

SWYNNERTON PARISH COUNCIL RISK ASSESSMENT 2024-25

Topic	Risk Identified	Rating (Low/ Med/High)	Management of Risk	Action	Frequency
Administration	Payment arrangements	L	Continue to report all payments to the Council for approval and the requirement for 2 signatories to sign cheques/ authorise online payments	Council approval of cheque signatories	Monthly
	Illegal expenditure	L	Continue to require adequate, complete and statutory financial records and accounts	RFO/Clerk	Monthly
	Reconciliation	L			
	Agency advice	L	Continue with membership of Staffordshire Parish Councils Association	Council to approve membership fees	Annual
Precept	Precept claim not submitted	L	Precept agreed in January meeting. RFO to submit request to Borough Council	Full Council/RFO	Annual
	Precept not Paid	L	Clerk to ensure that Borough Council has up to date bank details.	RFO	Ongoing
	Detailed consideration of precept requirement not undertaken	M	Produce annual budget prior to setting precept	RFO/ Full Council	Annual
	Inadequate monitoring of performance	L	Present actual spend against budget at each meeting	RFO/ Full Council	Monthly
VAT	VAT is not claimed or not claimed correctly	M	VAT payments to be set out in payments schedule. VAT to be reclaimed annually or more frequently if significant payments have been made.	RFO	Ongoing/ Annual
Insurance	Parish Council to include: Public Liability Employers Liability Fidelity Guarantee Libel and Slander Personal Accident – Employees, volunteers and Members	L	Continue existing cover (£10 million) Continue existing cover (£10 million) Continue to cover all members and employees - Audit Commission recommends total balances + 50% precept Continue existing cover (£250,000) Continue adequate cover	Assess cover annually	Review annually and in line with recommendations.

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Salaries	Incorrect payments made for salary, PAYE, pension payments	M	Contract payroll services company to undertake payroll calculations All payments are approved at meetings Ensure HMRC has up to date contact details of Clerk	Annual contract with provider Full Council Clerk	Annual Monthly Ongoing
Expense claims	Excessive expenses claimed	M	All expense claims to be accompanied by receipts. Expense claims to be reviewed and signed by independent Cllr. Payments to be authorised at meeting.	Cllr/ Clerk Full Council	Monthly Monthly
Cheques	Incorrect amount paid/invoiced Non compliance with Financial Regulations	M	All payments reported to the Council for approval and 2 signatories required. All payments to be supported by an invoice and compared to quotes. RFO to review Financial Regulations	Council to approve statements and signatories of cheques	Ongoing
Online banking	Incorrect amount paid/invoiced Non compliance with Financial Regulations	M	All payments reported to the Council for approval and 2 signatories required. All payments to be supported by an invoice and compared to quotes. RFO to review Financial Regulations.	Council to approve statements and online banking authority	Ongoing
Reserves	Reserves being too high or too low	M	Consider at budget and precept setting. Provide a budget against actual performance throughout the year. Deposits with Bank to be kept below the FSCS limit for protection.	RFO and Full Council	Ongoing
Assets	Loss, damage and adequate maintenance	M	Maintain an up to date asset register Regular inspections Play area to have quarterly inspections by third party.	RFO and Full council	Ongoing

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Computer data	Loss of records Access to records in the Clerk's absence	M	Back up files Ensure anti-viral software on laptop Clerk to ensure passwords are recorded safely and accessible should they be required.	RFO	Ongoing
Standing Orders and Financial Regulations	Out of date. Recommended standard templates not used. Lack of knowledge of regulations and codes	M	Ensure both documents are reviewed annually and model templates used. Ensure that all Councillors have copies of relative Acts, Code of Conduct and Standing Orders or know where they can find these on the Parish Council website. Provide training when and where required.	RFO and Full Council Recommend that all new Cllrs attend new Cllr Course.	Annual
Accounting	Non-standard and/or non-complaint records kept Non-compliance with deadlines for completion approval & submission of accounts and other financial returns	L	Ensure internal audit is undertaken each year. AGAR to be presented at the Annual Meeting. Ensure that AGAR is submitted before deadlines	Internal auditor to be appointed. RFO to prepare statements Full council to approve AGAR	Annual
Contracts	Ensure continued value for money coupled with continuity of work	L	Ensure that contracts are reviewed at least annually. New contracts to require 3 quotes wherever possible, in line with Fin Regs.	RFO/Full Council	Ongoing
Elections	Risk of election costs	M	Cost of election considered annually and reflected in budget / sufficient reserves available	RFO/Full Council	Ongoing
Council Business and resolutions	Council business not recorded properly	L	Resolutions recorded within minutes. Councillors have the opportunity to comment on draft minutes. Minutes signed and retained. Minutes are made available to the public via the website.	RFO/ Full Council	Ongoing

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Conflicts of Interest	Councillors involved in decision where they have an interest	L	Councillors have a duty to declare any interest at the start of the meeting. Disclosure of interests is an agenda item at the start of every meeting and declarations recorded in the minutes.	Declaration of interests to remain as an agenda item at each meeting	Low