

**Stonesfield Parish Council**  
**Risk Assessment 2022\_23 - Annual Review**

<b>Service Area</b>	<b>Level</b>	<b>Risk</b>
Insurance	L	Public Liability
	L	Employer's Liability
	L	Money
	L	Fidelity guarantee
	L	Property
	L	Officials indemnity
	L	Personal accident
	L	Fraud
Clerk	L	Loss of service of employee
	L	Lack of support
Council Meetings	M	Non-attendance of councillors
	L	Non-compliance with statutory requirements
	M	Poor reporting of Council business
Allotments	M	Non-payment of rent
	L	Non compliance with statutory regulations
Safeguarding of assets	M	Lack of maintenance
Finance	L	Precept not the result of proper detailed consideration
	M	Inadequate monitoring of financial performance
	L	Illegal expenditure

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- M Non-standard and/or non-compliant financial records kept
- M Non-compliance with statutory deadlines for accounts and other financial returns
- L Non-compliance with internal audit requirements
- M Missing paperwork

Contracts

- M Poor quality of work/value for money

- L Loss of service

The Common

- M Lack of adherence to SSSI obligations

- L Public safety

- H Lack of grazing

- L Lack of funds

Village Hall and  
Playing Fields

- M Statutory requirements of trustees not adhered to

GDPR

- H Observing legal regulations

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**Recommended Actions**

Continue existing cover

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See fidelity insurance

Immediately advertise vacancy and seek temporary cover from another local clerk

Continue with membership of SLCC and OALC and conduct annual appraisal with Chair and Vice Chair

Continue with regular meeting arrangements

Issue Standing Orders, Financial Regulations and Code of Conduct

Clerk to continue to produce, approve and circulate minutes within 10 days of the meeting, Council to continue to approve minutes at following meeting. All information to be updated regularly on parish website

Clerk to issue invoices yearly to allotment holders and to monitor payments

Clerk to ensure compliance with Small Holdings & Allotments Act 1908

Assets to be reviewed annually and asset register to be updated regularly

Continue to present budget and precept to Council for approval in good time

Clerk to continue to present monthly reports - Chair to have access to Scribe accounts at all times.

Clerk to ensure adherence to Financial Regulations. Continue to record and . approve all payments at Council meetings, expense forms to be completed by councillors for any expenses

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Regular training for Clerk & Councillors and support from SLCC and OALC

Continue to ensure that all accounts and returns are completed and submitted by the deadlines

Continue with appointment of internal auditor and review periodically

Clerk to maintain effective filing system. Cloud back-up of electronic documents and keep digital copies of any title deeds etc. The use of a secure server.

Review all contracts annually and seek tenders periodically

Seek new contractor immediately

Ensure all work is checked with Natural England and derogation requests completed

Carry out risk assessment annually

Ensure sheep-proofing and water supply is adequate and seek grazing agreement for the autumn as soon as possible

Ensure Common's expenditure and income is recorded and all grants applied for

Clerk to seek legal assistance to clarify role of Council as Custodian Trustees

Clerk to ensure that regulations are followed and to review any mailing lists