

## STEEPLE BARTON PARISH COUNCIL

### Risk Assessment 2024/2025

Reviewed/amended: March 24

Resolved and adopted: 18/3/24

Next review: March 25

<b>Topic</b>	<b>Risk Identified</b>	<b>H/M/L</b>	<b>Management of Risk</b>	<b>Action</b>	<b>Freq months</b>
Precept	Not submitted	L	Full Minute – Clerk/RFO follow up	The figure is submitted by the Clerk in writing using the relevant form issued via email by WODC	12
	Not paid by District Council	L	Check and Report to Council	The Clerk informs the Council when the monies are received (April & September) This is included in the agenda	6
	Adequacy of precept	H	Quarterly review of budget to actual	Clerk/RFO & Finance committee to review in November during the budget process for the following year.	3
VAT	Reclaim within time limits	L	The Council will make at least one reclaim using the online form annually after the close of the year end	RFO verify against Income & Purchase ledger	12
	Charging	L	The Council is not currently registered for VAT.		
	VAT not claimable due to	M	All invoices made to and paid by PC	Inform members	12

**STEEPLE BARTON PARISH COUNCIL**

**Risk Assessment 2024/2025**

	members paying invoice and then charging PC				
Best Value	Overspend on services	M	Ensure correct tendering procedure followed as stated in the Financial Regulations		As and when
Direct Costs and overhead expenses	Invoice correctly calculated	L	Check arithmetic	Clerk/RFO verify	12
Reserves – General	Adequacy	L	Consider at Budget setting	Clerk/RFO and finance committee opinion	3
				3 year plan	24
Reserves – Earmarked	Adequacy	L	Consider at Budget and Final a/cs	Clerk/RFO and finance committee opinion	3
	Earmarked or Contingent liability	L	Review minutes with Chairman of Council	RFO/member view	12
Insurance	General adequacy, Cost, Compliance and Public Liability	L	The insurance arrangements are reviewed fully on a three-year basis with interim annual checking. Review of risk and adequacy of cover (loss / damage, public liability, consequential loss and fidelity guarantee) should be conducted annually.	Check limits annually and review full policy every three years	12 & 36
Assets	Loss, Damage etc	M	Annual inspection Update insurance and asset registers		Whenever
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary	12
Defibrillators	Loss, Damage etc		Monthly inspection Replacement of battery every five years and pads every two years if	Diary	1

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			unused – budget required.		
Staff	Fraud by staff	L	Fidelity Guarantee value	Council	12
Loss	Consequential loss due to critical damage or third-party performance	L	Insurance cover review adequacy	Diary	12
Legal Powers	Illegal activity or payments	H	Clerk to attend training courses and educate Council as to their legal powers. All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of Agenda and Finance Report.	Clerk and Councillors	24
Financial Records	Inadequate records	L	The Council has Financial Regulations which set out the requirements.	Diary	6
	Financial irregularities	L	The Council have a Councillor who is responsible for Internal Control who inspects the finance records regularly. Any irregularities should be identified on inspection.	Monthly against approved payments list and bank.	12
	Safe storage of present records	L	The Parish Council records are stored in a fire-proof cabinet at the Clerks secure storage unit, Deddington and also at the home of the Clerk.		
Data Protection	Policy provision	L	The Parish Council is registered with the Information Commissioner.	Annual renewal	12
Audit	Annual Return - complete and	L	External Audit Annual Governance		

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	publish within time limits		and Accountability Return (AGAR) completed and signed by the Internal Auditor and then completed and signed by the Chairman and Clerk / RFO before 30 June and published on the website. If the PC payments and receipts fall below £25,000 the PC may agree that there is no need for a Limited Assurance Review and that Exemption is acceptable; the Certificate of Exemption must be completed and sent to the External Auditor by 30 June. All paperwork must still be completed and published whether or not it is sent to the External Auditor. The PC may still have a Limited Assurance Review and the paperwork must be completed and sent to the External Auditor and published on the website in the usual way.		
Grants	Receipt of grant	L	Clerk to ensure that the Grass Cutting Grant is received by BACS by May and to chase OCC if not received.	Clerk to check bank	12
Minutes	Accurate and legal	L	Review at following meeting and post on the Parish website	Diary	12

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			steeplebartonparishcouncil.org		
	Adequate storage	M	Minutes to archives every ten years		As and when
	Safe storage of present records		The Parish Council records are stored in a fire-proof cabinet at the Clerks secure storage unit, Deddington and also at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records.	Damage (apart from fire or flood) and theft is unlikely and so provision is adequate.	12
Members Interests	Conflict of Interests	M	Update declarations of interest	Diary	3
			Keeping of Register		
Electors Rights	Ensuring response to electors wishing to exercise their rights of inspection	L	Documented procedures to deal with enquiries from the public		whenever
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	whenever