





STOKE BRUERNE PARISH COUNCIL FINANCIAL AND MANAGEMENT RISK ASSESSMENT 2025

Risk assessment is a systematic general examination of business activities and operations (including working conditions) that will enable the Council to identify any and all potential risks inherent in those activities and operations. Based on a recorded assessment, the Council should then take all necessary steps to eliminate or, where this is not possible reduce the risks, insofar as is reasonably practicable to do so.

This document has been produced to enable the Parish Council to assess the financial, management and other business risks that it faces and to satisfy itself and others that it has taken adequate steps to control them. In conducting this exercise, the following plan was followed:

-  Identify the activities and operations to be reviewed
-  Identify the hazards and determine the nature (who is at risk, from what and how) of the risks they present
-  Eliminate risks where possible and implement appropriate risk control strategies to manage the residual risks record all findings.
-  Record all findings, regularly monitor and review as necessary

Category	Risk	Likelihood	Control Measure	Comments
Business continuity	1. Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	Low	Clerk works from home. Short term absence of Clerk is covered by Councillors. Loss or long-term incapacity of Clerk would be covered by Councillors and / or appointment of a Locum	Existing procedure adequate
	2. Precept and / or other income not received	Low	Council carries cash reserves	50% of precept is ring fenced in reserves as per NALC advice.
	3. Loss of documents and / or data	Low	Clerk works from home. No significant important documents (e.g. titles etc); other documents (e.g. leases etc) are duplicated elsewhere. Electronic data is held in a drobox. Clerk has Council specific laptop and Chairman holds passcodes etc.	Existing procedure adequate
Financial	1. Theft / loss of money	Low	Financial Regs and Internal Controls procedures in place. Additionally; <ul style="list-style-type: none"> • all financial receipts, invoices, spreadsheets etc are available at every Council meeting for scrutiny by internal control councillor prior to approval by council • Internal Controls checks as part of quarterly review and forward financial planning • Fidelity Guarantee in place • All transactions require 2 authorisations. • Council subscribes to NALC Audit process 	Annual review confirms existing arrangements adequate.

	2. Theft / loss of and damage to assets	Medium	Covered by comprehensive insurance policy and internal control procedures	Level of insurance cover reviewed annually
	3. Insolvency of insurance company	Low	Cover effected with a major insurance company via scheme with specialist broker for Parish Council business	
Legal	1. Legal liability as a consequence of asset ownership. Damage to 3 rd party property or individuals	Low	Covered by Public Liability insurance. Play equipment and low risk street furniture - bus shelter, benches etc – in public areas that receive inspection by Councillors. Play equipment inspected annually by Registered Play Inspector. All street lights were replaced with new equipment in 2016 and are serviced and maintained by competent contractor.	Level of insurance cover is reviewed annually
	2. Personal accident to members and staff. Assault to staff	Low / Medium	Where the Council undertakes activities, and has assets that pose a risk to staff, Councillors or 3 rd parties; there is a formal health and safety RA in place. Clerk works from home; no cash is handled. Covered by personal accident and Employers Liability insurance.	Separate Health and Safety RA prepared and reviewed annually
	3. Inappropriate use of powers	Low	Membership of Northants CALC provides access to current and up to date advice if necessary. Update training offered to clerk/Councillors	
	4. Village Hall	Low	Clerk to obtain annual insurance policy copy from Management Committee who take on full risk	
	5. Policies & Procedures in place to highlight risks & reduce risks	Low	Model policies & procedures used	All policies & procedures reviewed annually