



# Manston Parish Council

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## Manston Parish Council Risk Assessment Schedule 2025– 26

### Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

### Audit Commission – Worth the Risk: Risk Management in Local Government (2001:5)

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be fully eliminated, it has in place a strategy that provides a structured and systematic process and focuses the approach to managing risk, which:

- Identifies the subject.
- Identifies what the risk may be.
- Identifies the level of risk.
- Evaluates the management and control of the risks and records findings.
- Reviews, assesses and revises procedures if required.

MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management / Control of Risk	Review / Assess / Revise
Business Continuity	Council not being able to continue its business due to unexpected or tragic circumstances	L	All files and recent records are kept in the Clerk's home office. There is a back-up of files held on OneDrive. In the event of the Parish Clerk being indisposed, the Chairman can access electronic and paper files.	Ensure procedures below are undertaken.
Meeting Locations	Adequacy and Health & Safety	L	Meetings are held in Manston Village Hall which has Hall Mark Level 11. A keybox is provided and each month the Clerk and the Chairman are emailed the access code. Premises and facilities are considered suitable for the Clerk, Councillors and any Public who attend from a Health & Safety & comfort aspect. In the event that physical meetings cannot be held, the council could meet via electronic means hosted by the Clerk or the Chairperson.	
Council Records	Loss through theft, fire or damage	L	Papers, both current and archived, are held in securely at the Clerks home which is covered by security cameras.	Damage and theft unlikely and so provision is adequate.
Council Records Electronic	Loss through damage, fire, corruption of computer.	M	To protect against viruses, the computer has McAfee antivirus software installed. OS updates are operator initiated after manual prompting, allowing time for any bugs in fixes to be remedied. Back up takes place daily on the OneDrive.	Review regularly.  A professional solution, Cloudy IT services, was reviewed but deemed too expensive for a small parish council

**FINANCE**

Subject	Risk(s) identified	H / M / L	Management / Control of Risks	Review / Assess / Revise
Precept	Adequacy of Precept	M	Sound budgeting to underpin annual Precept. The Parish Council receives twice yearly budget updates. Information and detailed budgets in the late autumn. The Precept is an Agenda item at the January or February meeting.	Existing procedures adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	A 3-yearly review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are statutory requirements. Review due in May each year.	Existing procedures adequate. Next review April 2027.
Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for standing orders, internet banking and reconciliation of accounts and are reviewed and minuted should there be a change of signatories.	Existing procedures adequate.

Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Any transactions made by the Clerk/RFO personally will be refunded by bank transfer. Any cash received will be banked promptly.	Existing procedures adequate.
Financial controls and Records	Inadequate checks	L	Monthly reconciliations are prepared by the Clerk and are signed by a councillor. Periodic further reconciliations are carried out. Two authorisations are required for internet banking transaction. Financial Regulations are followed closely with regard to payments (particular reference to 6.8 delegated authority). All payments must be agreed and Minuted.	Provisions for urgent obligations are in place via the Finance Regulations.
Freedom of Information Act	Not responding according to statutory requirements	L	The Council has a Freedom of Information / Publication Scheme in place. The Clerk has undertaken KALC Training and is aware of the requirement to ensure the website is utilised to make available to the public all policy documents, Agendas and Minutes as standard procedure.	Existing procedures adequate.
GDPR	Not meeting statutory requirements	L	The Council has an Information and Data Protection Policy in place. The Clerk has undertaken training and is aware of the requirements to ensure that consent is obtained for the use, retention and security of data.	Existing procedures adequate.
Clerk	Loss of Clerk	L	Councillors would be able to manage the basic business and make temporary arrangements to cover essential work until a new clerk was recruited.	Existing procedures adequate
	Fraud	L	The requirements of the Fidelity Guarantee insurance must be adhered to.	See above checks.
	Salary paid incorrectly	L	Atlas payroll services calculates all salaries and deductions and the clerk checks upon receipt of the payslip.	Existing procedures adequate.
VAT	Reclaiming / charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate.
Annual Return	Not submitted within time limits	L	Annual Return is submitted to the Internal Auditor for completion and signing, then signed by the Council and sent to the External Auditor within the time limit.	Existing procedures adequate.

**ASSETS**

<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management / Control of Risk</b>	<b>Review / Assess / Revise</b>
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Street Furniture and Playground Equipment	Damage to play equipment and benches etc.	M	An Asset register is kept up to date and insurance is held at the appropriate level for all items. Monthly checks are made of the play equipment by a volunteer and logged online monthly. Any problems are reported immediately for action.	Existing procedures adequate.
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**LIABILITY**

Subject	Risk(s) Identified	H / M / L	Management / Control of Risks	Review / Assess / Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council are to be agreed and Minuted with reference to the legal power being used. Powers are listed in the budget.	Minuting of powers from April 2018
Minutes / Agendas / Statutory Documents	Accuracy and legality.  Non-compliance with statutory requirements	L  L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Where physical meetings are not able to take place, the minutes will be signed as soon as physical meetings can take place. Draft minutes are to be destroyed once ratified including those on the web-site. Minutes and agendas are displayed according to legal requirements.	Existing procedures adequate.  Existing procedures adequate.
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any individual event undertaken.	Existing procedures adequate.
Employer Liability	Non-compliance with employment law	L	Clerk to ensure that legislative changes are implemented and that NALC, SLCC and KALC Briefings are read, distributed to councillors and complied with.	Existing procedures adequate.
Legal Liability	Legality of activities  Proper document control	L  L	Clerk to clarify legal position on proposals and to seek advice if necessary. Retention of document policy in place.	Existing procedures adequate.  Existing procedures adequate.

**COUNCILLORS' PROPRIETY**

Subject	Risk(s) Identified	H / M / L	Management / Control of Risk	Review / Assess / Revise
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Members Interests	Conflict of Interest Register of Members Interests	L L	Councillors have a duty to declare any interest at the start of the meeting. Register of Members Interests forms to be reviewed annually.	Existing procedures adequate. Members to take responsibility to update their register.
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Chairman  
Manston Parish Council

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Clerk  
Manston Parish Council

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Date

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