

Subject	Risks identified	H/M/L	Management/control of risk	Review/assess/revise
Members responsibilities				
Members Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting	
	Register of members Interests	L	Register of Members Interests form to be reviewed at least on an annual basis	
Management				
Business continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All hard copy files and recent records are kept at the Clerk's home and electronic files are held in the Cloud currently Microsoft 365. In the event of the clerk being indisposed, the Chairman to contact HALC for advice	Review when necessary, Ensure procedures below are undertaken
Meeting location	Adequacy Health and Safety	L	Meetings are held in Brockhampton Village Hall. The premises and facilities are adequate for the Clerk, Councillors and any public. who attend from a health and safety and comfort aspect.	Existing procedure adequate
Council records - paper	Loss through theft, fire, damage	L	Held at the clerk's home, smoke alarms in the premises reduce risk of fire	Provision is adequate.
Council records -electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are accessed via the Clerk's desktop computer which is protected from viruses, malware, etc.	Existing procedure adequate
Finance				
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Parish Council receives budget update quarterly and detailed budget in November.	Existing procedure adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. Incl: ➤ Cheques are never pre-signed. ➤ Payee details and amounts on the cheques are always written out prior to cheques being signed. ➤ The cheque counterfoil is always completed and countersigned. ➤ All payments are supported by an invoice or a receipt. ➤ Bank transactions are accurately recorded in Excel spreadsheets – this is reconciled against the bank statement quarterly. ➤ The chequebook is always held by the RFO`	Existing procedures adequate Review Financial Regulations as necessary
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Any cash transactions are made by the clerk, are fully receipted and then reimbursed monthly or paid by cheque on receipt of an invoice.	Existing procedures adequate

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Financial controls and records	Inadequate checks	L	Quarterly reconciliations prepared by RFO and checked by a councillor. Two signatories on cheques. Internal audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted.	Existing procedures adequate
Freedom of Information Act	Policy Provision	L/M	The Council has a model publication scheme for Local Councils in place. The clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council can request a fee if the work will take over 15 hours. However, the request can be resubmitted, broken down into sections, thus negating the payment of a fee	Monitor and report any impacts made under Freedom of Information Act
Election Costs	Risk of election cost	M	Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election.	Include in financial statement when setting precept
VAT	Re-claiming	L	The Council has financial regulations which set out the requirements	Existing procedures adequate
Assets				
Street Furniture and other items	Damage to benches, signs etc	L	An asset register is kept up to date and insurance is held at the appropriate level. Regular checks should be made on all equipment by members of the Parish Council	Existing procedures adequate
Liabilities				
Legal powers and legal liability	Illegal activity or payments	M	All activity and payments made within the powers of the Parish Council (not ultra vires) are to be resolved and clearly minuted. Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures adequate
Minutes/Agendas/Statutory Documents	Accuracy and legality Non-compliance with statutory requirements Proper document control	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair Standing Orders to be reviewed annually Data Retention and records management policy based on Herefordshire Council retention schedule has been adopted	Existing procedures adequate
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken	Existing procedures adequate
Employees, volunteers and contractors				
Clerk	Loss of clerk	M	In the event of the clerk being unable to carry out functions the council may contact HALC to provide temporary cover and seek a permanent replacement.	Existing procedures adequate
	Fraud	L	The requirements of Fidelity Guarantee insurance must be adhered to	Monitor working conditions

Brockhampton with Much Fawley Parish Council**Risk Management Scheme**

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	Actions undertaken	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice through membership of SLCC/HALC	Existing procedures adequate
	Clerk's Salary/PAYE/ NIC	M	Clerk as RFO to make regular payments to HMRC as necessary and report at next meeting	
Employer Liability	Non-compliance with employment law	L	Undertake adequate training and seek advice from HALC. Review Clerk's contract annually	Existing procedures adequate
Contractors	Non-compliance with terms of contract	L	Review contracts annually	Existing procedures adequate

Adopted by resolution of Brockhampton with Much Fawley Parish Council at its meeting held on 28th Sept 2026

Date of review: Sept 2028