Wretton Parish Council Risk Assessment **Y/E 31 March 2026**

The risk management procedures, as documented below, were confirmed to be in practice by the Internal Auditor on ……………………………

FINANCIAL AND MANAGEMENT RISK ASSESSMENT

Topic	Risk Identified	Risk H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Full Minute – RFO follow up	RFO diary and bank checks. RFO budget preparation.
	Not paid by DC	L	Confirm receipt	
	Adequacy of precept	M	Quarterly review of budget to actual. Year end budget process: budget reviewed in November PC meeting, precept decided at January PC meeting.	
Other income	Cash handling	L	Wretton Parish Council does not use cash	RFO checks and bank reconciliations. Annual review of documented controls.
	Any other income, e.g. donations, refunds, VAT reclaim	L	All income is minuted and checked, VAT reclaim submitted at lease annually by RFO	
Grants	Claims procedure	L	Clerk/RFO check as required	Annual Review of documented controls.
	Receipt of grant when due	L	Clerk/RFO check as required	
Investment Income	Receipt when due	L	Currently Wretton PC has no investment income.	Review if changes.
	Surplus funds	L		
Salaries	Wrong salary/hours/rate paid	M	Clerk has written contract, salary payments checked and minuted.	RFO diary, PC Member to verify correct payments.
	NI and Income tax	M	PAYE and NI calculated using HMRC Basics. End of year return completed after 31/03.	
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	RFO to ensure correct approval process followed and check receipt of goods. Bank signatories to check invoices against payments.
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis.	
	Cheque payable is excessive or to wrong party	L	Wretton PC do not routinely use cheques. A cheque could be raised through Unity Bank and should be signed by 2 signatories.	

Grants & support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorise payment	RFO to check power, Councillor to verify.
	Conditions agreed	L	Agree and document any reasonable conditions	
Election Costs	Unexpected costs due to contested election	M	RFO plans for election costs in budgeting, EMR maintained.	RFO diary, budgeting process.
VAT	Charged on sales	L	Wretton PC does not charge VAT	RFO verify VAT against invoice. RFO diary.
	Charged on purchases	L	All items in cash book list VAT	
	Claimed within time limits	M	Agree returns submitted annually, reported at Council meeting	
Reserves - General	Adequacy	L	RFO to recommend as part of budget setting considering 3 year forecast. Approved at Council meeting.	RFO - annual budget process and monitoring.
Reserves – Earmarked	Adequacy	L	RFO to recommend as part of budget setting considering 3 year forecast. Approved at Council meeting.	RFO - annual budget process and monitoring.
	Unidentified Earmarked or Contingent liability.	L	Review minutes to ensure reserves are allocated.	
Staff	Loss of key personnel (Clerk)	M	Risks monitored and managed where possible: hours, resources, health and safety. Training and support provided. Annual appraisals. Insurance cover.	Regular review. Continuity plan to be prepared. Council to review insurance cover annually.
	Fraud by staff	L	Fidelity Guarantee value appropriately set	
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Annual review
Legal Powers	Illegal activity or payment	M	Clerk / Cllr education as to the legal powers of Council	Regular review. New Councillor and Councillor refresher training.
Financial Records	Inadequate records	L	RFO check regularly, internal controls (bank reconciliations at every meeting) + internal audit review	RFO Diary. Review internal controls regularly and at least annually.
Minutes	Accurate and legal	L	Clerk check. Members review at following meeting.	Regular review.

Members interests	Conflict of interest	M	Declarations of interest to be documented/ minuted and any conflict addressed as appropriate	Clerk to enaure new Councillors to complete Register of Interests within 1 month. Councillors ensure conflicts of interest are declared.

ASSETS / PHYSICAL EQUIPMENT / COMMUNITY SPACES

Topic	**Risk Identified**	**Risk H/M/L**	**Management of Risk**	**Staff action**
Assets and amenities (general)	Loss or damage Risk to third party/property	L L	An annual review of the asset register is undertaken for insurance provision. Public liability insurance covers all Council owned land.	Review assets at least annually and ensure insurance cover is adequate.
Maintenance of assets and amenities (general)	Reduced value of assets or amenities, loss of income or performance. Risk to third party / property.	L L L	All assets owned by the Parish Council are insured adequately and maintained / repaired as needed. Public liability insurance covers all Council owned land.	Existing procedure adequate. Ensure checks and timely repairs are carried out. Ensure insurance cover is adequate.
Play Area	Damage and wear to equipment Injury to third party.	L L	Regular routine inspections are carried out by Councillors, as well as annual external inspections. Repairs carried out as required.	Ensure regular inspections are recorded and repairs are carried out as required. Clerk to book annual inspections.
Green spaces including Nature Hollow	Damage to community space Injury to third party	L L	The Council employs a grounds maintenance contractor to maintain PC owned green spaces. Councillors monitor and issues are addressed. Tree surveys and maintenance to be carried out as required.	Grounds maintenance contract reviewed annually. Clerk to organise tree survey.
Notice boards	Risk of damage/ injury to third party. Roadside safety.	L L	Parish Council has two notice boards, sited a safe distance from the road. Any repairs/maintenance requirements brought to the attention of the Parish Council.	Existing procedure adequate.
SAM2 sign	Risk of damage. Risk of injury to third party. Roadside safety.	L L L	Clerk will ensure the volunteer has had safety training and a risk assessment has been carried out.	Review regularly.

Street furniture: benches, bus shelter, dog waste bins, street lights	Risk of damage. Risk of injury to third party.	L	Identified in the Asset Register and covered by insurance. All reports of damage or faults are reported to Council and dealt with. The Council have a streetlight maintenance contract and routinely inspect the streetlight fixings (a mixture of steel support posts and brackets on wooden telegraph poles).	Councillors monitor.
Meeting location	Adequacy Health & Safety	L L	The Parish Council Meetings are held at Wretton Church. The premises and the facilities are considered to be adequate.	Existing locations adequate.
Council records - paper	Loss through theft, fire or damage	L	The Parish Council records are stored at the Clerk's home.	Provision is adequate. Consider storage of historic documents at NCC archives.
Council records - electronic	Loss through theft, fire, damage, corruption of computer	L	The Parish Council's electronic records are stored on the Council owned laptop held by the clerk. Files are stored using cloud storage (Microsoft One-Drive) and some are also available on the PC website.	Clerk to ensure documents are stored on cloud storage. Continue to review adequacy of One-Drive account.
Event Management	Risk to third party or property	L	Wretton Parish Council hold very small events which are risk assessed individually and covered by the Council's public liability insurance.	Review as needed.

Reviewed and adopted on:__02 March 2026___________________________

Note: Risk assessment must be reviewed and adopted by council/meeting/board/body annually during the financial year and before 31 March.