Shalford Parish Council
Risk Management Schedule

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, in so far as is practically possible.

Reviewed: 20th May 2026
Minute Ref: FC013-26/27

This document enables Shalford Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

H/M/L – High/Medium/Low Risk

Financial and Governance

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its statutory duties	L	To determine the precept amount required, the Council regularly receives budget updates, financial statements, and bank reconciliations from the Clerk.	Existing procedure adequate when budget and precept submitted together at January meeting.
Salaries and Associated Costs	Salary paid Incorrectly Unpaid Tax to HMRC	L L	Clerk uses Brightpay Software Package to perform most payroll tasks, including working out the tax and National Insurance for and sending this information to HMRC.	Existing procedures adequate
Financial Records	Inadequate Records Financial irregularities	L L	The council has Financial Regulations which set out the requirements	Existing procedures adequate. Financial Regulations to be reviewed annually.
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Existing procedures adequate and current insurance contains a Fidelity Guarantee.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate. Financial Regulations to be reviewed annually.
Payments	Fraud by staff Mistakes Cheques not banked	L L L	All payments are authorised by two councillors. All expenditures listed in minutes. Incomes received banked within 5 working days. All incomes listed in the minutes.	Existing procedures adequate. Financial Regulations to be reviewed annually.
Annual Return	Submit within time limits	L	Annual Return is completed and submitted within the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate

Management & Liability

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings.	Existing procedures adequate.
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Existing procedures adequate. Members adhere to the NALC Template Code of Conduct
Members Interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of members' interests forms reviewed annually.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	Reviewed prior to policy renewal. All associated liability covered. Policy updated as new assets added. Policy includes Fidelity Guarantee.	Policy renewal due in June. Existing procedure adequate. Insurance reviewed annually.
Data Protection	Policy provision	L	The Parish Council is registered with the Information Commissioners Office	Check registration and annual renewal
Freedom of Information	Policy Provision	L M	The Council has a Model Publication scheme in place. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work.	Existing Procedures adequate. Monitor any requests made under FOI
Transparency and Accountability	Policy provision	L	The Council has adopted the Transparency Code for Smaller Authorities in accordance with the Local Audit and Accountability Act 2014	Existing procedures adequate.

Physical Equipment, Areas & Liability

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third party(ies) property	L	An annual review of assets of the Council is undertaken for insurance provision.	Policy renewal in June each year. Existing procedure adequate.
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.
Notice Boards	Risk of damage	L	The Parish Council currently has three notice boards. Inspected monthly.	Existing procedure adequate
Meeting Locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members, and the general public.	Existing procedures adequate
Employees/ Councillors	Health & Safety	M	All employees/councillors to be provided with the Health & Safety Policy	Monitor health and safety requirements and insurance annually.
Council Records - Paper	Loss through: Theft Fire Damage	 L M L	The Parish Council records are stored at the village hall. Records include historical correspondences, minutes, insurance & bank records.	Existing provision is adequate.
Council Records - Electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the Council laptop held with the Clerk at their home. Back-ups of electronic data are made onto OneDrive which the Clerk has access to, as well as to a USB stick.	Backup made monthly