

BLYFORD AND SOTHERTON PARISH COUNCIL Risk Assessment and Management (financial) for the period 1 April 2025 to 31 March 2026

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically.

RFO – Responsible Finance Officer PC – Parish Council ESDC – East Suffolk District Council SALC – Suffolk Association of Local Councils

| Topic | Risk Id | H/ M/L | Management | Staff Action | IA Freq. | PC Action |
|--|---------------------------|-----------|--|---|--------------|--|
| GDPR <i>Applicable to all Topics below.</i> | Personal data protection. | H | Ensure security of all data held and that users fully understand their obligations. | Remove personal data no longer required. Review GDPR & Data Protection Documents | At all Times | Clerk/RFO GDPR & Data Protection Policy on website. |
| | Not Submitted | L | Full Minute – Discuss with ESDC to assist payment. | Diary RFO | Annual | Discuss with ESDC to assist payment. |
| | Not paid by ESDC | L | Confirm non-receipt with ESDC | Diary RFO | | Review year spend and cover essential items only. Discuss alternative funding. |
| Internet Banking | Adequacy of Precept | H | Quarterly review of budget to actual. | Diary – RFO. PC decision to allocate funds from Reserve Account | | Adjust budget requirements at next review. |
| | Fraud Transactions | M | RFO to ensure login details secure. All transactions must be verified by RFO and two authorised signatories | RFO To make prompt payments of approved invoices. | At all Times | Signatories to be kept up to date. Review annually. |
| Cash/Cheque Banking | Fraud Transactions | L | All transactions must be verified by two authorised signatories. All cheques/cash received to be recorded in accounts spreadsheet. | RFO to ensure payments received and banked promptly. | At all Times | Signatories to be kept up to date. Review transactions at bi-monthly meetings. |

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|-----------------------------------|---|---|--|---|------------------------|---|
| Clerk Salary | Set Annual Salary review once annual NJC pay scales agreed and published. | L | Discussed at Meeting by PC and minuted. Salary figure calculation is prior to any PAYE tax deduction. | Minuted – RFO to advise SALC Payroll of changes. PC decision to RFO | Annual | Ensure payment is in line with National Joint Council for Local Government Services (NJC) pay scales. |
| Receipt | Not being paid ESDC | F | Clerk Contract updated signed by Chairman and minuted. Payroll Service provided by SALC on a bi-monthly basis and includes Home Office Allowance. | Verify – RFO Review GDBR & receipts | Bi-Monthly | Salary Slip signed at bi-monthly meeting. Cheque or Online payment approved by 2 signatories. |
| Applicable to all jobs | Wrong salary paid | M | SALC Payroll | Verify – RFO to contact SALC | Bi-Monthly | Any over/under payment adjusted at next submission |
| RFO – Responsible Finance Officer | PAYE Tax (Administered by SALC as authorised Agents) | M | Clerk to liaise with SALC regarding other incomes and Tax code etc. PAYE deducted from Clerk Salary. As advised by SALC payslip. | Verify – RFO/SALC Keep copies on file of Tax Code Notice. | Bi-Monthly Annually | PAYE Payslip approved/signed by 2 signatories at bi-monthly meeting. to HMRC in good time! |

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| | PAYE not paid (Advise payslip not received from SALC) | L | Payments to HMRC Requires payment by stated deadline. | Verify – RFO to contact SALC | Bi-Monthly | Payment approved at next meeting and sent to HMRC. HMRC records updated via internet/online. |
| Clerk Expenses | Clerk submits her invoice bi-monthly. Spend up to £20 without prior approval. eg. stationery items | L | Invoice and receipts presented for approval at bi-monthly meeting for approval. Payment minuted. | Verify- RFO | Bi-monthly | Parish Council ensures expenses appropriate before approval by 2 signatories and minuted. |
| VAT | Analysis Charged on purchase receipts Claim within time limit | L | In Accounts Spreadsheet Check all receipts Returns submitted | Verify – RFO Verify – RFO Verify – RFO | Annually or when amount due is over £100 | Verified to receipts. Ensure claims followed up within the year. |
| Election Costs | Invoiced at rate by ESDC | L | Annual budget contains Earmarked Expenditure fund for election costs. | Verify – RFO/PC | 4 years | Verified by PC at annual budget approval in January and minuted. |
| Grants & Support | Agreement to pay Conditions Agreed Cheque Receipt obtained | M | After consultation at meeting and minuted Reasonable Condition Signatory initials on stub etc. Follow up and place in ledger | RFO/PC Verify Verify – Clerk | May or at other times by majority agreement | If grant and support not forthcoming any projects will Not be started. |

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| Goods & Services | On agreement only if affordable in Budget | H | After consultation at several meetings and investigation of costing etc. | RFO/ Parish Councillors | Whenever | Ordered only if funds available and agreed at PC meeting and minutes. | | | | | |
|--------------------|---|---|--|---|--|---|--|--|--|--|--|
| | Purchase | L | Once agreed at meeting and full analysis. | RFO | Payments verified by invoices and bank statements. | | | | | | |
| | Payment invoice | L | Signatory initials on stub/BACS approval and enter in ledger. | Online payment by RFO. | Annual | Review year spend. Discuss alternative funding. | | | | | |
| Bank Reserves | Adequacy | L | Considered at Budget Setting. | RFO and PC Opinion | Annual | If inadequate discuss alternative funding. Update insurance and asset register if necessary, ensure asset value shown excludes VAT. | | | | | |
| | Adequacy | L | Considered at Budget and Final accounts. | RFO and PC Opinion | Annual | Risk monitored and managed as appropriate. Find alternative personnel. Verify by PC and at internal audit. | | | | | |
| Earmarked Reserves | Loss, Damage | M | Annual Inspection discussed at PC meeting and minutes. | RFO and PC Opinion | Annual | Approval of bank reconciliations by PC and minutes. | | | | | |
| | Risk or damage to third party property or individuals | M | Review adequacy of Public Liability Insurance. | RFO and PC Opinion | Annual | | | | | | |
| Staff | Loss of key personnel - Clerk | M | Hours, health, stress, training, sickness, ability. | Personal Communication | Whenever | | | | | | |
| | Fraud by Clerk | L | Fidelity Guarantee value appropriately set. | RFO and PC verify | Bi-monthly | | | | | | |
| Financial Records | Inadequate records | L | RFO to carry out regularly checks. Set up internal audit review. | Present bank reconciliations. Appoint internal auditor. | Annually | | | | | | |

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| Minutes | Accurate and legal | L | Reviewed, verified and signed at following meeting. | Agenda/Clerk | Bi-Monthly | Approved by PC and Signed by Chairman or by the Vice Chairman if Chairman absent. |
| Members interests | Conflict of interest Declaration of interest on Agenda items. | M | Declared at start of meetings and minutes. | Agenda/Clerk | Bi-monthly | PC's |
| | Declaration of Acceptance of Office and Register of Interests (ROI) on Agenda items. | M | On appointment to sign Declaration of Acceptance of Office and witnessed by Clerk. Within 28 days submit ROI to ESDC's online portal. | Clerk | Following an election or co-option or when changes occur | Code of conduct reviewed annually and adopted by PC. Copy given to PC's. |
| Grants District Council | Claims procedure | L | PC on Agreement only at meeting and minutes. | Agenda | Whenever | Only if funds qualify and are available |
| | Receipt of grant | L | Check and receipt to ESDC | RFO | | |
| | Confirm use of grant | L | Letter to ESDC | Clerk | | |
| Insurance | Adequacy | H | PC discuss at January meeting. Minute reasons for (increase/decrease/no change) | Diary/Agenda/Clerk to obtain 3 quotes | Annual. | Ensure adequacy at review meeting. |

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| Internal Audit | Effectiveness | H | Review/Discuss report when received and minute. Appoint IA in March. | Diary/Agenda/Clerk | Annually | Ensure Internal Audit adequate and review system or working. |
| Reserves Policy | Adequacy | M | Review December. PC decision for forthcoming year. | Diary/Agenda/Clerk | November/December Annual | Discuss and review adequacy of pre budgeted items |
| Risk Assessment | Updated | L | RFO identifies any changes to the report, Appointed Parish Cllr carries out risk assessment, submitted for approval to the PC minuted and published on website. | RFO updates as and when needed/Diary | Annually | PC to verify and approve. |
| Budget | Adequate Funds for each year. | H | RFO verify costs with Accounts Ledger. Estimate as necessary. Report to PC at meeting and minuted. Carry out half-year Budget. | Diary. Complete predicted budget paperwork | Review Nov and Set Budget in January. | PC discuss at PC meeting, minuted, approve budget and set precept amount for financial year. |
| Government Devolution | Services passed down from County Council/District Council to PCs | H | PC to tender for services and ensure adequate funds to cover. Precept amount to be increased to cover. | Clerk to monitor essential services correspondence. RFO check funds. | Whenever | Identify need of service, create H&S Paperwork. Ensure Tender adequate. |
| Pension for employees | Government legislation that all employers must register with Pensions Regulator | M | Once PC registered it must comply with staging dates and duties management. | RFO/Clerk to follow online advice from Pensions Regulator. | As advised by Pensions Regulator | Ensure staging dates, tasks and duties entered in diary. Complete tasks on-line. |

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Council to review document at least once during each financial year and action to be Minuted to evidence the review

Dates of Council's Review/Up-dates:

Date: 19/05/2025 Signed: *B. Goldbart* Verified by a Blyford and Sotherton Parish Council Member
Cllr. B Goldbart

Date: 19/05/2025 Signed: *C. A. Walsh* Chairperson of Blyford and Sotherton Parish Council

Minute: 25/21