STRETTON PARISH COUNCIL

DRAFT - FINANCIAL & MANAGEMENT RISK ASSESSMENT 2026/27

The Stretton Parish Council (SPC) Financial and Management Risk Assessment categorises and quantifies risk, degree of exposure, mitigation measures and frequency of review.

Approved: 3 August 2026 Agenda Item 2627-32. Chair: K Hawkes

#	Topic	Risk Description	Assessment	Mitigation	Review
1	Precept	Adequacy of precept	Low	The budget is monitored on a bi-monthly basis by the responsible financial officer	An review by the full council bi-monthly
2	Precept	Ensure there are adequate funds for the forthcoming year	Low	The required budget is reviewed prior to the setting of the precept	Annually
3	Precept	Accuracy of precept submitted by the parish council	Low	The precept will be for a fixed sum of money and will be determined by the full council when all the relevant facts are known to the council	By resolution of the council
4	Financial records	Inadequate records	Low	The council has financial regulations that set out the requirements, as well as a document retention policy	Existing procedures are adequate
5	Financial records	Irregularities	Low	The council has financial regulations that set out the requirements.	Financial regulations are reviewed annually
6	Bank and banking	Inadequate checks	Low	The council has financial regulations that set out the requirements for banking,	Existing procedures are adequate

				checks and accounts reconciliation.	
7	Bank and banking	Bank errors	Low	If the Bank makes an error, this is found at the end of the month on processing the monthly statements.	Annually review financial regulations.
8	Cash and banking	Loss	Low	Access to bank accounts controlled. Clerk uploads payments and payment is authorised by an authorised councillor.	Annually review financial regulations.
9	Cash	Loss through theft or dishonesty	Low	No cash held. All payments/receipts are made through the bank. Insurance cover is provided for financial infidelity.	Existing procedures are adequate. Insurance reviewed annually.
10	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 are adequate. Full transparency on the website.
11	Reporting and auditing	Compliance	Low	The annual report is published on the parish council's website. Auditing takes place on an annual basis.	The parish council appoints an internal auditor to scrutinise accounts annually.

12	Direct costs, expenses and debts	Incorrect invoicing (in or out)	Low	Prior to each meeting the Parish Clerk checks invoices. An accounts schedule and bank account statements are circulated to councillors prior to meetings and a councillor can query any invoice. Invoices are sent to signatories prior to online authorisation. A non-signatory councillor is appointed to check accounts on a regular basis	Existing procedure is adequate.
13	Grants/funds receivable	Receipt of grants or commuted sums	Low	One-off grants or commuted sums are noted and limited. Councils can legally accept gifts of money with the accounting system showing the receipt of funds clearly	Existing procedure, adequate
14	Best value / accountability	Work awarded incorrectly	Low	The council has financial regulations that set out the requirement for awarding contracts. The full council agrees contract awards.	Existing procedure, adequate
15	Salaries and associated costs	Salary	Low	The council authorises the appointment of all employees with an employment contract, and salary rates according the National Joint Council for local government services.	Existing procedure, adequate

16	Salaries and associated costs	Salary	Low	Salary calculation and payment slip is prepared by Rutland County Council. The parish council duly reimburses RCC.	Existing procedure, adequate
17	Salaries and associated costs	Pension	Low	No pension contributions are currently made to clerk	Existing procedure, adequate
18	Clerk	Loss of key personnel	Low	The parish council can appoint a temporary clerk to provide resilience until a replacement clerk is recruited.	To be evaluated if necessary
19	Clerk	Fraud by staff	Low	Minimal risk. No petty cash is held. Clerk is not a signatory on the bank account and is only permitted to purchase small items for the purpose of performing the role of parish clerk.	Existing procedure adequate
20	Clerk	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.	Existing procedure adequate
21	Clerk	Health and safety	Low	All employees are provided with adequate direction and training if required.	Existing procedure adequate
22	Election costs	Risk to budget from unforeseen election cost	Low	The risk is higher in election year. The parish council is advised by the County Council	The parish council ensures that sufficient

				of estimated election costs (contested/uncontested). There are no measures that can be adopted to minimise the risk of a Democratic process.	budget allocation to cover by-election costs.
23	VAT	Reclaiming /recharging	Low	VAT is reclaimed monthly/quarterly from HMRC and transferred by BACS	Existing procedures adequate
24	Annual returns	Submit within time limit	Low	The financial annual return is completed by the internal auditor and the parish clerk, approved by the full council and submitted to the external auditor as required within the prescribed time.	Existing procedures adequate
25	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
26	Agenda, minutes and 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 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 and then published on notice boards and website.	Existing procedures adequate

27	Meetings	Business conduct	Low	Business conducted at meetings is managed by the chairman.	Members adhere to the code of conduct.
28	Members interests	Conflict of interest	Low	Members declare any pecuniary interests at the start of the meeting under declarations and logged in hard copy book.	Existing procedures adequate
29	Members interests	Register of members interests	Low	Councillors update the register of members interests when their circumstances change and this is reviewed annually. All registers are published on the County Council and parish council websites.	Councillors take responsibility to update their entry in the register
30	Insurance	Adequacy	Low	An annual review is undertaken prior to the renewal date of all the insurance arrangements in place	Existing procedure adequate
31	Data protection	Policy provision	Low	Registered with the information commissioner	Annual registration
32	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
33	Assets	Loss or damage. Risk / damage to third parties / property.	Low	An annual review of assets is undertaken for Insurance purposes	Existing procedures adequate

34	Maintenance	Poor performance of assets or amenities	Low	All assets owned by the parish council are regularly reviewed and maintained.	Existing procedure adequate
35	Maintenance	Loss of income or performance / Risk to third party	Low	All repairs / authorized accordance to correct procedures of the parish council. All assets are insured and reviewed regularly	Existing procedures adequate
36	Street furniture	Risk, damage, injury to third parties		As per the asset register document	Existing procedures adequate
37	Parish council records paper	loss through fire, theft or damage		The parish council follows the NALC advice on the retention slash destruction of documents required for the audit of parish council's records	Existing procedures adequate
38	Parish council electronic records	Loss through fire, theft, damage, computer failure, hacking, virus infiltration		A backup regime is in place. Antivirus software is installed and the system updated as required	Existing procedures adequate
39	Highway trees	Public safety if a tree becomes unsafe		Bi-annual tree inspection by Rutland County Council	In place, next one due late 2026
40	Road / Highways	Pavements, fences, roads, grit bins, highways trees	Medium	Rutland county council highways department handle the maintainable of paths and roads	Parish council reports all defects to Rutland County Council

41	Councillors	loss of councillors	Medium	Ensure councillor numbers are retained, vice chairman maintains resilience, follow-up councillors not attending meetings. Co-option process in place.	In place
42	Councillors	Communication system		All councillors have a secure identified parish council e-mail address for council business use only.	In place
43	Councillors	Reputational loss		Code of conduct in place, retain LRALC membership	Review annually