SNETTISHAM PARISH COUNCIL - RISK MANAGEMENT ASSESSMENT 2026

Financial & General Management

May-26

Topic	Risk	Risk Level - Danger to Council	Risk Likelihood	Management/control of risk	Review/Assess/Revise
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	H	L	Ensure adequate staffing and alternative venues - e.g. home working provision, additional office keys, Spare copy of Passwords kept away from office,Useof NPTS for additioanl support/ staffing issues	
Precept Determination	Council has inadequate funds	H	L	Councillors receive quarterly budget statements. Figures are displayed in monetary and percentage terms providing easy to follow progress, prior to budget-setting. Several Budget meetings with councillors ahead of setting Precept	
Precept Income	Possible capping of funds and referendum	M	L	Ensuring precept is set to avoid large drop in any one year	
Irregularities	Financial irregularities - Historical importance	H	L	The Council has Financial Regulations, which set out requirements for banking and reconciliation of accounts. Internet banking with dual authorisation required. Council also has internal financial controls quarterly and quarterly finance reports. Finance	

Financial Records	Bank errors or Bank Losses	H	L	Two Councillor authorisation required per payment (Interent payments Clerk plus one). Bank statements available at all Council meetings, and to residents upon request without notice. Those Coucnillors on the Banking Mandate have access to up-to-date figures independently of Clerk. The finance Group 2025 also has oversight of the financial records	
Cash	Loss through theft or dishonesty	L	L	Minimal petty cash (under £10) left in a locked cash box at the office. SUM Up machine has been purchased to avoind cash payments	
Reporting and Auditing	Information not Communicated	L	L	Budget and Income and Expenditure info given at every meeting. Annual report includes summary figures for residents and all figures on website.	
Reporting and Auditing	Auditing and Governance	H	L	Council undertakes internal and external independent audits.	
Payments	Services not supplied but invoiced	M	L	Council approves all invoices for payment and only approves when goods supplied or work completed; except that provision made in Financial Regs for occasional payment outside meeting, and these reported to Council. Two sigs required.	
Income	Incorrect or unpaid invoicing	M	L	Invoices outstanding listed on monthly summary figures. Income on monthly payments list	
Assets	Loss of stock	L	L	Minimum stock held. All purchase invoices to Council for payment.	
Achieving Best Value	Multiple quotes for larger projects	M	L	The finance regulations dictate when multiple quotes or tendering are required. Difficulty in obtaining quotes minuted if occurs.	
Achieving Best Value	Project overspend	M	L	Figures agreed for large projects do not allow for overspend. Aim for fixed price contracts	

Salaries and Hours	Salaries incorrect, wrong hourly rate or hours worked	M	M	Hours worked records kept, and available to Personnel Group, they are also are sent these figures and pay rates, changes and tax and pension info. Salary figures conflated in accounts, but any changes clear. Internal auditor check pay rates and payment made.	**Personnel Committee to review**
Expenses	Fraud or incorrect claims	M	L	Expenses payments must be approved. Mileage claims paid on completion of claim form and receipts provided. Mileage claim rates match those recommended by HMRC.	**Personnel Committee to review**
Expenses	Staff/members do not receive payment - legal action.	M	L	Only large purchases by staff are approved and minuted. Smaller purchases invoiced regularly to avoid build-up.	
Tax and other contributions	Wrong deductions of NI or Tax Unpaid Tax & NI contributions to Inland Revenue	H	M	Payroll software used is HMRC's own. Internal aditor checks deductions made properly. Records are available for inspecttion by Personnel Committee	**Personnel Committee to review**
Employees	Loss of key staff or long term illness, resignation or misconduct.	H	M	If occurred locum could be obtained.	
Health and Safety - day to day	Task specific training needed.	M	H	Training sources and budget available. Need for councillor to supervise to see things that Office staff might miss in their working environment.	
Election Costs	Risk of unexpected election	M	L	coverable by reserves	
VAT	Re-claiming	H	L	Requirements set out in the financial regulations. Internal auditor checks. VAT listed on all Expenditure statements to Council. Training.	
Annual Return	Completed and submitted in time limits	M	L	Annual Return is completed and submitted to the internal auditor for checking. Approved by Council and signed before sending to the External Auditor within time limit. Finacne Group will oversee	

Legal Powers	Illegal activity or decision making	H	L	All activity resolved and minuted at Full Parish Council Meetings, Clerk to alert if danger of legal breaches. Training undertaken (or sought) on issues. Public also monitor	
Agendas, Minutes	Accuracy and legal, loss thereof	H	L	Draft minutes sent to Councillors - reduces risk of inaccuracy. All approved at Council, and meet legal standards. Signed copies scanned and isolated to avoid being misplaced, and also available on website. Auditor will also scutinize	
Members Interests	Declarations of Interest made improperly.	L	L	Councillors encouraged to report interests in event of doubt. All members' interests available on BKCLWN website and linked from SPC site. Clerk responsible for ensuring new Councillors register their interests, and send to BCKLWN	**Refresher training and for new councillors**
Insurance	Meets needs and competitive	H	L	Reviewed annually prior to policy renewal. All associated liability covered. Policy updated as new assets added. Employee cover adequate and current.	
Data Protection	Civil action against Council	H	M	Council is registered with ICO. Clerk & Admin to undergo training.	**Training to be organised**
Freedom of Information	Policy availability	M	L	FoI policy current and on website. Staff aware of relevant timescales.	**Training to be organised**
Asset and Outdoor Risks					
Topic	**Risk**	**Risk Level - Danger to Council**	**Risk Likelihood**	**Management/control of risk**	**Review/Assess/Revise**
Assets	Loss or damage	M	L	Annual review of assets undertaken. Adequate insurance.	

Open Areas, including Common	Risk of damage or injury to third parties	H	M	Third Party Liability adequate. Signage as approved by Planning Inspectorate. Council has evidence that it tried to improve safety at Common but thwarted by PI. Those using Market Square required to have own additional insurance, and limitations of SPC cover explained.	
Play Areas	Memorial Field	M	L	Weekly inspection by staff all documented. Annual inspection by external body.ROSPA inspections	
Play Areas	Lodge Walk	M	L	Weekly inspection by staffall documented. Annual inspection by external body.ROSPA inspections	
Street Furniture, Lighting & Benches	Risk of Damage or injury to third parties. Location suitability.	M	M	Street furniture located to avoid Highways conflicts. Lighting under maintenance contract, and reported by parishioners. Benches should be surveyed regularly and maintained as necessary.	
Council Records – paper	Loss through fire or theft	H	M	Backing up of paper records electronically in progress, and destruction of much paperwork. Valuable documents being collected and to be sent to PRO when ready. Use safe more for interim storage.	**This needs review and group to assist with the distruction of old records**
Council Records - computer	Computer failure	H	M	Stored in cloud for retrieval. Contract with ECS computers for maintenance and storage	
Trees	Trees or branches posing a safety problem to the public where unrestrictive right of access is available	H	L	Regular tree survey. Highlighting of priority work. Yearly provision of sufficient budget.	
Office	Loss through accident or other damage	H	L	Annual inspection of fire extinguishers, alarm and boiler. Insurance. H&S inspections. Pat testing, Fabric reviewed.	