

Steppingley Parish Council – Risk Assessment

July 2024

Risk identified	H/M/L	Management	Action	Review
Precept not paid	L	Check with bank & confirm to PC	Clerk – April each year	
Precept not adequate	L	Regular review of expenditure verses budget	Clerk & Finance Portfolio Holder 6 monthly. PC annual review.	
Level of general reserves inadequate	L	Review annually, maintain within 3-12 months guideline.	PC annual review	
Inadequate Public Liability Insurance	M	Annual insurance review	PC annual review	
Loss of deeds	L	Add location of deeds to asset register. Clerk to retain copy.	Clerk	
Loss of Minutes	L	Clerk to retain originals. Electronic versions to be filed on internet. Regular back up of files	Clerk	
Improper payment	M	1 person to authorise online payments under £1,000, 2 people to authorise payments over £1,000. Invoices to be checked before payment. Non-budgeted expenditure agreed at PC meetings.	Clerk regular bank reconciliation Audit annually	
Assets damaged	L	Inspect assets annually	Finance Portfolio Holder	
Assets missing	L	Review of asset register annually	Finance Portfolio Holder	
Loss of key personnel	M	Good record keeping – minutes and asset register	Clerk	
Inability to recruit enough Councillors	L	Central Beds would take control of Parish requirements	None	