

**STIFFKEY PARISH COUNCIL
RISK ASSESSMENT SCHEDULE**

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review / Assess / Revise
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Parish Clerk's home and on their computer. The Council's files are held on OneDrive. In the event of the clerk being indisposed the Chairman to contact Norfolk ALC for advice. Standing Orders March reviewed 2023 and include procedures for delegation to the Clerk in consultation with the Chairman and Vice Chairman in the event of a complete shutdown of the Council's ability to operate.	Review when necessary
Meeting location	Adequacy Health and Safety	L	Meetings are held in the Village Hall in Stiffkey or by remote access where legislation allows and circumstances dictate. The premises and facilities are considered to be adequate for the Clerk, Councillors and any public who attend from a health and safety and comfort aspect.	Existing procedure adequate
Council Records	Loss through theft, fire, damage	L	Papers, both current and archived held at the Parish Clerks home in safe keeping, or archived at Norfolk Archives.	Damage or theft is unlikely
Council Records electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on the Council's OneDrive.	Existing procedure adequate.

FINANCE				
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Parish Council receives financial statements at each meeting, and the precept for next year is drafted in November and budget figures agreed at Parish Council January meeting.	Existing procedure adequate
Insurance	Adequacy, Cost Compliance Fidelity Guarantee	L	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate Review provision and compliance annually
Banking	Adequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Existing procedures adequate Review Financial Regulations annually
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or cash float. Any cash transactions are made by the clerk, are fully receipted and then reimbursed monthly or paid by cheque on receipt of an invoice	Existing procedures adequate

Financial controls and records	Adequate checks	L	Reconciliation of bank accounts carried out as received/required, prepared by RFO. Two signatories on cheques and cheque stubs, or releasing electronic payments. Annual Internal and external audit/compliance with Transparency Code. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Any S137 payments must be recorded at time of approval.	Existing procedures adequate Appoint a Parish Councillor to review bank statements and bank reconciliation quarterly
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Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. If a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take over 15 hours. However the request can be resubmitted, broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts made under Freedom of Information Act
Clerk	Loss of Clerk Fraud Actions Undertaken	M L L	In the event of the clerk resigning suitable replacement will be appointed. The requirements of Fidelity Guarantee insurance must be adhered to Clerk should be provided with relevant training, reference books, access to assistance and legal advice obtained from Norfolk ALC or other indemnified provider.	Adequate
	Salary paid incorrectly	L	Parish Council Internal audit will check this	Adequate

Election Costs	Risk of election cost	M	Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. To meet the costs through appropriate budgeting for the precept/from Parish Council reserves. Election Reserve of £1,500 in place.	
VAT	Re-claiming/charging	L	The Council has financial regulations which set out the requirements. Clerk to be familiar with VAT Notice 749	Existing procedures adequate
Annual return	Submitted and not submitted within time limits	L	Annual Governance & Accountability return to be prepared within statutory timeframes (normally by the end of June), then is completed and signed by the Council and prepared in accordance with the audit requirements (including the Transparency Code for Smaller Authorities where relevant).	Existing procedures are compliant.

ASSETS

Seats / Village Sign / Bus Shelter / Notice Boards / Phone Box etc Village green	Checked quarterly	L L L L L L	An asset register is kept up to date and insurance is held at the appropriate - level for all items. Quarterly checks are made on assets of the Parish Council. EMERGENCY WORKS carried out up to £500 with approval by three Parish Councillors	Existing procedures adequate
Street Lights	Checked quarterly	L	Electrical contractor appointed to carry out routine checks. Clerk can authorise repairs up to £50.	Existing procedures adequate
SAM2	Risk of Injury		Councillor responsible for moving SAM2 device is trained and will be accompanied by another person to assist with heavy lifting.	Existing procedures adequate

LIABILITY

Legal Powers	Illegal activity or payments Working Parties taking decisions	L L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Ensure established with clear terms of reference.	Existing procedures adequate
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Minutes/ Agendas/ Statutory documents	Accuracy and legality Non compliance with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairman	Existing procedures adequate Undertake adequate training Members to adhere to Code of Conduct
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedures adequate
Employer Liability	Insurance policy adequate	L	Parish Council reviews the policy annually.	Existing procedures adequate
Legal Liability		M L	Clerk to clarify legal position on proposals and to seek advice if necessary.	Existing procedures adequate

COUNCILLORS PROPRIETY				
Members Interests	Conflict of interest Register of Members Interests	M L	Councillors have a duty to declare any interest at the start of the meeting Register of Members Interests form to be reviewed regularly.	Existing procedures adequate Members to take responsibility to update their register

RISK ASSESSMENT SCHEDULE

ITEM	FREQUENCY	LAST REVIEWED	COMMENTS/ACTIONS

Parish Council Insurance Including Public and Employers Liability Money and Fidelity Guarantee Personal Accident	Annually		
Assets inspection	Quarterly		
Financial Matters Banking Arrangements Insurance Providers VAT return completed Budget agreed, monitored and reported Precept requested: Payments approval procedure Bank reconciliation Clerk's salary reviewed and documented Internal audit by appointed person External audit Internal check of financial procedures/compliance with Transparency Code	Annually Annually Annually Annually Annually Monthly As rec'd Annually Annually Annually Annually		
Administration Minutes properly numbered Asset register available/updated Financial Regulations reviewed Standing orders reviewed	Annually Annually Annually Annually		
Employers Responsibilities Employees Indemnity Insurance policy Written arrangements with employees	Received Received		

Members' responsibilities			
Code of Conduct adopted	Received		
Register of Interests completed and updated			
Register of Gifts/Hospitality	Received In		
Declarations of Interests minuted	place		

Last Reviewed: September 2025

Next Review: September 2026