

SHIREOAKS PARISH COUNCIL

Risk	Risk Effect	Probability	Risk Level	Management/Control Measures	Actions necessary
Loss of clerk due to sudden incapacity or death	Inability to continue business.	L	H	Folders/Passwords are kept in the Clerk's Office. Key information is published up to date on website.	Chair to get plan and all documents including passwords and bank information from Clerks office
Loss of clerk due to resignation or dismissal	Inability to continue business.	L	H	Folders/Passwords are kept in the Clerk's Office. Key information is published up to date on website.	Chair to get plan and all documents including passwords and bank information from Clerks office.
Loss of council documents due to fire, flood, theft or other causes	Loss would not affect the council achieving its objectives but would be a historical loss to the community.	L	L	Documents on external USB but backed up weekly to a separate external drive. Key information is published up to date on website.	Older minutes are archived at Nottingham. Hard copies of newer minutes and 7 years of accounts kept in Clerks office.
Loss of council 'Electronic data' due to fire, flood, breakdown or theft	Stops financial continuity.	L	H	Documents on external USB but backed up weekly to a separate external drive. Key information is published up to date on website.	Keep backups as per schedule.
Loss of Council members due to multiple resignations	causing council to be inquorate	L	H	There is no control that can mitigate such an event.	Inform Monitoring Officer and call extraordinary meeting and agree an action plan.
Financial Planning	Inadequacy of Precept	L	M	The next year budget is presented, along with this current years spend + inflation percentage increase + any agreed expected expenses which are within the current year. Precept is then calculated from this.	Full council meet to set draft budget and agree Precept.
Financial Controls	Inadequate banking checks. Loss through theft.	L	H	Financial regulations in place. Bank reconciliation is presented at each meeting. A Budget comparison is run monthly by the clerk to ensure the spending is on track. Clerk checks that expected income has been received.	All bank statements are signed by a councillor at each meeting. Cheques must be signed by 3 councillors.

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Election Costs	Costs incurred when a full election must take place	L	M	There are no measures available to minimise the risk of having a contested election.	The council has reserves that would cover this cost and then this would to be replaced in the following year using budget/precept calculation.
Assets	Loss or damage	M	M	An asset register is maintained, and insurance is held at the appropriate level for all items.	Regular inspection of assets
Member Interest	Failing to disclose interests	M	M	Members are required to disclose any interest as they accept public office and at each meeting or risk a fine by the Monitoring officer.	The Clerk is NOT responsible for members declarations. They must fill out their own register.
Actions Undertaken	Ensuring decisions and actions are legal	L	M	Clerk Chair and Councillors attend training when appropriate and is budgeted for. Ensure Council has access to support and information including any new legislation. Standing orders and Financial regulations govern council processes and are regularly reviewed to account for changes in law. Clerk to check legality of decision if council is unsure. No member can speak alone on or on behalf of the council. All decisions are made at the Parish Council meetings only.	Maintain SLCC/NALC membership
Insurance	Adequacy of cover.	L	L	Employer's Liability, Public Liability are a statutory requirement Lack of this would expose the Parish Council to potential litigation and financial costs	An annual review is undertaken to assess insurance arrangements.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

The council is aware that although risks cannot be eliminated fully it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

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Adopted 11th March 2025

Review Date March 2027