

Stonesfield Parish Council
Risk Assessment 2023_24 - Annual Review

Service Area	Level	Risk	Recommended Actions
Insurance	L	Public Liability	Continue existing cover
	L	Employer's Liability	Continue existing cover
	L	Money	Continue existing cover
	L	Fidelity guarantee	Continue existing cover
	L	Property	Continue existing cover
	L	Officials indemnity	Continue existing cover
	L	Personal accident	Continue existing cover
	L	Fraud	See fidelity insurance
Clerk	L	Loss of service of employee	Immediately advertise vacancy and seek temporary cover from another local clerk
	L	Lack of support	Continue with membership of SLCC and OALC and conduct annual appraisal with Chair and Vice Chair
Council Meetings	M	Non-attendance of councillors	Continue with regular meeting arrangements
	L	Non-compliance with statutory requirements	Issue Standing Orders, Financial Regulations and Code of Conduct
	M	Poor reporting of Council business	Clerk to continue to produce, approve and circulate minutes - also to publish on website for compliance Council to continue to approve minutes at following meeting. All information to be updated regularly on parish website
Allotments	M	Non-payment of rent	Clerk to issue invoices yearly to allotment holders and to monitor payments
	L	Non compliance with statutory regulations	Clerk to ensure compliance with Small Holdings & Allotments Act 1908
Safeguarding of assets	M	Lack of maintenance	Assets to be reviewed annually and asset register in Scribe accounting system to be updated regularly
Finance	L	Precept not the result of proper detailed consideration	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. Chair or finance committee member to also present monthly budget report and monitor.
	M	Inadequate monitoring of financial performance	
	L	Illegal expenditure	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
			Regular training available for Clerk & Councillors and support from SLCC and OALC - clerk has online access to resources
	M	Non-standard and/or non-compliant financial records kept	
	M	Non-compliance with statutory deadlines for accounts and other financial returns	Continue to ensure that all accounts and returns are completed and submitted by the deadlines
	L	Non-compliance with internal audit requirements	Continue with appointment of internal auditor annually
	M	Missing paperwork	Clerk to save all document electronically on the council server The use of a secure server.
			Seek tenders periodically as applicable
Contracts	M	Poor quality of work/value for money	
The Common	L	Loss of service	Seek new contractor immediately through tender
	M	Lack of adherence to SSSI obligations	Ensure all work is checked with Natural England and derogation requests completed
	L	Public safety	Carry out risk assessment annually
	H	Lack of grazing	Ensure sheep-proofing and water supply is adequate and seek grazing agreement for the autumn as soon as possible
Village Hall and Playing Fields	L	Lack of funds	Ensure Common's expenditure and income is recorded and all grants applied for
	M	Statutory requirements of trustees not adhered to	Clerk to seek legal assistance to clarify role of Council as Custodian Trustees
	H	Observing legal regulations	Clerk to ensure that regulations are followed and to review any mailing lists
GDPR			