

Weldon Parish Council

RISK ASSESSMENT



Reviewed and Adopted by Weldon Parish Council on 30th June 2025

Weldon Parish Council will take all practical and necessary steps to reduce or eliminate risks, in so far as is practically and reasonably possible. This document has been produced to enable Weldon Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimize them.

Rating A = Satisfactory, Rating B = Review Proposed, Rating X = Unsatisfactory

	Risks Identified	Management/Control	Rating	Review/Assess	Action By
Financial	Inadequate records Financial Irregularities	The Parish Council uses Model Financial Regulations which set out the requirements. Reviewed Annually.	A	Existing procedure adequate.	Clerk & RFO /Council
	Lack of commitment by Councillors to the budgetary process	Include regulations in Standing Orders issued to all Councillors. Place item on Agenda early in the year to remind Councillors of budget process and actions required. Involve all Councillors in budgetary process not solely the Clerk & RFO.	A	Existing procedure adequate.	Clerk & RFO /Council
	Failure to ensure that the annual precept results from an adequate budgetary process	Start consideration of budgetary process at least four months prior to submission date of Precept. Checks by Clerk & RFO/RFO and supervising Councillor	A	Existing procedure adequate	Clerk & RFO/ Council
	Inadequate internal controls with regard to monitoring expenditure	Internal Audit checks are carried out every three months by a Councillor to ensure effective financial management by Clerk & RFO/RFO.	A	Existing procedure adequate.	Clerk & RFO/ Council
	Reserves too high/low	External Auditor advises reserve balance must not exceed the Precept.	A	Existing procedure adequate.	Council External Auditor

	Illegal activity or payments	All activity and payments within the powers of the Parish Council to be resolved at Council meetings, as per the Financial regulations	A	Existing procedure adequate.	Clerk & RFO/Council
	Fraud by Councillors	Ensure level of Fidelity Insurance is adequate and reviewed annually.	A	Existing procedures adequate	Clerk & RFO
	Risks Identified	Management/Control	Rating	Review/Assess	Action By
Business Continuity	Incapacity/Absence of Clerk & RFO/ Resignation of Clerk & RFO	Designate a person to temporarily act as Clerk & RFO in an emergency. A Locum Service is available through the SLCC	A	Existing procedure adequate	Council
	Loss or damage to Council records through theft/fire/ damage Inability to access records	Minutes and Agendas are held on the Council's website. Paper copies held in locked office at Clerk & RFOs home. Data Back-up are on two external hard drives	A	Existing procedure adequate	Clerk & RFO
	Security of data (IT systems and support)	Confidential documents are stored in a locked filing cabinet at the Clerk & RFO's home. Any confidential documents are securely shredded. Laptop and Email accounts password protected	A	Existing procedure adequate.	Clerk & RFO
	Failure to retain or secure the necessary number of members for the Council	Clerk & RFO to maintain an up to date Councillor Attendance Register. Advertise for an election immediately a vacancy exists. Co-opt Members where no election is held.	A	Existing procedure adequate	Clerk & RFO/Council

	Election costs	In an election year, estimated costs obtained from the Electoral Officer at CBC and included in the budget if insufficient reserves in General Reserves. In other years the Council has a contingency budget to meet possible by-election costs.	A	Existing procedure adequate	Clerk & RFO /Council
	Risks Identified	Management/Control	Rating	Review/Assess	Action By
Legal	Conflict of Interests Members Register of Interests	Councillors are required to declare an interest in any item of business and this is recorded in the Minutes. Completed Register of Interests forms are submitted to the Monitoring Officer at CBC and regularly reviewed. Any change in a Councillors Register of Interests must be notified to the Clerk & RFO.	A	Existing procedure adequate	Clerk & RFO /Council
	Freedom of Information	The Council has adopted the model scheme	A	Monitor any requests made under FOI.	Clerk & RFO
	Governing Policies not up to date	All Policies are reviewed annually by the Council and a check list is retained by the Clerk & RFO.	A	Existing procedure adequate	Clerk & RFO /Council
	Failure to ensure that all employees are paid in accordance with Council regulations and are adequately monitored.	A Contract of Employment and Job Description is agreed for the Clerk & RFO. Clerk & RFO runs payroll using the HMRC BASIC PAYE tools. Ensure employee regulations are available and understood by the Clerk & RFO. No additional	A	Existing procedure adequate.	Clerk & RFO /Council/ Internal Auditor

	Failure to comply with Inland Revenue and HMRC regulations	payment to the Clerk & RFO without Council approval.			
	Risks Identified	Management/Control	Rating	Review/Assess	Action By
Governance & Management	Lack of knowledge of regulations and codes	Ensure that a Code of Conduct, Standing Orders and Financial Regulations are in place and are reviewed annually. Highlight essential parts and provide training where relevant.	A	Existing procedure adequate.	Clerk & RFO /Council
	Action by the Parish Council outside its powers laid down by Parliament	Clerk & RFO to monitor relevant legislation and report to Council	A	Existing procedure adequate.	Clerk & RFO
	Lack of commitment to regulations and procedures	Chairman and Clerk & RFO to review Council's meeting and operational procedures annually.	A	Existing procedure adequate.	Clerk & RFO /Chairman
	Notice of meeting	The meeting Agenda is placed on village noticeboards and on the Council's, website giving the required notice of a minimum of 3 clear days prior to each meeting. Councillors to receive summons electronically	A	Existing procedure adequate.	Clerk & RFO
	Approval of minutes	Minutes are approved at the next Meeting of the Council. Draft Minutes are forwarded to Councillors no later than two weeks after a meeting. Draft Minutes are displayed on the Council's website and once approved by the Council the word Draft is removed.	A	Existing procedure adequate.	Clerk & RFO /Council

	Written communication to third parties	All formal written communication/emails should be directed through the Clerk & RFO and may be signed by the Chairman or Vice-Chairman when necessary.	A	Existing procedure adequate.	Clerk & RFO /Council
	Engagement by Members in the operation and activities of the Parish Council	Take every opportunity to publicize the role of the Parish Council through village newsletter or website. Public Open Forum Sessions are held at start of each Council meeting. Effective use of village noticeboard. Use key issues to raise the profile of the Parish Council and to test parishioners' views. Councillors contact details are available on the website and the noticeboard.	A	Existing procedure adequate.	Council
	Impact of Public spending cuts	All Councillors to be made aware that priorities must be set on the basis of the financial capacity of the Parish Council to deliver. Attend training where appropriate.	A	Existing procedure adequate.	Council
	Lack of engagement by Councillors and Residents on major items of public interest	Ensure publicity through local village newsletter, village noticeboards and website.	A	Existing procedure adequate.	Clerk & RFO /Council
	Lack of knowledge by Councillors on their role, responsibility and accountability	Delegate responsibility to one or two experienced Councillors to assist new Members. Attend any training courses available.	A	Existing procedure adequate.	Clerk & RFO /Council

	Inadequate insurance cover for members and Clerk & RFO	Review Risk Assessment by including on Agenda of Parish Council meetings at least annually. Ensure a Risk Assessment is carried out for all new assets and appropriate insurance cover implemented.	A	Existing procedure adequate.	Clerk & RFO /Council
	Failure to identify, value and maintain all assets of the Parish Council, and ensure that asset and investment registers are complete.	Record and maintain a record of all assets for which the Parish Council is responsible and include in the year end accounts. Arrange for annual review of valuations and arrange for professional valuation where appropriate.	A	Existing procedure adequate.	Clerk & RFO
	Adoption and implementation of appropriate Government legislation	Clerk & RFO to have appropriate legislation available. Review liabilities and responsibilities periodically at Parish Council meetings.	A	Existing procedure adequate.	Clerk & RFO
	Risks Identified	Management/Control	Rating	Review/Assess	Action By
Assets and Property	Loss of damage to Assets Risk/damage to third party property	An annual review of any assets will be undertaken for insurance purposes. Regular risk checks around the Parish.	A	Existing procedure adequate.	Clerk & RFO /Council
	Employment of Contractors	Use approved contactors. Ensure that all contractors hold sufficient public liability insurance and health and safety certificates.	A	Existing procedure adequate.	Council/Clerk & RFO
	Damage to Noticeboard	The Parish Council have three noticeboards in the Village and regular visual inspections are	A	Existing procedure adequate.	Clerk & RFO

		undertaken by the Clerk & RFO. Any damage or faults to be reported to the Parish Council.			
	Adequacy of meeting locations Health & Safety	Parish Council meetings and committee meetings are held in Weldon Village Hall and are considered to have all the appropriate facilities for the Clerk & RFO, Councillors and the general public.	A	Existing procedure adequate.	Clerk & RFO/Council

Chair	<i>A Page</i>	30th June 2025
Clerk & RFO	<i>C Ducker</i>	30th June 2025

Adopted by Weldon Parish Council on 30th June 2025

To be reviewed May 2026