

**WESTLETON PARISH COUNCIL**  
**RISK ASSESSMENT 2023/24**

Risk Rating
4 = Severe 3 = Serious 2 = Moderate 1 = Minor 0 = None

Risk	Risk Rating	Control Measure	Action
Maintenance of assets	1	To monitor assets, to get repairs done quickly before they escalate.	All assets owned by the Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.
Damage to Uninsured Assets	2	The asset register has been thoroughly updated and those items identified as self-insured are small enough to be covered by the Council's reserves and would not be covered by the insurer's excess.	To continue keeping asset register updated.
Depletion of Reserve Funds	2	The Council has £24,628 in a savings account earmarked for projects but available in an emergency.	To monitor saving.
Events produce a loss (Bonfire/Others)	1	Clerk and Heads of working groups to carefully monitor spending.	Prepare spreadsheets for Council Meetings to keep Council updated regarding finances. Review additional means of increasing revenues at events where possible.

Fraud	2	<p>The Clerk does not have direct access to the Bank Accounts but is now an 'authorised signatory' for the purpose of signing cheques. This mandate change was required in 2020 as the Parish Council applied to Barclays for a Business Debit card and the Clerk is the holder/custodian of this. All cheques still require the signatories of 2 nominated councillors and this is seen as being secure as reasonably possible. There is no petty cash. The Clerk only has access to cash deposits to be banked. Cash deposits from Donations and Fund Raising are pre counted and recorded by the working groups before depositing and all transactions are approved by the Council.</p>	<p>Maintain current system and ensure there are receipts for all transactions including deposits. The Parish Council has now published an Internal Control Statement which further demonstrates procedures and safeguards in place.</p>
Adequacy of Precept	1	<p>To receive 3 monthly budget updates throughout year to allow Council to map out monies to ensure the next year's precept figure will be correct. This is applied for in writing by the Clerk from ESDC.</p>	<p>Continue current system.</p>
Grants	1	<p>The Council receives one regular grant from Natural England, this is cross checked by them. The one-off grants received are monitored</p>	<p>Continue current system.</p>

		by the Clerk to ensure they are spent on what the grant was originally applied for. Cross checks at ESDC ensure grants are spent correctly.	
Best Value Accountability	1	For work or purchases exceeding £1000 the Council shall follow Financial Regulations and obtain at least 3 quotes to ensure the best price/quality possible. For any other amount the Clerk and/or Members involved shall strive to obtain where possible 3 estimates to ensure value for money.	Continue current system. In July 2023 a review was carried out of the Parish Council's Financial Regulations to ensure these are up to date and fit for purpose.
Members interests	1	Declarations of interest by members at Council meetings. Register of members interests forms reviewed regularly – these are now held on line by ESDC as part of Openness and Accountability Best Practice.	Continue current system. The Parish Council have adopted the Local Government Association National Councillor Code of Conduct (this replaces the Suffolk model which was previously in place).
Insurance	1	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies.	Continue current system.
Data Protection including Freedom of Information requests and Data Subject requests.	2.	New General Data Protection Regs come into effect in 2018. Significant implications and changes from DP Act 1998.	The Parish Council have adopted a Data Protection Policy together with a Data Retention Policy. Clerk responsible for keeping under review.

Council records Paper	-	2	Current paper records are stored at the Clerk's house.	Continue current system. Damage (apart from fire) and theft is unlikely and so provision is adequate. The PC has purchased a shredder to dispose of confidential material. In addition, a lockable filing cabinet has been purchased to keep records/equipment and cheque books more secure.
Council records Electronic	-	1	The Parish Council electronic records are stored on the Clerk's laptop held with the Clerk at home. Backups of electronic data are made at regular intervals.	Continue current system.
Common Fire Risk		3	During periods of very dry/hot weather the 17.95ha site is vulnerable to the outbreak of fire. The Common Management Plan recognises this and we carry out periodic clearance/maintenance to create fire breaks which help reduce the risk. Warning notices about the dangers of fire are also posted around the area.	Common Advisory Committee to continue to monitor and programme work as necessary according to circumstances. We also hold dialogue with the Suffolk Fire Brigade and are looking to bring about improvements for emergency vehicle access arrangements.
Pandemic		1	The finances of the Parish Council were not directly impacted by the Covid 19 pandemic and we did not suffer any real loss of income. Whilst things have now returned to normal, future incidents of this kind are a complete unknown and so this item will remain listed as a potential [albeit low] risk to the functioning and running of the Parish Council.	Clerk to continue to monitor.