

Brookthorpe with Whaddon Parish Council

Risk Management

Area	Risk	Level	Controls
		H,M,L	
Assets	Protection of physical assets	M	Insurance Cover for Contents– includes noticeboards, seats, bins & buildings for which PC is responsible. Public liability minimum £10 million.
	Security of buildings, equipment etc	L	Equipment used by Clerk insured
Finance	Non-compliant accounting	L	Council ensures accounts and returns conform to statutory requirements and returns are submitted by deadlines
	Financial controls and records	M	<p>Council monitors expenditure.</p> <p>Monthly reconciliation of bank statements and accounts by RFO.</p> <p>RFO report to include copies of all invoices for approval.</p> <p>Payments by BACS to be authorised by Clerk and 1 approved Councillor.</p> <p>Two signatories on cheques and initialled cheque stubs.</p> <p>Internal Checklist to be carried out by nominated Councillor and report actions to be minuted.</p> <p>Internal and external audits conducted</p>

	Banking & Investments	L	Ensure compliance with the Parish Council Appointed Bank.
	Loss of income	L	Invoices to be monitored to ensure that they have been paid. Ensure Precept form is completed and sent to Stroud District Council prior to the 1 st February each year.
	Loss of cash through theft or dishonesty	M	No cash is handled. Fidelity Insurance (fraud & dishonesty) minimum of £25,000. Insurance cover for loss of money a) invoices to be paid by cheque / electronic banking. b) no petty cash held.
	VAT Comply with Customs and Excise Regulations	L	VAT claims made by Clerk. Help and advice available. Internal and external auditor provide further checks.
	Sound budgeting to underlie annual precept	M	Council receives detailed budgets for setting precept.
	Complying with borrowing restrictions	L	No borrowing likely. Regulations would be followed.
	Contracts ensuring value for money	L	Purchases, contracts and tenders comply with financial regulations

Public Liability	Risk to third party, property or individuals	M	Statutory. Insurance in place. Cover minimum £10,000,000
Employer Liability	Comply with Employment Law	M	Statutory. Insurance Cover. Advice available through membership of GAPTC and SLCC.
	Comply with Inland Revenue requirements	M	External Payroll Company used.
	Safety of Staff and Councillors	M	Standing orders prescribe conduct of meetings. Meetings held in public venues.
Legal Liability	Ensuring activities and expenditure are within legal powers	M	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	L	Council meets monthly, receives and approves draft minutes of meetings. Minutes available to public via the website.
	Proper document control	L	Original leases / deeds stored at solicitors. Copies kept by Clerk.
	Loss of services of employee	M	Advertise immediately: seek temporary help from other local clerks.
	Libel & slander	M	Code of Conduct / Insurance cover.
	Loss of electronic data	M	Regular back up to a separate hard drive: paper copies of minutes / accounts held by the Clerk

Councillor propriety	Acting outside the law	M	Register of interest maintained and declarations made at each meeting. Code of Conduct adopted. Standing orders and Financial Regulations adopted.

These risk management arrangements were first adopted in March 2026.

To be reviewed 2028