OLD WARDEN PARISH COUNCIL – RISK ASSESSMENT 2026/27

This document has been produced to enable Old Warden 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 some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

Subject	Risks identified	Risk rating	Management and Control	Review/Assess/Revise
1. **MANAGEMENT** Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	Low	All paper files are kept securely at the clerk's home. Electronic records are stored on the Council Laptop and backed up to the Could. Local backup solution being investigated.	Review when necessary

	Council not being able to undertake business without a quorum of 3 Councillors Lack of councillors to meet a quorum Loss of Clerk due to sudden illness or other cause	High Low Low	Councillors send apologies in advance of meeting if unable to attend. If numbers remain low Clerk contacts remaining Councillors to confirm attendance If a meeting is unable to be held, then Councillors to be contacted and agreement to essential business being conducted by email of video conferencing and confirmed at the next meeting It has been decided that the Council will keep a list of residents who may be interested in becoming a councillor in the future (Succession planning). Existing clerk to identify potential individuals who may be interested in becoming clerk in the future	Existing procedures adequate.
Meeting location	Adequacy of Health and Safety	Low	Meetings are held in Old Warden Village Hall. This is booked annually in advance. Access is by Cllr Ives who holds a key. A second key is kept at the Bed and Breakfast. The premises and facilities are considered adequate for the Clerk, Councillors and any members of the public who attend.	Existing procedures adequate
Council Records	Loss through theft, fire or damage	Medium	All paper files are kept securely at the clerk's home. Electronic records are stored	Existing procedures adequate

			on the Council Laptop and backed up to the Cloud.	
2. <u>FINANCE</u> Precept	Adequacy of precept	Low	Robust budgeting determines the annual precept. Clerk provides bimonthly income and expenditure information against budget. OWPC holds some reserves in an interest-bearing account to meet unforeseen events or uninsured risk events.	Existing procedures adequate
Insurance	Adequacy of insurance	Low	Insurance is reviewed annually. Policy based upon the precept of the Parish. Employers Liability, Public Liability and Fidelity Guarantee in place.	Review provision and compliance annually.
Banking	Adequacy of controls, risk of loss through dishonesty or fraud.	Low	OWPC has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. See Financial Regulations document.	Existing procedures adequate. Review Financial Regulations annually.
Financial controls and records.	Adequacy of controls, risk of loss through dishonesty or fraud. Risks involved with use of electronic banking. Access to Bank accounts and internet banking	Low	Monthly reconciliations prepared by Clerk/RFO, Checked by the chair at each meeting. Cheques are no longer in use. Electronic payments made by Clerk/RFO in line with financial regulations, requiring authorisation by 2 Councillors if limit exceed (currently anything over £300). There are 3 Councillors who along with the clerk are signatories on the accounts.	Existing procedures adequate. Review Financial Regulations annually.

			Internet banking currently is only accessible by the RFO, however applications are in progress for the Chair and Vice chair to also have access.	Ensure new access is achieved. Then existing procedures adequate.
VAT	Failure by Clerk/RFO to reclaim VAT on appropriate invoices. Loss of income to OWPC.	Low	VAT element of all expenditure noted separately on accounts to ensure all VAT that can be claimed is claimed.	Monitor accounts Bimonthly. Review controls annually.
3. <u>ASSETS</u> Signage, benches, traffic signs, clock and defibrillator	Failure to maintain assets in good working order.	Low	Councillors have individual responsibility for inspecting assets. Annual review of asset register.	Existing procedures adequate.
4. <u>LIABILITY</u> Legal powers	Illegal activity or payments. Decisions taken outside of Council	Low	All activity and payments made within the powers of OWPC (not Ultra Vires), Approved and minuted	Existing procedures adequate.
Legality	Non-compliance with statutory requirements	Low	Agendas and minutes are produced in the prescribed method. Minutes approved at the next meeting and signed. Agendas and minutes displayed on the OWPC noticeboard and on the website.	Existing procedures adequate.
Public Liability	Public liability risk to third party, property or individuals	Low	Public Liability Insurance in place. Defibrillator inspected annually.	Existing procedures adequate.
5. <u>COUNCILLORS' PROPRIETY</u>	Conflict of interest	Low	Councillors declare interest at the start of each meeting. Register of interests reviewed annually.	Existing procedures adequate.

Liability				
6. <u>CLERK/RFO</u> Liability	 Loss of Clerk/RFO Fraud Actions undertaken	Medium	In the event of loss of clerk, temporary clerk identified during recruitment process. (Local Council Consultancy) Chair to monitor Clerks activities. Requirements of the Fidelity Guarantee Insurance must be adhered to. Clerk should be provided with relevant training.	Review as needed.

APPROVED: 06/05/2026

BY: Matthew Studdert-Kennedy

DATE FOR REVIEW: May 2027