

## **STRETTON PARISH COUNCIL – FINANCIAL AND MANAGEMENT RISK ASSESSMENT**

This document has been produced to state how Stretton Parish Council assess the financial and management risks that it faces and to satisfy /confirm policies currently in place and exhibit that it has taken adequate steps to minimise them.

Agreed and approved at the Full Council meeting held on 01 April 2025

Reviewed Date:- \_\_\_\_\_. Chair: \_\_\_\_\_ Minuted: \_\_\_\_\_

Risk No	Subject	Risk(s) Identified (Description)	Risk Assessment	Mitigation/ Control of Risk	Review/ Assess/ Revise
SPC 001	Precept	Adequacy of precept requirement	Low	The budget is monitored on a quarterly basis by the Responsible Financial Officer (RFO) and presented to all councillors at each meeting where finances are to be discussed.	Annual review by the Full Council
SPC002		Ensure there are adequate funds for the forthcoming year	Low	The required budget is reviewed prior to the setting of the precept	Annually/starting in November, finalised January with meetings planned accordingly
SPC 003		Accuracy of precept submitted by SPC	Low	The precept will be for a fixed sum of money and will only be fully determined by the full council when all the relevant facts are known to the Council	By resolution to the Full Council, form to be circulated by email prior to submission.
SPC004	Financial Records	Inadequate records	Low	The Council has Financial Regulations that set out the requirements. To be reviewed at meetings and councillors can raise any concerns with the Clerk/RFO.	Existing procedure is adequate
SPC 005		Financial irregularities	Low	The Council has Financial Regulations that set out the requirements To be reviewed at meetings and councillors	Financial Regulations are reviewed annually

				can raise any concerns with the Clerk/RFO.	
SPC 006	Bank and Banking	Inadequate checks	Low	The Council has Financial Regulations that set out the requirements for banking, and cheques and the reconciliation of accounts To be reviewed at meetings and councillors can raise any concerns with the Clerk/RFO.	Existing procedures are adequate
SPC007		Bank errors	Low	If the bank makes an error this is found at the end of the month on processing the monthly statements	Review Financial Regulations and bank signatory list.
SPC 008	Cash and Banking	Loss	Low	Losses would result from bank error and these would be immediately reported to the bank. Possible loss from unauthorised access to the bank accounts are minimal. The parish clerk has full access to the accounts but cannot authorise or transfer any payments without consultation with the Chair and authorisation of two signatories. The parish clerk is not a signatory. Bank access – mandate reviewed by council. Clerk/chair arranges removal when resignation occurs.	
SPC 009	Cash	Loss through theft or dishonesty	Low	Cash and cheques are banked within 5 working days.  Insurance cover is provided for financial infidelity.	Existing procedures are adequate  Insurance reviewed annually
SPC010	Reporting and Auditing	Information and communication	Low	The accounts are open to public examination each year as required by the Accounting and Audit Regulations.	Existing communication procedures adequate. Full transparency on the website.

				Approved bank reconciliation and budget reports published on the Parish Council Website.	
SPC011		Compliance	Low	The Annual Report is published on the Council's website. Auditing takes place on an annual basis.	The Council appoints an internal auditor each year to scrutinise the accounts. Further reassurance is provided by the External Auditors if requested by the public.
SPC012	Direct costs, expenses and debts	Incorrect Invoicing (In or out)	Low	Prior to each meeting invoices are checked by the clerk. An accounts schedule and bank account statements are circulated to Councillors prior to meetings and a Councillor can query any invoice with the clerk. Councillors are sent copies of all invoices prior to the meeting on which they are due to be approved. Invoices are sent to signatories prior to online authorisation and all councillors are copied in. A councillor is appointed to check accounts on a regular basis at each ordinary meeting.	Existing procedure adequate.
SPC 013		Cheques	Low	Cheques are counter signed with the invoice by two signatories on the mandate. The use of cheques is minimal due to online banking.	
SPC 014	Grants / Funds receivable	Receipts of grants or commuted sums	Low	One off grants or commuted sums are noted and minuted. Councils can legally accept gifts of money with the accounting system showing the receipt of funds clearly.	

SPC015	Best Value/ Accountability	Work awarded incorrectly	Low	The Council has Financial Regulations that sets out the requirement for awarding contracts. All contract awards are agreed by the full council.	Existing procedure adequate
SPC016	Salaries and associated costs	Salary	Low	The Council authorises the appointment of all employees – with an employment contract, salary rates are based on the National Joint Council for Local Government Services	Existing procedure adequate
SPC017		Salary	Low	Salary slip / HM Revenue payment are prepared and submitted	To be reviewed by council given RCC have withdrawn payroll service.
SPC018		Pension	Low	No pension contributions are currently made to clerk.	
SPC019	Employees	Loss of key personnel	Low	The parish council can appoint a temporary clerk/RFO either from councillors or a locum to provide resilience in the event of loss of the clerk.	To be evaluated if necessary
SPC020		Fraud by staff	Low	Minimal risk. No petty cash is held Clerk is not a signatory on the cheques. Clerk is only permitted to purchase small items for the purpose of performing the role of Parish Clerk.	Existing procedure adequate
SPC021		Actions undertaken by staff	Low	Parish Council staff are provided with relevant training , reference books and access to assistance and advice to undertake the role through the membership of the LRALC .	
SPC022		Health & Safety	Low	All employees are provided with adequate direction and training if required. The clerk to ensure they are currently up to date with training and	

				will raise with council any training required.	
SPC023	Election Costs	Risk to budget from unforeseen election cost	Low	The risk is higher in election year. The parish are advised by the County Council of an estimate of costs of a full election and an uncontested election. There are no measures that can be adopted to minimize the risk of having a contested election as this is a democratic process.	The Parish Council ensures that sufficient budget allocation is allocated to an election reserve to cover by – election costs
SPC024	VAT	Reclaiming/ recharging	Low	VAT is re-claimed on either a monthly or quarterly basis from HMRC and repaid by BACS VAT is reclaimed annually from HMRC, repaid by BACS. Reported to Parish Council meeting.	Existing procedures adequate
SPC025	Annual Returns	Submit within time limit	Low	The Financial Annual Return is completed by the Internal Auditor and the Parish Clerk/RFO approved by the Full Council and submitted to the External Auditor as required within the prescribed time limit.	
SPC026	Legal Powers	Illegal activity or payments	Low	All activity and payments with the powers of the council are resolved and minuted at meetings.	Existing procedures adequate
SPC027	Agendas Minutes Statutory Documents	Accuracy and legality of the agendas, minutes Notices and Statutory documents	Low	Agendas and Minutes are produced in the prescribed method by the parish clerk and adhere to the legal requirements. Agendas and Minutes are displayed on the Notice boards and on the website in accordance with the legal requirements. Minutes are approved and signed at the following council meeting.	

SPC028		Business conduct	Low	Business conducted at meetings is managed by the Chair	Members adhere to the adopted code of conduct
SPC029	Members Interests	Conflict of Interest	Low	Members declare any pecuniary interests at the start of the meeting under Declarations and are logged and minuted.	Existing procedures adequate
SPC030		Register of Members Interests	Low	The register of members Interests is updated by Councillors when their circumstances change and is reviewed annually . All Registers are published on the County Council website	Councillors take responsibility to update their entry in the Register
SPC031	Insurance	Adequacy	Low	An annual review is undertaken prior to the renewal date of all the insurance arrangements in place and approved by full council.	Existing procedure adequate  Review insurance provision annually
SPC032	Data Protection	Policy Provision	Low	Registered with the Information Commissioner	Annual registration
SPC033	Freedom of Information Act	Policy Provision	Low	The Parish Council conforms with the Freedom of Information Act and would respond to any individual request in accordance with it	Existing procedure adequate
SPC034	Assets	Loss or damage Risk/ damage to third parties / property	Low	An annual review of assets is undertaken for insurance purposes. The asset register is reviewed annually by the Council at a meeting.	Existing procedure adequate
SPC035	Maintenance	Poor performance of assets or amenities	Low	All assets owned by the Parish Council are regularly reviewed and maintained. Two are appointed to do this at a Parish Council Meeting.	Existing procedure adequate
SPC036		Loss of income or performance Risk to third parties	Low	All repairs and relevant expenditure are actioned / authorised in accordance to the correct procedures of the Council.	Existing procedures adequate

				All assets are insured and reviewed regularly .	
SPC037		Loss of income or performance Risk to third parties	N/A		
SPC038	Street Furniture	Risk/ damage/ injury to third parties	Low	As per the Asset Register document. Insurance in place for this.	Existing procedures adequate
SPC039	Parish Council records paper	Loss through fire, theft or damage	Low	The Parish Council follows the NALC advise on the retention / destruction of documents required for the audit of Parish Council's records.	Existing procedures adequate
SPC040	Parish Council records electronic	Loss through fire/ theft/ damage computer failure/ hacking / virus infiltration	Low	A back up regime is in place. Anti-virus software is installed and the system updated as required. Passwords – sealed envelope, password protected document on laptop.	Existing procedures adequate
SPC041	Highway Trees	Public safety should a tree become unsafe	Low	Bi –annual tree inspection by Rutland County Council	In place next one due 2025
SPC042	Roadways	Pavements, fences, roads, grit bins, highways trees	Medium	Rutland County Council Highways Department are responsible for maintaining paths and roads.	Parish Council reports all defects to RCC
SRC043	Councillors	Loss of Councillors	Medium	Ensure Councillor number retained Vice Chairman for resilience Follow up Councillors not attending meetings. Co-option process in place. All Councillors have a secure identified parish Council email address for council business use only. Email address deleted when councillor resigns, the Clerk to arrange.	In place
		Communication system	Low		In place
		Reputational loss	Low	Code of Conduct in place. Retain LRALC membership.	Reviewed Annually