



North Turton Parish Council

Risk Assessment

Risk Description	Risk(s) Identified	Risk Level (H/M/L)	Management of Risk	Review /Assess/ Revise	Action By
Precept	Not submitted Not paid by BwDBC Adequacy of Precept	L L H	The Parish Council regularly receives budget update information and projects income & expenditure for the following year. This produces the required precept amount. The figure is submitted by the clerk in writing following agreement of the precept at full Council. The clerk informs Council when the monies are received.	Existing Procedure Adequate	Clerk to diarise when request to be sent to BwDBC Clerk to check bank account – contact BwDBC if precept late
Grants Payable	Claims Procedure Power to pay Authorisation of Council to pay	L L L	All such expenditure to go through the required Council process of approval and is listed and minuted correctly.	Existing Procedure adequate.	
Salary and Associate Costs	Wrong Salary Paid Wrong NI/tax deductions/pension payments	L L	Salary rates are assessed annually and applied from 1 st April each year. Clerk and Caretaker paid by cheque. The clerk acts as Employer/ Employee and is registered with the Inland Revenue and is responsible for the Tax and pension submissions.	Existing Procedure adequate. Reviewed as required	

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Staff	Loss of current clerk Loss of current caretaker	L L	As good practice, the Council should ensure Employee Guidelines are followed/ reviewed. The clerk should have the opportunity for training, reference books, access to assistance and legal advice required to undertake the role.	Existing procedure adequate. Purchase books, membership of SLCC. Monitor working conditions and safety requirements regularly.	Clerk
Loss	Fraud by staff of Parish Councillor Consequential loss due to critical damage or third party performance	L L	Fidelity Guarantee insurance guides to be adhered to with regards to fraud. Review adequacy of Insurance Cover.	Existing procedure adequate. Review fidelity insurance regularly.	Clerk
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial regulations which set out their requirements.	Existing Procedure adequate. Reviewed as required.	Responsible Finance Officer (RFO) to verify
Bank and Banking	Inadequate checks Bank Mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Cheques require two signatures. The clerk rectifies any bank errors on a monthly basis when the reconciliation is done. Cash flow is monitored monthly at the time of the bank reconciliation.	Existing Procedure adequate. Reviewed as required	Clerk/RFO updates regulations and advises the Parish Council
VAT	VAT analysis Claimed within time limits	L L	Systems to be set up for reclaiming VAT. Returns submitted annually	Existing procedure in place	RFO to verify

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Annual Return	Submit within time limits	L	The Annual Return is submitted by the clerk after approval by the Chairman of the Parish Council. It is audited by the Internal Auditor and a report produced. The return is then submitted to the external auditors.	Existing Procedure adequate.	
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	In place Unitary Council to step in if necessary	Existing procedure in place.	Review plan annually
Best Value Accountability	Work awarded incorrectly Overspend on services	L L	Normal Parish Council regulations/practices are to seek at least two quotations for any substantial work required or goods purchased. The clerk would report on any detraction from this practice.	Existing procedure adequate.	
Reporting and Auditing	Information Communication Compliance	L L L	A monthly monitoring statement forms part of the Parish Council agenda. An Internal Auditor is appointed to Check the annual financial records.	Existing communication procedures adequate. Internal audit yearly.	
Direct Costs/ Overhead Expenses	Goods not supplied Invoice incorrectly calculated Cheque payable to wrong party	M L L	Clerk approves all invoices for payment. Clerk checks the accuracy of the invoice and authorises for payment. Two signatures are required on the cheque before being passed for payment.	Existing Procedure adequate.	RFO to verify

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Election Costs	Risk of costs from an election	M	When an election is due the Clerk will obtain an estimate of costs from the Borough Council for a full election and an uncontested election. Clerk to check and consider the cost against budget.	Existing Procedure adequate.	Clerk to report on the impact on the Parish Council
Chair's Allowance	Overpaid	L	Clerk to minute.	Existing Procedure adequate.	RFO to verify
Reserves General and Earmarked	Adequacy	L	Considered at budget setting and with the year-end accounts. General and earmarked reserves are maintained at a level of 70%.	Existing Procedure adequate.	RFO to verify
Assets	Loss, damage etc Risk or damage to third party property or individuals	M M	Main assets are toilet block in Belmont and bus shelter in Edgworth. Regular inspections and maintenance carried out. Adequacy of Insurance cover. No depreciation policy is in place.	Existing Procedure adequate. Review insurance cover	Clerk to check annually
Insurance	Adequacy Cost Compliance External Employee (Gardening Services)	L L L L	An annual review is undertaken (before policy renewal) of all insurance arrangements. Employers and public liability Insurance are in place. Ensure compliance measures are in place. That the employee has the correct level of insurance to carry out the work including the correct level of employee liability insurance.	Existing procedure adequate. Regular review of compliance. Review when awarding the contract and review when contract is to be renewed.	Clerk to check annually

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Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings including a reference to the power used.	Powers minuted.	Clerk to advise
Minutes/Agendas/ Notices Statutory Documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced by the clerk and adhere to the legal requirements. Minutes are approved and signed at the next Parish Council Meeting. Minutes and agenda are available online or on request to the clerk. The Chair manages the business of the Parish Council at the meetings.	Existing Procedure adequate.	
Members Interests	Conflict of interest Register of Members Interests not being up to date	L L	The declaring of interests by members is carried out at every Parish Council Meeting. Register of Members Interest forms should be reviewed regularly	Existing procedure adequate. Members take responsibility to update their register and to declare any interests, prejudicial or personal at meetings.	Clerk to review
Council records- paper	Loss through theft/fire/damage	L	Current Parish Council records are stored at the Clerks home. Historical records are stored in metal filing cabinet in locked room at Turton Tower. Archived records stored with BwDBC.	Most recent records are also stored electronically	Clerk

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Council records-electronic	Loss through theft /fire/damage/computer corruption	L/M	The Parish Councils electronic records are stored on the council's computer. Back-ups of the files are taken at regular intervals	Back up information to be stored safely.	Clerk
Loss of Civic Regalia	Loss through theft	L	Stored in locked safe. Adequate insurance to cover loss.	Review insurance annually.	Clerk
Freedom of Information Act	Policy Provision	L	The clerk can respond to requests for information. There have been no requests to date.	Monitor and report requests made under the Freedom of Information Act-ongoing	Clerk
Meeting Location	Adequacy Health & Safety	L L	The Parish Council holds its meetings at adequate buildings in Edgworth, Belmont and Chapeltown.	Existing Location Adequate	
Grants & Support	No power to pay or no Council agreement	M	The Parish Council has a Grant and Donations Policy. Grants awarded on a yearly basis for maximum of three years.	Existing Policy adequate.	Clerk to review

Risk Assessment completed by:	Jane Smith, Clerk/RFO North Turton Parish Council	Date Completed:	09/06/2025
Date approved by Parish Council:	07/07/2025	Date of Review:	July 2026