

Sandon and Burston Parish Council - Business Risk Assessment - www.sandonandburstonpc.org.uk

Area	Topic	Risk Identified	Classification	Measures in place	Measures to be taken to reduce/minimise/control	Responsible Person	Review
Physical Assets	Council Property	Loss or damage to physical assets	Med	Maintain and update register of assets, insure those assets in the Council's possession against damage or theft.	Update asset Register on a continual basis and amend insurance accordingly.	Clerk	Annually
Physical Assets	Council Property	Risk or damage to third party property or individuals	Med	Public Liability insurance in place	Review annually	Clerk	Annually
Financial	Budgeting	Overspend	Low	Clerk/RFO to monitor spending & report to Council via minutes at Bi - monthly meetings		ClIrs & Clerk	Annually
Financial	Financial Records	Inadequate or incorrect records	Low	Monthly reconciliation by RFO. Two signatures on payment approvals. All payments approved by the Council. Internal and external audits. Minutes reviewed, signed and dated at following meeting		ClIrs & Clerk	Annually
Financial	Financial Records	Council banks with NATWEST	Low	Council has two accounts - Current and Business Reserves - all payments made from Current Account, Business Reserves is for General Reserves and Earmarked Funds		Clerk	Annually
Financial	Financial Records	VAT 126 and HMRC payments not made/claimed	Low	VAT and HMRC payments and claims calculated by RFO. Internal and external audit provide further checks	Clerk submits VAT 126 once over £100 to claim	Clerk & auditors	Annually
Financial	Income	Lack of sound budgeting to underpin annual precept	Low	Council commence budget process in late autumn. Adopted a General Reserves Policy in 2025.		ClIrs & Clerk	Annually
Financial	Income	Inadequacy of precept	Low	Clerk RFO presents bi monthly reconciled accounts. All receipts and expenditure included in financial report in minutes	Council to review compare budget/actuals at least quarterly	ClIrs & Clerk	Annually
Financial	Loss of money	Loss through theft or dishonesty of Staff or Members	Med	Bi Monthly reconciliation by RFO. Two signatures on payments. All payments approved by the Council. Internal and external audits.	Bank reconciliation bi monthly	Clerk & auditors	Annually
Financial	Reserves	Ensure adequacy	Low	General Reserves Policy adopted in 2025		Councillors	Annually
Financial	Staff Expenses	Wrong Expenses Paid	Med	Clerks expenses presented to Council bi monthly and Chairman to confirm claim - Homeworking allowance paid monthly by standing order		ClIrs & Clerk	Annually
Councillor Propriety	Training of Councillors	Illegal decisions could be made	Low	Training Policy adopted by Council in 2025. Review training required for Councillors		ClIrs & Clerk	Annually
Councillor Propriety	Training of Clerk	Illegal decisions could be made	Low	Clerks training ongoing. Review annually		ClIrs & Clerk	Annually
Councillor Propriety	Declarations of interest	Risk of bringing Council into disrepute	Low	Pecuniary Interests forms completed and held by monitoring officer. Declaration of office signed by all Councillors	Ensure compliance by agenda item on each agenda.	ClIrs & Clerk	Annually
Governance	Legality of actions	Ensuring activities are within legal powers	Low	Clerk clarifies legal position on new proposals. Legal advice sought if required.	Consider formal training for Councillors as required	ClIrs & Clerk	Annually
Governance	Legal requirements	Proper and timely reporting via the minutes	Low	Council meets bi-monthly and approves the previous months minutes. Minutes available on website and noticeboards.		Clerk	Annually
Governance	Planning Consultation	Meeting deadlines for response	Low	Councillors amended Standing orders and Clerk Delegation Policy, Councillors submit comments to Clerk, if deadline is between meetings, Clerk submits comments to Stafford Borough Council. Chair can call an extraordinary meeting if necessary		ClIrs & Clerk	Annually
Staff	Staff	Loss of key personnel - Clerk through ill health, long term sickness or even death	Low	Password envelope created and given to Chairman, all equipment and hardcopy files marked as Sandon and Burston PC for ease of transferring.	Review duties and responsibilities annually	ClIrs & Clerk	Annually
General	Document security	Appropriateness of existing facilities	High		Historical records to be deposited with County archive service	Clerk	Annually
General	Disaster Recovery	Loss of computer records. Council unable to operate due to loss of key records	Med	Files stored on Microsoft OneDrive with a monthly subscription.		Clerk	Annually
Business Interruption	Loss of income	Loss of income in a disaster e.g. fire, or natural disaster	Low	No building owned by the parish council, no insurance necessary, contents are insured under clerks personal home insurance which also includes business. Equipment is covered under parish council's insurance for £2,500.		Clerk	Annually
Cyber Security	Hardware and software	Website and email	Low	Windows defender in place and McAfee antivirus protection installed. No insurance necessary.		Clerk	Annually

Adopted May 2024

Last ratified - May 2026