

Rendham Parish Council Risk Analysis (Approved at PC meeting 07.07.2025)

Risk assessment is a general and systematic examination of financial, people, environmental and community responsibility management factors. This table has been produced to ensure that our Parish Council has identified and assessed the risks it faces in each of these four areas and then satisfied itself that adequate steps have been taken to manage and minimise the key risks. In order to help prioritise risk management effort, the risks have been categorised into three levels: high (H), medium (M) and low (L)

Subject	Risk(s) identified	Risk Level H/M/L	Management/Control of Risk	Review
FINANCE				
Precept	Not determined by Council Not submitted or received Adequacy of Precept	L L L	Review of Budget at every meeting RFO to confirm receipt Annual budget prepared in support of Precept application. Approved by Council at January meeting	Existing procedures are adequate
VAT	Re-claiming/Non reclaim	L	Reclaim and listed in diary	Existing procedures are adequate
Income	No Income	L	Ensure all income received, banked and is recorded in the cashbook once received. Income received is reported at the next full Parish Council Meeting	Existing procedures are adequate
Clerks Salary	Loss of Clerk, wrong salary paid, PAYE administered wrongly	L	Managed as appropriate and adequate training	Review by Chairman
Expenses	Fraud by Clerk	L	Fidelity guarantee value appropriately set	Reviewed by Council annually
Election Costs	Risk of election costs	M	Risk is higher in election year	Include in budget when setting precept
Reserves	Adequacy of reserves	L	Consider at budget setting	Yearly

Reviewed by councillors and signed by chairman:

Subject	Risk(s) identified	Risk Level H/M/L	Management/Control of Risk	Review
Assets	Loss or damage or similar	M	Annual Inspection, update insurance and asset register	Date in Diary
Financial controls for cheque payments	Inadequate checks	L	Financial statement to be produced at PC meetings. Two signature on cheques, all invoices to be presented. Clerk to maintain spreadsheet and cash book	Statement to be presented each meeting, payment approval at each Full PC meeting
Electronic payments	<p>Incorrect payment or electronic amount made</p> <p>No monitor on actual electronic payment</p> <p>Payments made without council approval</p>	<p>L</p> <p>L</p> <p>L</p>	<p>Checking of amount before final submission for payment.</p> <p>All BACS payments are authorised by two signatories, in accordance with financial governance procedures. The authorised signatories consist of three councillors and the Clerk. All signatories have secure access to online banking for monitoring purposes, ensuring appropriate oversight and transparency.</p> <p>All BACS payments are approved by council prior to the payment being made. A record of every electronic payment presented to councillors at a council meeting, and the clerk will print off every electronic payment confirmation and attach it to the corresponding invoice for audit purposes.</p>	Statement to be presented each meeting, payment approval at each Full PC meeting
Direct Debit payments	Incorrect amount made, wrong recipient	L	Review of payments made under Direct Debit at Annual Meeting and noted at each meeting if required.	Statement to be presented each meeting, authorisation of DD at each Full PC meeting when required
Insurance	Adequacy, cost and compliance	L	Annual review including Public Liability and Fidelity	Yearly
Annual Return	Not submitted in time limits	L	Annual return is completed and signed by Council and submitted to the internal Auditor for signing, then to the External Auditor	Present procedures adequate

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Subject	Risk(s) identified	Risk Level H/M/L	Management/Control of Risk	Review
RECORDS MANAGEMENT				
Financial and computer records	Inadequate records and unsaved computer records	L	RFO to check regularly. Cash booked to be completed on receipt of bank statement. Arrange regular data back-up	Monthly
Loss or damage to paper records	Damage/Fire	L	Store appropriately	Review regularly
Website/records do not meet legal requirements	Not meeting Transparency Code	M	Clerk to review regularly	Website to be updated to meet requirements
Minutes	Accurate and legal	M	Review and sign off at the next meeting	Each Meeting
Members Interests	Conflict of interest	M	Declarations to be minute and any conflict addressed as appropriate	
Public Liability	Incorrect insurance levels	L	Review when Insurance due	Yearly
Personal information held is not safe and secure or processed fairly and lawfully	Not meeting Data Protection rules	L	Data Protection officer to ensure the information meets current Data Protection rules	Data Protection Policy to be updated if required
Freedom of Information	Policy provision	L	Council has a model policy	Report any impacts
HEALTH AND SAFETY				
Danger to Clerk as a lone worker	Concerns	L	Appointment should be made and a Cllr present if needed	
Danger to the Public from Council owned assets	Injury	L	Personal accident and public liability	As necessary

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Subject	Risk(s) identified	Risk Level H/M/L	Management/Control of Risk	Review
ASSETS				
Village Sign	Damage to sign	L	Listed on asset register and insurance held	
Head of Claudius	Theft/ Damage	L	Listed on asset register and insurance held	
Village Greens	Damage from falling trees	M	Listed on asset register and insurance held	Regular inspection
Notice Board	Damage	L	Listed on asset register and insurance held	
PARK, play area and bowls court	Damage, personal injuries	M	Listed on asset register and insurance held.	Appropriate inspections are carried by PARK committee
Church Clock	Damage/Non working	L	Regular maintenance costs only	Yearly
Village Hall	Failure of RVHMC	L	Not an asset but PC is a guardian trustee responsible that they are satisfied the RVHMC remain solvent	Regular report from the committee
BUSINESS CONTINUITY				
Loss or long term incapacity of Cllrs.	If not enough for quorum	L	Vacancies can be filled by co-option	As necessary
Incompetence of Cllrs	Not meeting requirements	L	Cllrs to read 'The Good Councillors Guide ' issued by NALC	Attend training delivered by SALC

Review: Each Year or when appropriate

Reviewed by councillors and signed by chairman: