Staple Parish Council Risk Assessment and Management.

September 2025

Area	Risk	Level	Control (and improvements)
Assets	Protection of physical assets	M	Assets insured. Cover linked to RPI by insurers. • *Annual assessment of assets by councillor responsible for assets (in November / Jan) prior to insurance renewal.*
Finance	Banking	L	Single bank account with working balance. • *Need to establish access with four signatories to the bank account to fulfil financial commitments.*
	Financial controls and records.	M	Financial Regulations in place – reviewed and updated annually. Reconciliation of bank statements done monthly. • *As soon as access to bank account is granted – a full reconciliation of bank movements since April.* Parish Councillors countersign invoices against cheques for payment. Copies of invoices retained& computer records held for all receipts and payments. All subject to Internal Audit. All payments are authorised by ParishCouncil and records of receipts and payments are circulated to all councillors. Cheques signed by 2 councillors. No cash held.
	Sound Budgeting to underlie precept	L	Parish clerk to monitor report budget and report to members in July / October / January and March of each year. Council reviews proposed annual budget prior to setting Precept.
	Management of staff and compliance with statutory functions	M	An area of risk is identified should the Clerk/RFO be unable to carry out the work for whatever reason. • *The Town Council considers that temporary cover could be found.* • *The clerk should sign contract of employment*.

Adopted by Staple Parish Council on 8th October 2025

Signed on behalf of SPC: _____

Minute Number ___80/25_____

Position: _____

			• *SAG to forward sample contract of employment to Cllr Martin with associated policies*. All statutory documents stored on www.stapleparishcouncil.co.uk All documents backed up to the cloud on One Drive • *Password and access to be provided to Chair. (also see Proper Document Control section.)* • *Document detailing standard activities to be supplied to Chairman together with all access IDs and passwords.*
	Comply with Customs and Excise Regulations	L	VAT refunds claimed on a regular basis – at least annually. • *To be completed as soon as access to bank account returned. Unable to do so until have an up to date statement in place to complete VAT return online*.
Contracts	Standing Orders	L	In place. Reviewed and updated annually.
Liability	Risk to 3rd Party, Property or Individuals	M	Insurance in place. Annual check of physical assets
	Legal liability as consequence of asset ownership	M	Insurance in place. Assets visually checked regularly.
Employer Liability	Compliance with Employment Law	L	Clerk's contract based upon SLCC/NALC model template in accordance with current employment legislation. • *SAG to forward sample contract of employment to Cllr Martin with associated policies*.
	Compliance with Inland Revenue Requirements	L	Regular advice from Inland Revenue. Salary reported using HMRC/RTI. Internal carry out annual checks
	Working Environment	M	Clerk checks for enough space, suitable lighting and power, not too noisy, the

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			temperature and humidity is at an acceptable level and the computer display screen is at an acceptable height and the correct distance away from the user.
Legal liabitiliy	Ensuring activities are within legal powers	M	Legal advice to be sought where necessary from the National Association of Local Councils. Clerk to assign legal power to cash book expenditure.
	Proper and timely reporting via the minutes	L	Council holds 11 meetings per year and receives and approves minutes of all meetings held. Minutes are posted on website www.stapleparishcouncil.co.uk
	Proper document control	L	Leases and legal documents to be kept safely at the Clerk's address. Archived documents held in locked filing cabinet at the village hall. All documents from Jan25 held on Cloud Storage and statutory documents on the web. Other data stored to comply with the Data Protection Act 2018 and under the retention of documents requirements.
	GDPR Compliance	L	Use of stapleparishcouncil.co.uk email addresses to conduct council business to protect councillors' privacy. Registered with the Information Commissioners Office.
Councillor propriety	Code of Conduct adopted Registers of interests in place.	L	All Councillors to act in accordance with Code of Conduct. Registers of interests available for inspection Use of stapleparishcouncil.co.uk email addresses for council business to ensure councillors are maintaining clear lines between council and personal commitments.

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