



Stratford St Mary Parish Council

Risk Assessment and management for the period 5th April 2025 to 4th April 2026.

Topic	Risk Identified	Risk Level L/M/H	Management of Risk	Council Actions	Comments
Financial					
Precept	Return not submitted	L	Full minute and RFO follow up. Management of RFO hours and adequate support	Send off immediately after Jan meeting with copy to chair for confirmation	
	Not paid by Babergh	L	Use of reserves until resolved	Progress payment	
	Adequacy of Precept	M	Quarterly review of spent against budget and reviewed every two months by full council meeting.	Every two months: analysis document prepared	
	Bank transfer issues	M	Look at alternate banking methods and accounts	Investigation by RFO	
Other income	Cash handling	L	No cash held		



Investment income	Receipt when due	L	Funds not received	Clerk/RFO check as required. Report to Chairman/PC	
	Surplus funds	L	Surplus funds not invested	Review levels bi-monthly and investment policy annually	
Salaries	Incorrect salary/hours/rate paid	M	Check salary to minutes, check hours and rate to contract	Ensure payment is corrected. Advise PC/Chairman	
	Incorrect deductions – NI and Income tax (not currently relevant)	M	No NI or Income Tax paid on Clerk's salary.	N/A where no tax payable	
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders after 30 days	Advise Chair/PC if not resolved	



	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis.	Correct errors + RFO and member to verify.	
	Cheque payable is excessive or to wrong party	M	Two signatories required for each payment	Errors to be reported to payee with request for refund or additional payment. Refer to Chairman and PC	
	Cheque illegally paid	M	Legal authority for each cheque recorded	Record and report any <i>ultra vires</i>	
	Payment authorised at meeting or within emergency limits	M	Payment authorised	Register and report any <i>ultra vires</i>	



Election Costs	Invoice at agreed rate	L	RFO check and consider budget	Report any <i>ultra vires</i>	
VAT	VAT analysis	M	All items in cash book lists	RFO verify – Correct errors	
	Charged on purchases	L	Consider all items per cash book lists	RFO verify – Correct errors	
	Re-Claimed within time limits	M	Agree returns submitted	RFO verify – Report errors to Chair & PC	
Reserves - General	Adequacy	L	6 months expenditure reviewed	Confirm minimum level - monthly	
Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts	RFO opinion. RFO makes provision in setting of budget.	
	Unidentified Earmarked or Contingent liability	L	Review minutes	RFO/member view.	



Financial Records	Incomplete and/or incorrect records	L	RFO/clerk check regularly + internal audit review	Checked by PC on a regular basis.	
Village Assets					
Maintenance					
Lifebelt 2	Visual inspection	M	Bi-Monthly or more i	Checked every other month when posting Agendas on notice board.	
Dog/Litter Bins	Check for wear and tear and regularly emptied.	L	Six-Monthly inspection		
Bus Shelters	Maintenance required	L	Annual Inspection	Report to PC	
Lampposts	Lights and appearance	L	Report light malfunction as and when	Report to SCC/PC	
Other	Check all assets	L	Visual check and report	Report to PC	
Insurance					



Insurance	Insurable risks Loss, Damage etc to village recorded assets	M	Check assets against insurance cover Check all assets recorded	Damage to assets reported as and when	
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary – Council to confirm when insurance renewal due. June 2022	
Potential Loss caused by third parties/claims	Consequential loss due to damage or third party performance	L	Review adequacy of Insurance cover	Council to review Included in insured risks	
Personnal					



Roles and Governance	Loss of key personnel (Clerk, Chairman, Emergency Planning Officer)	L	Hours, health, stress, training, long term sick, early departure	Ongoing monitoring Council to allocate responsibilities and-recruitment	
	Councillor CPD and training	M	Encourage councillors to keep updated with current legislation and developments	CPD register maintained of which courses have been attended	
	Compliance	M	Compliance with legislation and Standing Orders	Breaches recorded for referral to Auditors	
	Fraud by staff	L	Fidelity Guarantee value appropriately set in Insurance policy	Council to review- Included in insured risks	



	Employee working environment is suitable	L	H&S works station assessment	Employee self-assess & Report	
Governance					
Legal Powers	Illegal activity or payment	H	Register to be maintained at time of payment	RFO to monitor & record each payment (see above)	
Minutes	Accurate and legal	L	Review at following meeting	On agenda for each meeting to be passed.	
Members interests	Conflict of interest	M	Declarations of interest to be documented/ minuted and any conflict addressed as appropriate	Dealt with prior to/or at each meeting.	
Emergency Plan	Plan current	M	Annual review	To be reviewed first meeting each year and officer appointed	



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Data Management	Data security	M	Council data held in secure environment Digital data – password protected Physical data – locked cabinet	Personnel to self assess	
	GDPR	M	Staff trained and aware of requirements	Breaches reported as required by ICO	
	Personal PCs disposed of securely	M	Hard disk removed and destroyed or data securely overwritten	Personnel to self assess	