

CHEVINGTON PARISH COUNCIL RISK MANAGEMENT POLICY

Precept	Adequacy of precept Submission in time	L	Draft budget carefully prepared and discussed in detail before approving. Clerk to keep aware of relevant announcements and key dates. Receipt of payment should be April and September. May only be one payment	1. Receipt of Precept is noted in the Parish Council Minutes.
Budget	Adequacy of budget Election costs Reserves	L	Budget report prepared for each Council meeting. Sufficient reserves to be held to meet election costs within general reserves. Scribe accounting used Successful grant funding is helpful during the year but not included in budget	1) Members to notify the Clerk in good time of any likely changes in expenditure. 2) Reduce unbudgeted expenditure by better awareness of costs such as maintenance.
Financial records	Inadequate records Irregularities	L	Clerk to update records regularly Paper and electronic records kept. Councillor [which is rotated] confirms and signs bank reconciliation at each meeting Laptop backed up Use of Accounting program commenced for 2025/26 accounting	1) Bank reconciliation undertaken monthly and presented to Council. Certified by use of Scribe 2) Financial report and budget monitoring presented and discussed and confirmed at every meeting 3) CPC use Scribe for accounting from April 2025. This is backed up by server 4) Online banking has been introduced 2025

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Financial loss	<p>Fraud</p> <p>Mistakes/overs</p> <p>ightBank charges</p> <p>Inadequate financial control</p>	L	<p>As above, and Clerk to keep aware of relevant changes in regulations or bank charges.</p> <p>Annual internal audit and review with auditor.</p> <p>Payments made by cheque or by online banking. 2 signatories required as per bank mandate</p> <p>Revised Financial Regulations of 2025 reviewed by Clerk RFO for adoption 2026</p>	<ol style="list-style-type: none"> 1) Fraud within this Parish Council is not a concern. 2) CPC have few payments and every sensible step is undertaken to prevent a risk of any description
Reporting & auditing	<p>Communication to Council</p> <p>Information to auditor</p> <p>Annual Return in time</p>	L	<p>Financial Report submitted to each Council meeting.</p> <p>Clerk to meet with Internal Auditor in good time to prepare end of year accounts, and to circulate these to Council Members in time for them to examine them and approve the Annual Return at a Meeting.</p>	<ol style="list-style-type: none"> 1) On target to meet reporting and for the public to exercise their rights of inspection 2) Not anticipated to require EA as I&E expected to be below £25000
CPC Grants /Donations			Allocated in budget	<ol style="list-style-type: none"> 1. Confirm grant policy and application form for approval by CPC to draft
Contracts	Competitive quotes	L	Regulated by Financial Regulations .	<ol style="list-style-type: none"> 1) Competitive quotes to be

	Poorly specified contracts Overspend		<p>Clerk maintains copies of all contracts and associated correspondence</p> <p>Follow NALC Financial regulations</p>	<p>obtained where practicable.</p> <ol style="list-style-type: none"> 2) Members to ensure Clerk has copies of all relevant documentation. 3) Acceptance of quotes and verification of work prior to payment 4) A proforma letter which can be adapted to suit, will allow for work to be clearly defined prior to commencement and completed satisfactorily before payment, Clerk to use discretion in use of letter. 5) Insure Resolved decisions and following actions are informed to the Clerk to enable confirmation to be sent to contractor 6) Contracts over £30,000 need to follow tender process as described in Standing & Financial orders
Salary & Taxes	Timely payments to HMRC	L	<p>Payroll service to send salary and PAYE details to Clerk each month before payment is made.</p> <p>Financial regs allow Clerk to authorise HMRC payments and seek 2 signatories if required</p>	<ol style="list-style-type: none"> 1) Late receipt of cheque for payment has not occurred in the current financial year. 2) Steps have been taken to ensure cheque is prepared and therefore posted in good time 3) There have been problems

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				during 2025/26 in relation to PAYE details received from payroll which resulted in unallocated payments. The RFO feels that this has now been resolved but awaiting confirmation and will update.
VAT	Correct & timely reclaims	L	Reclaim can be made minimum once per year, or when amount reaches £200. HMRC allows claims to be made up to 3 years in arrears. Claims only VAT invoices/ receipts made out to Parish Council or councillor c/o Parish Council authorised by Clerk/RFO	<ol style="list-style-type: none"> 1) VAT claim from 2024/25 submitted and 2) VAT reclaim received for 2024/25 3) VAT reclaim for 2025/26 is in hand
Insurance	Adequacy Competitive price	L	Clerk to review cover and premium annually and when ever there is a change in the Council's assets or liabilities. There is a choice in the market but in practice this is a limited market as it is a specialist area. *	<ol style="list-style-type: none"> 1) Review undertaken by Council & Clerk all risk covered. To review assets.
Banking	Security Telephone/online banking is available to Councils	M	Governed by Financial Regulations. Payment by cheque only currently online banking available but not fully implemented	<ol style="list-style-type: none"> 1) 2 signatories required 2) adequate signatories 3) Councillors do not sign cheques for their own repayment of expenses 4) The clerk/RFO has authority to seek

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			No petty cash.	<p>information but not as a cheque signatory</p> <p>5) Online banking is available</p>
Emergency expenditure	Inadequate provision in Financial Regulations	M	Clerk can authorise expenditure up to £2000. Delegation in place for Clerk/RFO	<p>1) Reviewed Financial Regulations. 2025/26</p> <p>2) Delegation where necessary is approved and reported in minutes having been RESOLVED by the Council</p> <p>3) Delegation by Standing & Financial orders no additional action required</p>
Records	Loss of paper records Loss of electronic data	L	Records on Council computer Regular backup to memory stick. GDPR Policy adopted and updated 2026	<p>1) Clerk has given Chair copy of passwords in sealed envelope</p> <p>2) Privacy Policy FOI and GDPR regulations adhered to.</p> <p>3) No FOI's during year 2025/26</p> <p>4) Passwords to be changed (routinely advised for security)</p>
Minutes, agendas, notices	Meet statutory requirements Accuracy Publication	L	Clerk responsible for issuing notices according to statutory requirements. Clerk to remain aware of statutory requirements and act as necessary.	<p>1) Clerk has key to notice board for publication of documents</p> <p>2) Web site runs smoothly</p> <p>3) Clerk is aware of requirement for instant access to documents for those requiring a reader due to impaired vision. Documents should be available without the</p>

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				<p>reader reading each individual letter so no click here or long link simply e.g Agenda and date</p> <p>4) The parish council is expected to be below the I&E of £25,000 for 2025/26</p> <p>5) The new assertion 10 requires the website to be compliant. Community Action Suffolk assist with this Web Content Accessibility Guidelines 2.2 AA</p>
Clerk	<p>No disciplinary procedure</p> <p>Cover during absences</p> <p>Loss of clerk</p>	L	<p>Disciplinary procedure in Clerk's employment contract. Disciplinary panel to be constituted if and when required and advice sought from NALC or WSDC legal officer.</p> <p>Notify all necessary parties of absence.</p>	<ol style="list-style-type: none"> 1) Chevington Parish Council do not currently have a specific Policy to be reviewed. 2) CLERK/RFO has successfully completed and passed CILCA qualification 3) Clerk/RFO Review 4) Clerk has passed PiLCA in August 2025
Parish Land	Public liability	L	<p>Adequate insurance cover.</p> <p>Annual inspection and report. Regular checks of possible issues.</p>	What parish land is there
Public footpaths	<p>Public Liability</p> <p>Safety of volunteers</p>	L	Risk Assessment and H & S documents	Where are they in the village

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	using equipment			
Notice Board	Damage Maintenance	L	Nothing specific.	<ol style="list-style-type: none"> 1) Clerk finds key very difficult to operate in one section 2) Maintenance carried in 2025 out to make ease of placing documents
Defibrillator	Vandalism Failure/ battery replacement	M	Nominated responsible member. Inspection and maintenance according to Community Heartbeat Trust guidelines.	<ol style="list-style-type: none"> 1) No notification of use 2025/26 2) Councillor White responsible councillor and checks undertaken monthly and minuted 3) No vandalism or use reported in last year
Telephone Box	Vandalism Damage caused by road traffic accident.	M	Nothing specific.	Is this an asset of CPC
Legal powers	Illegal activities Illegal decisions	L	Clerk has undertaken training. Clerk to keep aware of changes to legislation and advise members. General Power of Competence reduces risk.	Clerk CiLCA qualified in May 2023. Annual Parish Council meeting GPC was confirmed and adopted as all councillors were elected
Data protection	Compliance with statutory	L	Council registered with data Protection Registrar, renewed annually.	<ol style="list-style-type: none"> 1. Renewal due August annually ? to check 2. Audit compliance with legislation.

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	requirements Registration lapsed Members' compliance		[Currently no need for individual members to be registered.]	<ol style="list-style-type: none"> 3. [Registering only is not enough.] 4. Continually assessed and monitored 5. Needs to be compliant with Assertion 10 therefore to be reviewed and updated
GDPR	Parish Council as a body Councillors and Clerk individually responsible	L	<p>Policy was prepared and adopted. However, the Council's affairs are sufficiently simple and can be controlled with low risk.</p> <p>All Councillors now have a separate .gov.uk address for parish use which is best practice</p> <p>Fines are 4% of 'turnover'</p> <p>Assertion 10 requires council to own www domain and for the officer of the council to have a .gov.uk or .org.uk</p> <p>CPC own website domain registration and amended address</p> <p>CPC has .gov.uk emails for all</p>	<ol style="list-style-type: none"> 1) Clerk followed advice from LCPAS and NALCover steps for compliance 2) Councillors aware of their responsibilities Councillors have dedicated email addresses for Council business 3) Clerk given delegated powers to oversee regulations/polices required and act as necessary 4) Policy is on web site 5) Updated on email 6) Separate risk assessment 7) No breach or request related to data received to date 2025/26 8) Action for Assertion 10 to be completed by 31 March 2026 9) Community Action Suffolk have undertaken provision of emails and audit for www.
Health & safety	Clerk Council meetings Volunteers	L	<p>Nothing specific</p> <p>Assessed on event basis</p>	<ol style="list-style-type: none"> 1) Public liability insurance 2) CPC has a proforma assessment as required. 3) Volunteers advised a risk assessment needs to be presented to Clerk prior to action

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				<ul style="list-style-type: none"> 4) Continual evaluation 5) Consideration of employees H&S and working conditions
Freedom of Information	No policy No procedure to comply with requests	L	Publication scheme available on website. The Council's affairs are transparent and well documented within meeting minutes. If there was a request this could be handled in a timely manner with advice from ICO, UDC's legal officer or NALC if required	Publication scheme available on the website this gives direction for all information CPC would hold.
Pensions	Compliance with new Workplace Pension legislation	L	Dependent on circumstances of Clerk	<ul style="list-style-type: none"> 1) Clerk obtained advice. 2) Declaration of compliance submitted. 3) Clerk/RFO confirmed status as required 4) To be reviewed in
Transparency Code	Compliance with new legislation	L	Clerk attended training course in 2018 when legislation was granted	<ul style="list-style-type: none"> 1) Compliancy achieved through the year in line with Transparency code

Compiled & adopted March 2026