

Coln St Aldwyns Parish Council – Risk Assessment 2026

COLN ST ALDWYNS PARISH COUNCIL

Risk Assessment 2026/2027

Activity / Area: Council Governance, Finance, Operations and Assets

Assessor: Clerk

Review Date: Annual (AGM) 12 May 2026

1. Introduction

This risk assessment consolidates the council's operational, financial, governance and asset-related risks into the updated 2026 template format. It reflects the controls already in place, identifies any further actions required, and assigns responsibility for ongoing monitoring. This assessment should be reviewed annually and after any significant change in council operations.

2. Risk Assessment Table

2.1 Governance & Councillor Risks

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place	Further actions needed	Risk level (after controls)	Responsible person
Loss of councillor membership / inquorate council	Council, residents	Low	Statutory vacancy process; CDC fills seats if >4 vacancies	None	Low	Clerk / CDC

Volunteer accidents during parish work	Volunteers, public	Low	H&S assessment ; PPE issued; volunteers briefed	Annual review of volunteer activities	Low	Clerk
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2.2 Finance & Precept

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place	Further actions needed	Risk level (after controls)	Responsible person
Precept not set or submitted on time	Council	Low	Regular budget reviews; Clerk tracks CDC deadlines	None	Low	Clerk / Council
Inadequate financial records	Council	Low	Financial Regulations ; quarterly review by councillor	Annual FR review	Low	RFO / Council
Bank errors / loss of signatories	Council	Low	Quarterly reconciliation; monitoring statements; signatory updates	None	Low	RFO

2.3 Banking, Cash & Payments

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place	Further actions needed	Risk level (after controls)	Responsible person
Internet banking errors	Council	Low	Dual authorisation; RFO notified; invoices passed to RFO	None	Low	RFO / Authorising Members
Loss of cash / dishonesty	Council	Low	No petty cash; receipts banked within 7 days; internal audit	None	Low	RFO

2.4 Legal, Insurance & Compliance

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place	Further actions needed	Risk level (after controls)	Responsible person
Litigation / legal claims	Council	Medium	Public liability insurance	Monitor emerging risks	Low	Clerk / Council
Reporting & audit failures	Council	Low	Quarterly RFO report; bank	None	Low	RFO

			reconciliation			
Illegal activity or payments	Council	Low	All decisions minuted; FR compliance	None	Low	Clerk / Council

2.5 Grants & Activities

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place	Further actions needed	Risk level (after controls)	Responsible person
Financial loss from CSAPC activities	Council	Low	Activities assessed individually; reserves available	None	Low	Council
Grant payments (if introduced)	Council	Low	No grants currently issued	Create procedure if needed	Low	Clerk
Grant receipts	Council	Low	One-off grants reviewed case-by-case	Create procedure if needed	Low	Clerk

2.6 Procurement & Best Value

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place	Further actions needed	Risk level (after controls)	Responsible person
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Incorrect award of work / overspend	Council	Low-Medium	Multiple quotes; tenders for major works; FR compliance	Annual FR review	Low	Clerk / Council
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2.7 Staffing

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place	Further actions needed	Risk level (after controls)	Responsible person
Loss of Clerk	Council	Low	Chair determines interim arrangements	Succession planning	Low	Chair / Council
Fraud by Clerk	Council	Low	Insurance requirements followed; internal audit	None	Low	Clerk / RFO
Clerk H&S	Clerk	Low	Training, reference materials, safe workspace	Annual review	Low	Council

2.8 VAT, Payroll & Returns

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place	Further actions needed	Risk level (after controls)	Responsible person
VAT errors	Council	Low	FR compliance; regular VAT claims	None	Low	RFO
PAYE / NI errors	Clerk	Low	RTI payroll monthly	None	Low	RFO
Internal audit delays	Council	Low	Auditor appointed; documents supplied	None	Low	Clerk
Annual Return late	Council	Low	Completed, signed, audited, submitted on time	None	Low	Clerk

2.9 Governance Documents & Meetings

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place	Further actions needed	Risk level (after controls)	Responsible person
Inaccurate minutes/agendas	Council	Low	Clerk prepares; approved at next meeting;	Chair training if needed	Low	Clerk / Chair

			displayed legally			
Members' interests not updated	Council	Low-Medium	Interests declared; register reviewed	Annual reminder to councillors	Low	Councillors

2.10 Insurance, Assets & Maintenance

Hazard	Who might be harmed	Risk level (before controls)	Controls already in place	Further actions needed	Risk level (after controls)	Responsible person
Inadequate insurance	Council	Low	Annual review before renewal	None	Low	Clerk / Council
Asset loss/damage	Council, public	Low	Annual asset review; insured	None	Low	Clerk
Poor maintenance of assets	Public	Low	Regular inspections; repairs authorised	None	Low	Clerk
Meeting venue issues	Council, public	Low	Venue assessed as adequate	None	Low	Clerk
Loss of electronic records	Council	Low-Medium	Laptop storage;	Move to cloud backup	Low	Clerk

			USB backups			
Jubilee Trees - damage risk	Public	Low	Annual inspection	None	Low	Clerk

3. Risk Rating Guide

- **High** - serious harm possible; immediate action required
 - **Medium** - harm possible; controls required
 - **Low** - unlikely or minor harm; monitor
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