

# WESTLETON PARISH COUNCIL

## RISK ASSESSMENT 2025/26

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 procedures of the Parish Council. Relevant assets are insured.
Damage to Uninsured Assets	2	The asset register is regularly updated and those items identified as self-insured are small enough to be covered by the Council's reserves and would likely not be covered by the insurer's excess.	To continue keeping asset register updated.
Depletion of Reserve Funds	2	The Council has certain specific reserves in addition to the General Reserve including for the Community Field and the Common. Overall income and expenditure is closely monitored quarterly including against budget and the level of the reserves is reviewed at least annually.	To continue to monitor financial performance and the level of reserves.

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	The Clerk does not have direct access to the Bank Accounts but is 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. 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.	Maintain current system and ensure there are receipts for all transactions including deposits. The Parish Council publishes an Internal Control Statement which further demonstrates procedures and safeguards in place.
Adequacy of Precept	2	A budget is prepared before the start of each year to inter alia assess the required level of the precept which is applied for in writing by the Clerk from ESC. Actual income and expenditure is closely monitored quarterly including against budget.	Continue current system.

Grants	1	The Council receives one regular grant from Natural England, this is cross checked by them. Any one-off grants received are monitored by the Clerk to ensure they are spent on what the grant was originally applied for. Cross checks at ESC ensure grants are spent correctly.	Continue current system.
Best Value Accountability	1	For work or purchases exceeding £3000 the Council follows Financial Regulations and obtains at least 3 quotes to ensure the best price/quality possible. For any other amount the Clerk and/or Members involved strive to obtain where possible 3 estimates to ensure value for money.	Continue current system. An annual review is carried out every July to ensure the Parish Council's Financial Regulations 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 held on line by ESC 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.
Insurance	1	An annual review is undertaken of all insurance arrangements including Employers and Employee liabilities.	Continue current system.
Data Protection including Freedom of Information requests	2.	New General Data Protection Regs came into effect in 2018. Significant implications and	The Parish Council have adopted a Data Protection Policy together with a Data Retention Policy. Clerk responsible for keeping under review.

and Data Subject requests.		changes from DP Act 1998.	
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. Some historical files now being transferred to the Westleton Archives. New Clerk to take over duties from September 2025 – it is understood that she will operate from a designated office and be able to hold records on site.
Council records - Electronic	1	The Parish Council electronic records are stored on the Clerk's laptop. 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 have made improvements for emergency vehicle access arrangements to the site.
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	Clerk to continue to monitor.

		functioning and running of the Parish Council.	
Public liability	2	Risk of personal injury incurred on the Common or the Community Field for which the PC may be found liable.	Regular maintenance. Annual third party inspection of playground equipment on the Field. Annual inspection of the benches etc on the Common. Adequate insurance.