and sign off at following meeting	RFO check and verified at Council meetings
ADMINISTRATION Members Interests	Conflict of interest	<b>M</b>	Declarations of interest to be documented / minuted and conflicts addressed as appropriate	RFO check and verified at Council meetings
HUMAN RESOURCES Staff	Loss of Clerk  Fraud by staff	<b>L</b>	Hours, health, stress, training, long term sick, early departure  Finances and Bank statements regularly monitored	HR Member regular review  Council review quarterly
OTHER Grass areas, uneven ground, broken glass, dog fouling	Injury to General Public	<b>L</b>	Regular inspection of these areas, and appropriate signage	Report any issues to the Clerk
OTHER Dangerous trees	Injury to General Public	<b>L</b>	Regular inspection of trees suspected to be at risk	Report any issues to tree warden
OTHER Fixed furniture grit bins and dog bins	Injury to General Public	<b>L</b>	Regular inspection of furniture and bins	Report any issues to the Clerk

**Chair :**

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**Date of meeting:**

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