

### CLOPTON PARISH COUNCIL RISK MANAGEMENT MAY 2025

No.	Item	Risk	Likelihood	Existing Management Scheme	Reviewed	Comments
	<b>Loss or Damage to Physical Assets</b>					
1	All assets	Loss	Low	An up to date Asset Register is kept		
2	All assets – except Village Hall	Vandalism, fire, water, damage theft	Low to medium	Insurance cover is in place for all physical assets owned by the Parish Council		Policy with Community Action Suffolk – Charity and Community Essentials ACY 2388026
3	Village Hall, contents, land and equipment thereon	Vandalism, fire, water, damage theft	Medium	Insurance Cover is maintained by the Village Hall Trust		PC has representative on VHMC
	<b>Public and/or Third Party Liability</b>					
4	Liability associated with ownership of physical assets	3 <sup>rd</sup> party claim	Low / Medium	Public liability insurance is in place. Regular inspection, with appropriate maintenance undertaken by contractors		Policy with Community Action Suffolk – Charity and Community Essentials ACY 2388026. Renewal date 1 <sup>st</sup> October 2025
5	Liability associated with custodian of Village Hall	3 <sup>rd</sup> party claim	Low / Medium	Public liability insurance is maintained by the Village Hall Trust		PC has representative on VHMC
6	Trees on Council owned land	Falling	Low	Public liability insurance is in place		
	<b>Parish Council Provision of Services &amp; Amenities</b>					
	Not applicable					
	<b>Third Party Provision of Services</b>					
7	Village Hall and contents repair and maintenance	Third party injury	Low	Review state of repair of Village Hall		Updates included in VHMC meeting minutes
8	Village Hall playing field and equipment maintenance	Third party injury	Low	Review state of Village Hall playing field and equipment		VHMC have RoSPA inspection carried out each Autumn
	<b>Investments</b>					
9	War Memorial Fund	Loss of capital Fraud	Medium / Low	Trustees are Clopton Parish Council Review investments Review fund statements and payments		

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	<b>Finance</b>					
10	Insurances	Inadequate cover	Low	Review of cover and underwriters on each renewal		Charity and Community Essentials ACY 2388026 to 30/9/2025
11	Loss of cash or funds VAT records kept up to date	Theft, fraud, or HMRC infringement	Low	Bank reconciliation by PC every 2 months – 2019 addition reconciliation checked by councillor prior to meeting. Approval of all invoices and S137 payments by PC. Cheques signed by 2 authorised signatories, and online banking by dual authorisation. Under new Transparency Code information will be recorded publicly (online in minutes) in anticipation of impending changes to the audit requirements.		
12	Setting the Precept	Insolvency	Low	Precept reviewed against budget and set by PC annually		
13	Keeping proper financial records	Non-compliance	Low	Financial standing orders in place Budget reviewed by PC Monitoring of spend against budget by PC every 2 months Internal audit carried out annually		
14	Fulfilling the requirements of the Annual Return and the audit procedures	Non-compliance	Low	Councillors responsible for checking and approving the Annual Return prior to exemption form submission to the external auditor PKF Littlejohn. Use of internal auditor to identify any inappropriate practices.		

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	<b>Administrative Requirements</b>					
15	Ensure all business activities are within legal powers	Non-compliance	Low	Standing orders and financial standing orders in place. To be circulated to all councillors for review annually in May and changes to be adopted by the PC when applicable either May or an interim meeting. Maintain membership of SALC for guidance and limited legal indemnity for Councillors		
16	Keeping proper administrative records	Non-compliance	Low	PC meeting minutes recorded and adopted Maintenance of Register of Interests reviewed and adopted annually – procedure in place Procedure in place for electors' right of inspection		
	<b>Administrative Requirements Cont'd</b>					
17	Ensure all business activities are within legal powers	Non-compliance	Low	Standing orders and financial standing orders in place. To be circulated to all councillors for review annually and changes to be adopted by the PC Maintain membership of SALC for guidance and limited legal indemnity for Councillors		
18	New data protection regulations	Non-compliance	Low	Training for clerk and councillors. Appropriate professional support from NALC/SALC/ICO etc. Annual review of policy		