

Moulton Parish Council Risk Assessment

Risk assessment and management (financial) for the period 1 April 2024 - 31st March 2025

| Topic | Risk Identified | Risk Level H/M/L | Management of Risk | Action | Action completed |
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| Precept | Not submitted | L | Prepare budget in November, submit precept request in January | Clerk to add to list of actions | November 2024, receipt of precept form confirmed by WSC |
| | Not paid by WSC | L | Confirm receipt | Clerk to add to list of actions | Added to May 2025 financial checklist |
| | Adequacy of precept | L | Prepare budget in November, review budget in March | Clerk to add to list of actions | Budget reviewed March 2025 |
| Other income | Cash handling | L | Cash handling is avoided, but where necessary appropriate controls are in place | Annual review of Financial Regulations and controls Councillor to verify and cash receipts. | July 2024 New Financial Regulations adopted. |
| Grants | Claims procedure | M | Clerk to ensure that the correct procedure is followed | Clerk to keep the Council informed of the progress of grant applications and any conditions which have been applied. | Three grants were received in 2024/25. Suffolk County Council - locality funding for new VAS West Suffolk Council – locality funding for new VAS and for a picnic bench. |
| | Receipt of grant when due | M | Clerk to ensure that the grant has been received | Councillor to verify. Verification to be minuted. | Checked by clerk and notified to councillors at next meeting. |
| Salaries | Wrong salary/hours/rate paid | M | Clerk to calculate salary, hours and rate to contract. | Councillor to verify. Verification to be minuted. | Checked at meeting on 17 th March 2025. |
| | Wrong deductions - NI and income Tax | M | Clerk to use HMRC's RTI PAYE tool to ensure deductions are calculated correctly. | Councillor to verify. Verification to be minuted. | Verified at the meeting on 17 th March 2025 and minuted. |
| Direct costs and expenses | Goods not supplied to Council | M | Clerk to follow up on all orders. | Council to check invoice and confirm receipt of goods before payment. | The clerk confirms receipt of all goods before payment. Invoices are verified at meetings. |
| | Invoice incorrectly calculated or recorded | L | Clerk to check arithmetic on invoices and perform monthly bank reconciliations | Councillor to verify. | The clerk checks invoices when they are received. Invoices are verified at meetings |

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| | Cheque payable is excessive or to the wrong party. | M | Signatory to sign invoice and initial stubs or payment schedule | Councillor to verify. | Cheques are rarely used but all cheques are checked against the relevant invoice and signed by two signatories. |
| Grants and support | No power to pay or no evidence of agreement of Council to pay | M | Clerk to minute council agreement with the power used to authorise payment | Councillor to verify. | All payments are minuted and the correct power listed. |
| | Conditions agreed | L | Clerk to present documents and any conditions to Council for approval. | Clerk to ensure any conditions are minuted. | No grants were paid. |
| Election costs | Invoice at agreed rate | L | Clerk to check. Council to consider future election costs as part of the budget. | Clerk to include in budget. | The 2023 election was uncontested, so the election costs were minimal. |
| VAT | VAT not recorded separately for invoices where VAT paid | L | Clerk to ensure VAT is recorded separately in the accounts | Councillor to verify. | Clerk records VAT separately in the accounts. This is checked at year end. |
| | VAT not claimed within time limits | M | Clerk to ensure VAT is claimed at the end of each financial year | Councillor to verify. | Claimed April 2024. Next claim will be made April/May 2025. |
| Reserves - general | Adequacy | L | Clerk to review when setting the budget | Council to confirm | Reserves confirmed at meeting on 17 th March 2025. |
| Reserves - earmarked | Adequacy | L | Clerk to review when setting the budget | Council to confirm | Earmarked reserves confirmed at meeting on 17 th March 2025. |
| Assets | Loss/damage etc | M | Councillor to inspect Council property annually. Clerk to update insurance and asset register. | Clerk to add to list of actions | Insurance checked by clerk in September 2024. Asset register updated in March 2025. Councillor appointed to check Council property at meeting on 17 th March 2025. |
| Public liability | Risk or damage to third party property or individual | M | Review adequacy of public liability insurance | Clerk to add to list of actions | Level of liability insurance reviewed at meeting on 17 th March 2025. |
| Staff | Loss of key personnel (clerk) | L | Monitor hours, health, stress of clerk and manage as appropriate | Council to monitor | The clerk is the sole employee. She has a good working relationship with the Council and informs them if her workload is |

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| | | | | | excessive. |
| | Fraud by staff | L | Ensure that Financial Regulations are complied with. Ensure that the Council has an adequate level of Fidelity Guarantee. | Councillor to complete checklist of internal controls at every meeting. | Completed at every meeting as part of checklist of internal financial controls. Bank statements are checked against the Scribe accounts. The level of fidelity guarantee is reviewed annually at the March meeting. |
| Maintenance | Reduced value of assets or amenities - loss of income or performance | M | Councillor to inspect Council property annually. | Clerk to add to list of actions | Council property inspected April 2023. Next inspection due April 2025. |
| Legal powers | Illegal activity or payment | L | Clerk to ensure Council is aware of its legal powers and to check when not sure | Clerk to include legal power in the minutes against payments to be authorised and to check Council has the legal power to carry out a specific action | All payments are minuted and the correct power listed. Clerk backs up all files regularly |
| Financial records | Inadequate records | L | Clerk to keep adequate records | Internal controls and annual audit ensure financial records are adequate. | Accounts are checked by a councillor at every meeting and annually (April/May) in more detail by an independent internal auditor. |
| Minutes | Accurate and legal | M | Declarations of interest to be documented/minuted and any conflict addressed as appropriate | Council to check the accuracy of minutes before approval and signing by the Chairman. | Minutes are checked before signing. 'Declaration of Interest' is an item on every agenda. Any declarations are minuted. |
| Playing field and play area | Claims arising from use of playing field and play area. | L | Regular inspections are carried out. The Council has public liability insurance. | Clerk to ensure play inspection reports are presented to the Council. Council to ensure that any defects are repaired. | The play equipment is inspected monthly by West Suffolk Council along with regular checks by a councillor and the reports emailed to the clerk. These are discussed by the Parish Council at the next meeting |

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| | | | | | and action taken where necessary. |
| | Injuries from falls. | L | Safagrass matting has been installed under all the play equipment except the hammock | Council to carry out regular inspections of the safety surface. | The play equipment is inspected monthly by West Suffolk Council along with regular checks by a councillor and the reports emailed to the clerk. These are discussed by the Parish Council at the next meeting and action taken where necessary. |
| | Injuries from use of equipment e.g. trapped hands, heads, etc. | L | Professional play equipment installers constructed the area and the installed equipment was built according to then current British Standard safety rules. Regular inspections are carried out. | Council to ensure that any defects are repaired. | The play equipment is inspected monthly by West Suffolk Council along with regular checks by a councillor and the reports emailed to the clerk. These are discussed by the Parish Council at the next meeting and action taken where necessary. |
| | Injuries from broken equipment. | L | Regular inspections are carried out. | Clerk to ensure play inspection reports are presented to the Council. Council to ensure that any defects are repaired. | The play equipment is inspected monthly by West Suffolk along with regular checks by a councillor and the report emailed to the clerk. These are discussed by the Parish Council at the next meeting and action taken where necessary. |
| | Risk of disease from animal excrement or attack from animals. | M | The playing field is a public place and animals cannot be excluded. However, dog fouling is specifically forbidden, and bins have been provided for dog excrement. Dogs must also be kept on a lead. Signs are provided asking dog owners to keep their dogs on a lead and clear up after them. Reminders are also included in the local newsletter. | Remind dog owners via the village newsletter of their responsibility to clear up after their dogs. | Include a reminder in newsletter. |

Reviewed: 17th March 2025.

Next review date: March 2026

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