Newton St Cyres Parish Council

Risk Management Assessment Form - **Overall Risk** - Reviewed July 2026

This document has been produced to enable the Parish Council to assess the risks that it faces and to demonstrate that adequate steps have been taken to minimise such risks. The Council is aware that although risks cannot be fully eliminated it has a strategy in place that provides a structured and focused approach to managing risk.

Risk is defined as something that will affect the Council's ability to achieve its objectives and meet its duties. Risk Management is a tool by which these risks can be identified and controlled.

Subject	Risk	Level Of risk	Management / Control Of Risk	Action Taken and Review
Council Records – paper	Loss through theft, fire or damage	Low	Archive material kept securely in NSC Parish Hall storage facility and in County archives. Current working documents and minutes kept by Clerk at home	Minutes and other documents are on website
Council Records – electronic	Loss through theft, fire or damage	Medium	The Clerk uses Onedrive and also makes backups onto a memory stick Relevant documents are shared regularly with Cllrs and online to ensure they are accessible and available in more than one place	Frequent back-ups
Risk of council not being able to continue its business due to an unexpected or tragic circumstance	Unavailability of signatories Parish Hall not available Non quorum	Low Low Low	Ensure there are always more than two signatories Find another venue Cllrs to inform Clerk of non-attendance in advance. Re-arrange meeting	Check bank mandate each year and all Cllrs if possible

Subject	Risk	Level Of risk	Management / Control Of Risk	Action Taken and Review
Financial Planning	Adequacy of precept	Medium	An annual budget is set ensuring a sufficient precept to allow the council to achieve its objectives. A budget update is reported monthly. The annual budget is set December based on past expenditure and the council's objectives. The council has financial reserves.	Ensure sufficient reserves and monitor spend monthly Review financial reserves on a regular basis An Asset list maintenance schedule has been devised to assist with budgeting
Financial Controls	Inadequate banking checks and financial controls. Loss through theft Timely collection of income due	Low	Financial Regulations set out requirements for budgets, banking, and reconciliation of accounts Accounts are audited annually, two signatories required The Clerk records when income is due and monitors against this	Checked by internal audit
Best Value Accountability	Work awarded incorrectly	Low	Normal practice would be to seek, if possible, three quotations for any substantial work required, or goods to be supplied	Detailed in Financial Regulations
Election Costs	Costs when a full election takes place	Medium	Make sure there are always reserves to cover this	
Assets	Loss or damage	Low	Assets are registered and insurance is held at the appropriate level at all times. A regular check take place on all assets	Cllrs undertake an annual inspection of assets and report at annual council meeting. Maintenance and repair is undertaken as appropriate
Insurance	Adequate Cost Compliance Fidelity guarantee	Low Low Medium Low	An annual review of insurance undertaken at Parish council meeting Employers liability, public liability and fidelity Guarantee are a statutory requirement. Clerk liaises with insurance company and council to ensure the cover conditions are complied with	Clerk to liaise with insurance company if and when required

Subject	Risk	Level Of risk	Management / Control Of Risk	Action Taken and Review
Clerk	Loss of Clerk Fraud Actions undertaken by staff	Medium Low Low	Key information and documents regularly shared with all Cllrs and key documents posted on line Ensure Financial Regs are adhered to Clerk to be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role	Consider use of a drop box Clerk has membership of SLCC and Council is member of DALC
Members interests	Failing to disclose interests	Low	Members are required to disclose interests at the meeting	Members responsible for declaring interests
Health and safety	Council Activities	Low	Meetings held in Parish Hall. Public liability held. Council to ensure any activities undertaken are covered	
Allotment	Increase in net expenditure not matched by income from tenants	Medium	Review allotment rents annually	Ensure annual review
Volunteers	Volunteers not acting in a safe way	Medium	Ensure volunteers are aware of risk assessment for their area and trained where necessary	Consider a Volunteers policy – volunteer policy introduced July 2025
Parish Council activities eg working from home, safety of assets, speedwatch, neighbourhood watch, litter pickers, road wardens	Each area has its own risk assessment	Medium	Continue to review each risk assessment annually	Ensure annual review
Data Protection	Risk of a data breach	Medium	Council is registered with Information Commission (ICO) An information audit has been carried out All Cllrs and Clerk use NSC PC email (.gov) address for all PC correspondence	Review information audit annually MDDC will not be providing website from April 2028

			The Clerks laptop is kept at the Clerks home Personal data is not forwarded without permission Website is provided by MDDC	