SACRISTON PARISH COUNCIL - RISK ASSESSMENT – 1st April 2026

This document has been produced and, updated to enable the 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 focused approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Evaluate the management and control of the risk and record findings
- Review, assess, and revise procedures if required.

AREA. FINANCE	RISK	L/M/H	MANAGEMENT / CONTROL MEASURE	REVIEW/ASSESS/REVISE
Precept	Adequacy of Precept	L	Sound budgeting underpins the annual precept. The H.R & Finance, along with the RFO, reviews all income and expenditure, which is then reported to the full Council by the RFO at the monthly meeting.	The existing procedure is adequate and will be reviewed annually.
Insurance	Adequacy & Cost Compliance Fidelity Guarantee	L	An annual review is undertaken of all insurance arrangements in place. Employer liability, Public Liability, and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate Review the provision and compliance annually
Data Protection	Policy provision	L	Registration with the Data Protection Agency. To ensure kept up to date with any changes to recent legislation. Ensure that the annual subscription charge is paid to the ICO.	To be reviewed annually or if legislation changes.
Financial controls	Theft / Dishonesty Accounts discrepancies	L L	Covered by Fidelity Insurance	Existing procedure adequate

	Budget / Spending	L	Three-member signatories on cheques. Parish Council has access to online banking, which ensures recording/monitoring of the accounts is clearer. The Clerk and two other members have access to the online bank account. The clerk, chair, have the use of debit cards. The clerk is to ensure that all invoices are agreed upon by the council. Monthly bank statement emailed to all Councillors. Financial projections agreed by Parish Councillors at quarterly meetings.	Reviewed monthly at HR and Finance meetings and the monthly parish meeting.
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques, and reconciliation of accounts.	Existing procedures are adequate. Review Financial Regulations as necessary
VAT	Re-claiming	L	The Council has financial regulations which set out the requirements.	Existing procedure adequate
Election costs	Risk of election costs	M	When an election is due the clerk will obtain an estimate of costs from the County Council for a full election and an uncontested election. There are no measures that can be adopted to minimise the risk of having a contested election. The risk will be higher during an election year. Costs earmarked for the election are £1,000 per annum.	The existing procedure is adequate. If earmarked money is spent, this must be budgeted for in future years.
Freedom of Information Act	Policy provision	L L	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.	Monitor and report any impacts made under the Freedom of Information Act
Parish Rooms	Damage/theft Security	L H	Insurance cover No alarm fitted Clerk / Chair hold keys/mortice lock	Existing procedure adequate

	Members/Public Accident Premises Maintenance Smoke alarms	L L L	Insurance cover Plumbing is to be serviced or maintained annually. Electricity has now been disconnected. PAT testing (if required) is to be carried out every two years. The building is currently disused. Installed and checked periodically.	
AREA **IT**	RISK	L/M/H	MANAGEMENT / CONTROL MEASURE	REVIEW/ASSESS/REVISE
Data Loss	Risk of losing council records, financial data or correspondence due to hardware failure or accidental deletion.	L	Council records are backed up. The Council is able to access its files on various computers.	Existing procedure adequate
Cyber Security Threats	Risk of hacking, malware or phishing attacks which could compromise council systems or data.	M	Council computer has antivirus software. Updating of software and anti-virus protection regularly.	Members should ensure personel computers have anti virus software and regularly update their software.
Unauthorised access	Risk of sensitive information being accessed by unauthorised individuals.	L	Officers and members use password protection on computers or devices	Members should ensure that computers are password protected.
Data Protection Breaches	Risk of personal data being lost, shared incorrectly or accessed without permission.	L	Data Protection Policy in place. Secure storage of data. Password Protection. Shredding of personal data.	Members should ensure they are disposing of personal data appropriately.
AREA. **LEGALITY**	**RISK**	**L/M/H**	**MANAGEMENT / CONTROL MEASURE**	**REVIEW/ASSESS/REVISE**
Annual return	Submit within the time limits	L	The Annual Return is completed and signed by the Chair and the RFO, submitted to the internal auditor for	Existing procedure adequate

			completion and signing, and then checked and sent to the External Auditor within the time limit.	
Minutes of Meetings	Accuracy and legality Non-compliance with statutory requirements	L L L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at the next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairperson.	Existing procedure is adequate. Undertake adequate training. Members are to adhere to the Code of Conduct.
Public Liability	Risk to a third party, property, or individual	M L	Insurance is in place. Risk assessment of any individual event undertaken (see below) Does not cover individual allotment plots, and plot holders must obtain public liability insurance (see below). All plot holders have been given the opportunity to sign up to The National Allotment Membership scheme, which includes liability insurance; however, they are advised to also take out full public liability cover.	Existing procedure adequate To review plot holders' insurance annually at AGM and sign up those requsted to The National Allotment Membership Scheme.
Family Fun Day and Additional events:	Any activity booked Fulforth Centre Accident / Injury to Public / Members First Aid	M M M M	Company Insured – copy received 4 weeks before the event. Insurance is included in the annual policy. Insurance added to the annual policy, or take out additional insurance where necessary. For all events, GCS Medical is hired and in place for the whole event.	The Fulforth Centre Project Worker carries out all the administration regarding health and safety for any events.

	Risks	M	Risk assessment is carried out before each event.	
Employer Liability	Legality of activities Proper and timely reporting via Minutes Proper Document Control	L L L	Clerk to clarify legal position on proposals and to seek advice if necessary. The council always receives and approves minutes at monthly meetings. Retention of document policy in Place.	Existing procedure adequate
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper Document Control	L L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves minutes at monthly meetings. Retention of document policy in Place.	Existing procedure adequate
AREA: STAFF	**RISK**	**L/M/H**	**MANAGEMENT / CONTROL MEASURE**	**REVIEW/ASSESS/REVISE**
Clerk	Loss of Clerk Fraud Actions undertaken Illness Illness Health & Safety	L L L L L	A contingency fund should be established to enable training for the CiLCA qualification in the event of the Clerk resigning. The requirements of Fidelity Guarantee insurance must be adhered to. Clerk should be provided with relevant training, reference books, access to assistance and legal advice. Councillor to stand in (must be unpaid) Depending on the length of illness, a Replacement would have to be found.	Include in the financial statement when setting precept (under training) Existing procedure adequate Membership of SLCC is maintained, and training is approved.

		L	Insurance in place/training provided if necessary	
MEMBERS PROPRIETY				
Members Interests	Conflict of Interest Register members Interests	L L	Although not a requirement, the declaration of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. Register of Members' Interests form to be reviewed at least on an annual basis	Existing procedure adequate Members to take responsibility to update their register regularly
MISCELLANEOUS				
Street furniture and seats	Several sited around the Parish	L	Insurance is in place, checked annually.	Existing procedure adequate
Notice Boards	3 x Notice boards sited around the Parish	L	Insurance is in place, checked annually. Keys are held in the Fulforth Centre and by the Chairperson.	Existing procedure adequate
Allotments	Injury / Damage Individual plots	L M	The Parish Council covers injury/damage within the grounds/walkways, but it does not cover individual plots managed by allotment holders. Plot holders are required to obtain public liability insurance to cover their plot. Plot holders have the option to sign up for the National Allotment Membership scheme, which covers third-party liability insurance. It does not cover public liability, and they are advised to take out their own insurance.	Existing procedure adequate To be reviewed annually at the AGM.

This Risk Assessment was approved by Sacriston Parish Council on 1st April 2026 and will be reviewed on an annual basis.

Signed by Chairperson: ____ Date: ___________________________

Signed by Clerk: ____ Date: ___________________________