

WALTHAM PARISH COUNCIL RISK ASSESSMENT/MANAGEMENT DOCUMENT 2026/2027

Risk assessment is a systematic general examination of the activities of the Parish Council to enable potential risks to be identified.

The Parish Council, based on the recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks identified.

This document has been produced to enable Waltham Parish Council to assess the risks inherent to its activities and satisfy itself that it has taken all reasonable steps to minimise them.

AREA	IDENTIFIED RISK	LEVEL OF RISK	CONTROLS	ACTION REQUIRED
<u>FINANCIAL</u>				
Precept	Adequacy of precept in order for Council to carry out statutory duties	L	Annual budget produced The Council receives monthly budget report. Monthly information and budget monitoring allows Council to estimate standing costs and costs of projects for the subsequent years.	No action required. Existing procedure adequate
Financial Records	Inadequate records leading to financial irregularities	L	Financial Regulations sets out requirement for production of records at meetings.	No action required. Existing procedure adequate
Bank and banking	Inadequate checks/ bank mistakes	L	Financial Regulations set out banking requirements and controls in place for electronic banking. Monthly bank reconciliation statement	No action required. Existing procedure adequate

Reporting and Auditing	Communication of information	L	Financial matters are a regular item on the agenda of the Council monthly meeting. Monthly checks by Councillors	No action required. Existing procedure adequate
Wages and associated costs	Salaries paid incorrectly Incorrect HMRC NI and PAYE payments	L	Salary payments included in monthly invoices listed for payment checked by designated Councillor(s) HMRC monthly payments included in monthly invoices listed for payment checked by designated Councillor(s).	No action required. Existing procedure adequate
Best Value Accountability	Work awarded incorrectly.	L	Parish Council procedure (as per Financial Regulations) to seek 3 quotes for all work estimated to cost over £3000.	No action required. Existing procedure adequate

	Overspend on services		For major projects, competitive tendering process would be initiated (as per Financial Regulations)	
VAT	Unclaimed VAT refunds	L	Refunds from HMRC for reclaimed VAT noted in budget report. VAT incurred displayed in separate column in cash book.	No action required. Existing procedure adequate
Community Fundraising (Plant Stall Donations)	Loss, theft, or misappropriation of cash donations due to informal collection arrangements (honesty box, private location, limited supervision)	M	- Activity approved by Full Council and recorded in minutes - All income treated as Council funds and subject to Financial Regulations - Secure, locked donation box used - Cash removed regularly in line with RFO instructions - Cash counted and verified by two persons where practicable - Signed income records maintained for each collection - All income banked intact without delay - Records reconciled to bank statements - Income reported to Council through regular financial reporting - RFO oversight and inclusion within accounting system - Inclusion within internal audit scope - Insurance cover reviewed annually in line with risk management	- Monitor effectiveness of controls during operation - Review cash collection frequency if income levels increase - Consider introduction of cashless payment options to reduce risk
<u>EMPLOYMENT ISSUES</u>				
Working hours	Over payment of wages for hours worked	L	Council has responsibility for monitoring of hours worked for all employees.	No action required. Existing procedure adequate

			Time sheets submitted to clerk Wage cost submitted on a monthly basis as invoices to be presented for payment	
Working conditions	Council noncompliant with contractual obligations; leading to discontented workforce.	M	Regular reviews of staff performance and working relationship with the Council	Ensure all staff have access to reviews, etc.
Health and Safety	Injury to staff in the working environment	M	Provision of regular reviews of staff working procedures, risks involved and adequate direction on the safe	Provide extensive health and safety guidance to all staff on a regular basis in

			use of any equipment required to undertake roles.	conjunction with regular reviews of working practices and risk assessments.
Fraud	Fraud by employees	L	Requirements of Fidelity Guarantee within insurance provision. Regular checks and internal controls on financial activity	No action required. Existing procedure adequate
<u>INSURANCE PROVISION</u>				
Adequacy	Insurance provision inadequate for the risk identified	L	Annual review is undertaken of all insurance arrangements	No action required. Existing procedure adequate
Cost	Best value practice not undertaken	L	Cost of insurance provision and service provided by said provider reviewed annually.	No action required. Existing procedure adequate

<u>FREEDOM OF INFORMATION PROVISION</u>	Non-compliance with Freedom of Information Act statutory requirements	L	Council has Model Publication scheme available on website and hard copy from the Clerk Freedom of Information Request Policy	No action required. Existing procedure adequate
<u>DATA PROTECTION</u>	Non-compliance with Data Protection Act and GDPR statutory requirements for registration as data controller	L	Clerk/RFO and members trained Council registered with ICO as a Data Controller Data/information audit complete and reviewed regularly Privacy notices available on website Policy for review of consents in place Retention and disposal policy adopted. Security Incident Procedure/policy in place	No action required. Existing procedure adequate
<u>ANNUAL RETURN (HMRC)</u>	Submission within time limits to avoid financial penalties	L	Employers Annual Return to HMRC completed and submitted online within the required time frame by Clerk/RFO	No action required. Existing procedure adequate
<u>ANNUAL RETURN (TO EXTERNAL AUDITORS)</u>	Submission within time limits to avoid financial penalties	L	Figures for Annual return presented to Council for approval and signing Subsequently sent to internal auditor for completion and signing before being sent	No action required. Existing procedure adequate

<u>LEGAL POWERS</u>	Illegal activity and/or payments	L	All actions of the Parish Council noted in minutes presented to all members. All resolutions for payment resolved at monthly meetings of Parish Council.	No action required. Existing procedure adequate
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<u>STATUTORY OBLIGATIONS REGARDING DOCUMENTS</u>	Accuracy and legality of notices, agendas and minutes	L	Minutes produced in the prescribed manner by the Clerk and adhere to legal requirements. Minutes are approved, signed and dated at the next meeting of the Council/Committee. Agendas and notices are produced in the prescribed manner by the Clerk and adhere to legal requirements. Agendas and notices are displayed according to legal requirements.	No action required. Existing procedure adequate
<u>MEMBERS INTERESTS</u>	Non-registration of Disclosable Pecuniary interests leading to criminal prosecution	M	Request for all members to declare any interests in business to be considered at all meetings. Registration of interests by members on prescribed form. Responsibility of individual member to declare said interests. Register of interests forms displayed of parish council website.	No action required. Existing procedure adequate
<u>ASSETS MAINTENANCE</u>	Loss or damage. Risk damage to third party	L	Annual review of assets undertaken for both insurance provision and external audit requirement.	Asset register needs to be updated with values and locations.

ii) Notice boards dog bins sat/grit bins benches etc.	Damage to equipment. Risk to third parties	L	Monthly checks undertaken by Council. The Clerk possesses emergency powers to deal with urgent repairs. Public Liability insurance in place.	No action required. Existing procedure adequate
iii) Open spaces trees	Damage to equipment. Risk to third parties	L	Monthly checks undertaken by Council Clerk possesses emergency powers to deal with urgent maintenance work. Open space provision considered by Council on a monthly basis. Public Liability insurance in place.	No action required. Existing procedure adequate
<u>ASSETS</u>	Poor performance of assets	L	All assets owned by Parish Council are regularly reviewed. All repairs and relevant expenditure authorised in accordance with correct procedures of the Parish Council. All assets insured. Insurance provision reviewed annually.	No action required. Existing procedure adequate
<u>MEETING LOCATION</u>	Premises inadequate for needs of Council and inaccessible for members of the public	L	All meetings of the Parish Council are held in the Church Hall or Parish Office which has adequate facilities for the hosting of meetings.	No action required. Existing procedure adequate
<u>COUNCIL RECORDS</u>				

Paper Records	Loss of essential records through	L	Lockable and fireproof cabinets in the Parish	No action required.
	theft and/or fire damage. Council Minutes, leases and historical correspondence. Financial records.		Office	Existing procedure adequate Documents need to be sorted through and stored appropriately
Electronic Records	Loss through; theft, fire damage or corruption of computer	L	Parish Council electronic records are stored on computers. Back-ups of electronic data are made at regular intervals Data transferred to an encrypted portable hard drive on a regular basis	No action required. Existing procedure adequate

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LEVEL OF RISK:
L: LOW
M: MED
H: HIGH

Date of Review – May 2026