LILBOURNE PARISH COUNCIL RISK ASSESSMENT

Topic	**Risk Identified**	**H/M/L**	**Management of Risk**	**Action**
Precept	Not submitted to WNC	L	Minutes	Programmed event
	Not paid by WNC	L	Bank account credited	Receipt monitored by Parish Clerk
	Precept inadequate	L	Budget	Authorisation of expenditure by Parish Council in accordance with budget.
Other income	Misappropriation	L	Cash handling is rare. Almost all transactions are by cheque.	Spot check of all transactions carried out by a councillor. Independently audited.
	Cash not banked or banked late	L	Bank statements.	Spot check of banking carried out by a councillor. Independently audited.
Grants	Claims not made	M	Councillors are aware of all grant applications	Minutes
	Grant not received when due	M	Check by Parish Clerk and reporting to Parish Council. Bank statements.	Minutes and accounts. Spot check of banking carried out by a councillor. Independently audited.
Interest income	Interest not received when due	L	Small amounts only on low bank account balances. Check by Parish Clerk.	Spot check of all transactions carried out by a councillor. Independently audited.
Clerk's or other Staff remuneration	Wrong amount paid	L	Rate of pay approved by Parish Council. Two councillors sign for staff remuneration and expenses following Parish Council approval.	Minutes. Signatories initial cheque stubs. Updated May 2026 Payroll provider pays staff direct.
Status of Parish Council as an employer	HMRC require PC registration	M	PC to register with HMRC	PC registered with HMRC & external payroll provider
Direct costs and overhead expenses, including election costs	Goods or services not supplied to Council	L	Parish Council aware of all goods and services ordered.	Physical evidence of goods or service.
	Invoice incorrectly calculated or recorded	L	Arithmetical check of invoices undertaken by Parish Clerk prior to authorisation for payment.	Spot check of transactions carried out by a councillor. Independently audited.
	Cheque payable is excessive or to wrong party	L	Two Councillors are required to sign cheques. Cheques are not signed if blank.	Signatories initial cheque stubs.

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Grants & support	Parish Council has not authorised payment	L	Evidence of Parish Council authority required prior to payment.	Minutes
VAT	Not claimed within time limits	L	Parish Clerk maintains an analysis of VAT payments for subsequent claim.	Claim is a programmed event.
Reserves	Inadequate	L	Considered by Parish Council at Budget setting meeting.. Audit explanation required if reserves exceed twice the annual precept. Generally accepted that reserves held should be between 3 and 12 months expenditure.	Minutes.
Assets	Loss, Damage etc	M	Insurance renewal acts as the trigger for confirmation of condition of assets. Asset Register maintained and forms basis for insurance.	Physical inspection of assets if necessary.
	Risk or damage to third party property or to individuals	M	Review of adequacy of Public Liability Insurance at insurance renewal. Equipment use is in accordance with manufacturer's instructions (e.g. Mower)	Instruction, physical and written, provided to new users in the proper and safe use of equipment.
Staff	Loss of Parish Clerk	L	Risk of loss due to ill health, stress, long term sickness or resignation.	Risk monitored and managed by Parish Council as appropriate.
	Fraud by Parish Clerk	L	Fidelity Guarantee insurance in place for appropriate sum.	Parish Council review level of cover annually.
Maintenance	Reduced value of assets or poor performance due to lack of maintenance	L	Assets kept in good working order.	Asset maintenance in accordance with manufacturer's instructions where appropriate.
Legal Powers	Ultra vires actions	H	Councillors made aware of their legal Powers.	P.C. to ensure actions are within thei legal powers

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Financial Records	Inadequate records	L	Maintenance of comprehensive records by Parish Clerk.	Spot check of all transactions carried out by a councillor. Independently audited.
Minutes	Accurate and legal	L	Approval by Parish Council at next meeting	Minutes.
Members interests	Conflicts of interest	M	Declarations of interests are documented. Conflicts are minute and addressed as appropriate	Minutes and Register of Conflicts of Interest.
Insurance	Ensure cover is sufficient	M	Examination of the Policy	Examined by Internal Auditor Councillors to check
Conduct	Inappropriate conduct by members of the Parish Council	M	Councillors made aware of requirements for proper conduct.	Code of Conduct adopted.
Miscellaneous legislative requirements	Breach of legislation	M	Councillors operate within legal requirements.	Awareness of Freedom of Information Act, Race Discrimination Act, Disability Discrimination Act, etc.
Risk	Risks not properly assessed and mitigated	M	Annual risk review.	Risk Assessment document.

Reviewed on:- Re-adopted May 2026