

**Affpuddle and Turnerspuddle Parish Council Risk Assessment - Updated May 2026**

***"The greatest risk facing a Parish Council is not being able to deliver the activity or services expected of the Council"***

**FINANCIAL AND MANAGEMENT**

<b>Subject</b>	<b>Risk(s) Identified</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>	<b>Risk*</b>	
Business Continuity	Risk of the Parish Council not being able to continue its business due to an unexpected or tragic circumstance.	Business Continuity Plan is required.	Review annually	L/M	
Financial	Increased costs associated with maintenance of assets	Undertake an assessment of the longer term maintenance liabilities of the Parish assets and ensure an element of the annual precept is set aside to cover the financial risks	Review annually in advance of setting budget and precept	M	
	Increased public pressure to undertake transport measures to mitigate any detrimental impacts within the Parish	Maintain sufficient reserves to cover the risk	Review annually in advance of setting budget and precept	L	
	Financial sustainability of local organisations who lease buildings from the Parish Council with a maintenance liability	Maintain good working relationship with third party organisations to understand levels of risk and undertake regular joint inspections (at least annually) to ensure buildings are being maintained in sufficient good order	Review after each inspection	M/H	
	Costs associated with maintaining Council assets where an existing tenant terminates the lease at short notice	Maintain good working relationship with third party organisations to understand levels of risk	Develop contingency plans	M/M	
	Costs associated with challenging Planning Applications which threaten the sustainability of Parish settlements	Maintain sufficient reserves to cover the risk	Review annually in advance of setting budget and precept	L/M	
	Risk of an election cost	Risk is higher in an election year. When an election is due, the Clerk will obtain an estimate of costs from DC for a full election and an uncontested election. No attempt shall be made to minimise the risk of having a contested election as this is a democratic process and should be adhered to. There must be a sufficient budget for this.	Council to allocate a sum to cover the estimated costs from reserves.	L	

	Adequacy of precept	To determine the precept required, the Parish Council regularly receives budget update information & the precept is an agenda item at a full Council meeting. At this meeting, the Council receives from the Clerk a budget update report, including actual position & projected position to the year end as well as carefully estimated figures or costings for the next financial year. With this information, the Clerk calculates the required income for the following year, applying specific figures to the required budget headings. This is put before the full Council and the suggested precept confirmed. A General Reserve to cover any unexpected costs will be maintained.	Existing procedure adequate	L	
	Requirements not submitted to DC	The Clerk will consider the cut off date for the precept to be submitted and ensure that budget setting commences in good time. The precept figure is submitted by the Clerk in writing to DC by the required date.	Existing procedure adequate	L/M	
	Amount not received from DC	The Clerk informs the Council when the monies are received (April & September) and will chase this up if necessary. A General Reserve of between 25% and 50% of the annual budget will be maintained.	Existing procedure adequate.	L	
Financial records	Inadequate records/financial irregularities	The Parish Council has Financial Regulations in place which set out the requirements. A financial statement is produced quarterly. It is discussed and approved at the meeting. This statement includes, bank reconciliation, budget update and a breakdown of receipts and payments since the last statement. A bank reconciliation is completed monthly by the Clerk. The annual external audit provides a check on financial procedures	Regulations reviewed annually or as required.	L/M	
Bank and banking	Loss, charges or inadequate checks	The Parish Council has Financial Regulations in place which set out requirements for banking, cheques, payments and reconciliation of accounts. The Clerk reconciles the accounts once per month when the statement arrives. Quarterly, the reconciliation is reported to the Council.	Regulations reviewed annually or as required. Signatories are reviewed after each election and as required.	L	
	Bank mistakes	The Clerk reconciles the accounts once per month when the statement arrives. Any errors are dealt with immediately by informing the bank.	Existing procedure adequate.	L	

Cash	Loss through theft or dishonesty	The Parish Council has Financial Regulations in place which set out the requirements. Cash received is banked within 3 working days. No petty cash or float is held. The Council has insurance arrangements to cover any losses	Regulations reviewed annually or as required.	L	
Reporting & auditing	Information communication	A financial statement is produced quarterly. This is discussed and approved at a full Council meeting. This statement includes, bank reconciliation, budget update and a breakdown of receipts and payments since the last statement.	Existing procedure adequate.	L	
	Compliance	Regular reviews to comply with the Fidelity Guarantee.	Annually auditor to comply with Fidelity Guarantee.	M	
Payments	Goods or services not supplied or delivered, but still invoiced.	The Clerk checks all invoices to ensure that goods have been received and services delivered. At each meeting, a payment schedule is distributed to all members and considered.	Existing procedure adequate.	L	
	Incorrect invoicing	The Clerk checks that invoice amounts are as expected. At each meeting, the list of invoices awaiting approval is distributed to all members and considered.	Existing procedure adequate.	L	
	Payment amount does not match the schedule of payments	Payments are authorised by 2 councillors who check them against the payment schedule.	Existing procedure adequate.	L	
	Payment sent to wrong party through error or fraud.	The Clerk will check payment details to ensure that they are correctly recorded before passing to signatories. Any calls or emails to advise of a change of payment details will be confirmed by email or call back to the contractor/supplier.	Existing procedure adequate.	M	
Grants payable	No power to pay	The Clerk confirms power to pay and advises the Council of the power that is appropriate. All such expenditure goes through the required Parish Council process of approval, is minuted and accounted accordingly if a payment is made using S137 power of expenditure.	Existing procedure adequate.	L	
	Authorisation	All such expenditure goes through the required Parish Council process of approval and is minuted.	Existing procedure adequate.	L	

Grants receivable	Fraud	Only the Clerk may apply for grants without authorisation of the full Council. The Clerk will confirm with the Chairman before applying for any grants and will ensure that terms and conditions are satisfied. Councillors may only apply for grants with authorisation of the Parish Council and must send a copy of the completed application to the Clerk.	Existing procedure adequate.	L	
Rentals payable	Rents not paid	When payable, the amount is entered into the normal payment system for authorisation. If payment is not requested, the Clerk will contact the landowner to confirm payment details.	Existing procedure adequate.	L	
Salaries	Salary paid incorrectly/wrong rate paid	Salary rates are assessed annually in line with national guidelines. Salary paid monthly and entered into the normal payment system for authorisation. Clerk checks each payment carefully before submission.	Existing procedure adequate.	L	
	Wrong deductions to NI & Tax	Basic PAYE Tools used to calculate contributions. NI contributions are not applicable as salary is below the Lower Earnings Limit. Clerk checks each payment carefully before submission.	Existing procedure adequate.	L	
	PAYE due is not paid to I.R.	Clerk checks account monthly to see if payment is due. Payments are entered into the normal payment system for authorisation.	Existing procedure adequate.	L	
Employees	Fraud	The requirements of the Fidelity Guarantee insurance will be adhered to with regards to Fraud. Appropriate checks should be carried out before the employment of the Clerk (at the least, references should be obtained).	The fidelity guarantee should be reviewed by the Clerk when insurance is renewed.	M	
	Malpractice	The Clerk should be provided with the relevant training, reference books, access to assistance and legal advice required to undertake the role.	Existing procedure adequate.	M	
	Health & Safety	Risk assessments should be carried out and contracts should clearly detail all expectations.	Existing procedure adequate.	L	
VAT	VAT not reclaimed	The Clerk will check all receipts and invoices to see if VAT may be reclaimed, and will reclaim VAT in line with the Financial Regulations.	Existing procedure adequate.	L	
	VAT reclaim not received	The Clerk will follow up if it is not received in the time stated.	Existing procedure adequate.	L	

Legal Powers	Illegal activity or payments	All activity and payments within the powers of the Parish Council to be resolved and minuted at a full Parish Council meeting. The Clerk will confirm the statutory power appropriate for any new spending activity and advise the Parish Council accordingly. The Parish Council will not approve any expenditure unless it is satisfied that it has the power to do so. The Parish Council will pursue obtaining the general power of competence.	Existing procedure adequate.	L	
Notices, minutes and agendas	Accuracy and legality	Minutes and agendas are produced in the prescribed method by the Clerk and will adhere to the legal requirements. The Parish Council will ensure that the Clerk has access to relevant training. Minutes are approved and signed at the next Parish Council meeting. Agendas, minutes and statutory documents are all displayed and published according to the legal requirements.	Existing procedure adequate.	L	
	Business conduct	Business conducted at the Parish Council meeting is managed by the Chair. The Parish Council will ensure that the Chair has access to appropriate training. Members will adhere to the Code of Conduct.	Code of Conduct and Standing Orders to be annually reviewed.	L	
Members Interests	Conflict of interests	The declaration of interests by members at a meeting is an agenda item and exists to remind members of their duty.	Existing procedure adequate.	L	
	Register of Members interests	Register of members interest forms should be reviewed regularly by Parish Councillors. The Clerk will remind all councillors annually to review these.	The Clerk will remind all councillors annually to review these.	L	
Insurance	Adequacy	Buildings insured by the Parish Council are valued professionally every 5 years. The insurance is reviewed annually to ensure that cover is adequate. Proof of insurance is requested annually from tenants, who are responsible for ensuring that insurance covers the full reinstatement value.	Existing procedure adequate.	L	
	Cost	The Parish Council will decide whether to enter into a long term agreement in order to secure a more competitive price. On termination of any agreement, three quotes will be obtained by the Clerk.	Existing procedure adequate.	L	
	Fidelity Guarantee	Ensure Fidelity checks are in place.	Existing procedure adequate.	L	

	Compliance	The insurance is reviewed annually to ensure that all activity in compliant. The Clerk will check documents and call the insurer for advice if necessary before any new activity is undertaken.	Existing procedure adequate.	L	
Data Protection	Registration	Check to see if Parish Council should be registered with Data Protection Agency.	Check annually	L	
	Policy	GDPR Policy has been approved	Review annually	L	
Freedom of Information Act	Requests	The Parish Council adopted the model publication scheme. There has only been one minor request for information to date. Should a substantial request be received then this may require many hours of additional work. The Parish Council is able to request a fee from the applicant.	Monitor and report any impacts of requests made under the F of I Act.	L	
Assets	Loss or damage	An annual review of assets is undertaken for insurance provision. All assets are insured. Suitable reserves are maintained for assets and an annual budget exists for repairs or maintenance.	Review annually	L	
	Risk/damage to third party(ies) or property	Public liability insurance is in place.	Existing procedure adequate.	L	
Meeting Locations	Adequacy, Health & Safety	The Parish Council usually meets in the Village Hall. The premises and the facilities are considered to be adequate for the Clerk, Council members and public who attend from a Health & Safety and comfort perspective.	Existing procedure adequate.	L	
Parish Council records- paper	Loss through theft, fire or damage	The Parish Council records are stored at the home of the Clerk. Records include historical correspondence for 1 year, minutes and hard copies of leases for land or property, records such as insurance, personnel, etc. Important records are also held on the Clerks laptop and original leases and other important documents are held in the Dorset archives.	Existing procedure adequate.	L	
Parish Council records- electronic	Loss through theft, fire, damage or corruption of computer	Files are backed up to OneDrive. Many files are also available in hard copies and on the Parish Council website. The Clerk will email a copy of the current years cash book to the Chairman every quarter along with the financial statement.	Existing procedure adequate.	L	
* The overall risk, (High, Medium, or Low) when control measures in place.					