

Risk Assessment 2026

To be reviewed throughout the year as required, but at least annually in March in preparation for the year end.

Risk	Level of Risk	Action	Comments/Notes
Banking	M	There are 3 Councillors plus the Clerk who are cheque signatories with 2 required to sign cheques. Payments are approved at monthly council meetings. Exceptional or emergency payments made outside of a meeting are authorised by 2 councillors in accordance with the Council's financial regulations and noted at the next meeting. Telephone banking can only be used to transfer money between Parish Council bank accounts.	Cheques payments usually signed at Parish Council meetings for approved expenditure. All payment vouchers must be authorised by 2 councillors. Online banking transactions require 2 authorisations.
Loss of Cash through theft or dishonesty	L	No petty cash is held	
Financial controls and records	M	Monthly bank balances will be reported to Council. All receipt and payment vouchers are reconciled to accounts sheet. All invoices and cheques stubs are reconciled and signed by 2 councillors at a Council meeting. Exceptional/emergency payments are authorised by 2 councillors and noted at the next meeting.	Chair will have sight of and initial bank statements when available.
Consequential Loss	M	Documents backed up to One Drive on weekly basis. Important Documents stored in County Archive.	
HMRC	L	Compliance with HMRC regulations concerning VAT and PAYE	
Budgeting/precept	M	Budget for the following financial year compiled during autumn and reviewed at end of 3 rd quarter. Precept is set from Budget and agreed at full Council meeting. Expenditure against budget is reported quarterly and reviewed by Finance Committee and noted at full council meetings.	Clerk produces a budget plan and reviews this closely with nominated Councillors before submission to Council for approval. The budget is then reviewed at the year end and updated if necessary for approval by full Council.
Compliance with borrowing restrictions	L	No borrowing likely in foreseeable future.	.
Notice board	L – risk of damage	No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance with Parish Council procedures.	
Play area	M – risk of injury/damage	Councillors carry out an inspection and report any issues to Parish Council at monthly meeting. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with Parish Council procedures. Annual ROSPA inspections of the play area is carried out and reports circulated to	Councillors report any issues at each full Council Meeting and these are noted in the minutes with any actions required.

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		Parish Councillors with recommendations noted and actioned in accordance with Parish Council procedures.	
Parish Council Assets	M- loss of/ damage to asset	Asset register is reviewed on an annual basis for insurance purposes.	
Insurance	H – insufficient cover	Annual review of insurance quotation to ensure that there is sufficient cover for: public liability, employer’s liability and fidelity cover. Cover for Parish Council assets should agree with insurance value on asset register.	
Meeting locations	M – H&S L – Adequacy	The Parish Council meetings are held in a venue considered to have appropriate facilities for members, the Clerk and the general public.	
GDPR	H – breach reported to ICO	The Parish Council will regularly review and approve policies to ensure that the Council confirms with the Data Regulations 2018.	
Members’ interests	M – conflict of interest.	Councillors have a duty to declare any interests at the start of each meeting. Register of Members Interest form to be regularly reviewed by Councillors	
Members’ behaviour	L	Model Code of Conduct adopted.	

Signed: _____

Chair of Thorndon Parish Council

Signed: _____

Clerk

Date: 14th May 2026