

Stoke Holy Cross Parish Council

Risk Management Policy/Assessment

Area	Risk	Level	Controls
Assets	Protection of physical assets	M	Asset register maintained and reviewed annually. Where necessary assets insured.
Finance	Loss of cash through theft or dishonesty	L	Insurance in place. Internal accounts financial records and bank statements (quarterly) and Internal Auditor (annually) to check financial records and bank statements. Two signatories required for all cheques.
	Comply with Customs and Excise	M	All VAT reclaimed at least annually, usually monthly.
	Ensure adequacy of the annual precept	M	Precept to be determined over two meetings with budgets being prepared. A statement of accounts against budget presented to Council at least every three months, usually at each Parish Council meeting.
	Ensure CIL is spent within the time lines	L	Review CIL monies annually, updating and keeping track to ensure monies are spent within the time limits.
Liability	Risk to third party, property or individuals	M	Insurance in place. Copy of Clerk's references to be held on file. Health and safety risk assessments reviewed annually. Inspections carried out regularly.
Employers Liability	Comply with employment law	M	Membership of Norfolk Parish Training & Support. Council to include Employers Liability cover within its insurance arrangements.
	Comply with Inland Revenue	M	Regular advice from Inland Revenue. Internal Auditor carries out checks.
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.

Area	Risk	Level	Controls
	Proper and timely reporting via the minutes	M	Councillors receive and approve the minutes of meetings. Minutes made available to public via the website.
Documentation	Loss of essential information	M	Paper – all documentation to be filed accurately, consideration given to using the Norfolk Record Office Computer files are backed up to the iCloud. Computer is password protected - only the Clerk and Chair know the password. (Chair's password is kept in an envelope unopened and will only be opened when used. When password is used a new password will be created). Comply with rules on Data Protection
Equipment	Loss of property through damage or loss.	L	Use contingency funding to replace or hire equipment.
Data Protection	Council fails to adhere to data protection rules, complaints received due to a data breach /complaints to the ICO	M	Data protection policy and privacy notice adopted and information audit regularly reviewed.
Councillor Propriety	Register of Interests and Gifts and Hospitality	M	Register of Interests held and maintained by South Norfolk Council. Gifts and Hospitality to be recorded in minutes if need arises.
Parish Clerk	Holidays/Illness/Death	L	Chairperson and Vice-Chairperson to have access to contact details. Chairman to have details of bank accounts and computer passwords

Main Actions in relation to risk management

- The Asset Register is updated during the year by the Clerk.
- Risk assessments (Health and Safety) are written and updated by the Clerk where appropriate, or another designated body. Copies of risk assessments are retained.
- Sites are inspected at least annually, and records are retained.
- Play Areas are inspected weekly and an annual inspection must be carried out by an external qualified inspector.
- The Council reviews the Insurance Policy prior to renewal.
- Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
- Documentation is kept safely and securely.
- The Council reviews its systems of Internal Control at least annually.

Reviewed: April 2026

Next review: April 2027