

All Cannings Parish Council Risk Assessment including Financial Risk Assessment 2026

"A 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 possible".
This Risk Assessment is to enable All Cannings Parish Council to assess and monitor the risks that it faces and satisfy itself that it is taking adequate steps to minimise risks. In conducting this exercise, the following steps were taken:

i) Identifying the areas to be reviewed
ii) Identifying what the risk may be
iii) Evaluating the management and control of the risk and record findings
iv) Agree to review, assess, and revise when necessary

Adopted by All Cannings Parish Council 29th April 2026.

SUBJECT	RISK	H/M/L	MANAGEMENT OF RISK	REVIEW/ASSESS
Precept and budgeting	Adequacy of precept in order For the council to carry out its statutory duties	L	To determine the precept amount required, council will review a budget produced by the RFO and finance working party, from which the precept requirement will be derived and the total amount to be requested from Wiltshire Council in January. To be minuted at the time of voting.	Existing procedure adequate
Election costs	Incurring costs	L	The RFO makes an allowance when calculating the precept or allocates an amount in reserves to cover potential costs in an election year.	Existing procedure adequate.
Investment income/charges	Reduced income	L	RFO to check interest rates paid or changes to bank charges and investigate if alternatives are appropriate.	Existing procedure adequate
Burial income	Loss of income	L	RFO & Proper officer responsible for ensuring payments are received for burials and reserved plots.	Existing procedures adequate.
Financial records	Inadequate records and financial irregularities	L	Council has financial regulations which set out requirements to ensure compliance. Council ensure suitably qualified auditors are appointed.	Existing procedure adequate.

Banks and banking	Inadequate checks, bank mistakes and loss of signatories	L	Non-signatory councillors checks that bank statements match bank reconciliations over the course of the financial year. RFO distributes monthly bank reconciliations, statements & summaries. Ensure enough councillors are bank signatories.	Existing procedure adequate
Online banking	Unauthorised access & illegal activities	M	RFO responsible accessing online banking and making payments of invoices approved and signed at council meetings. Unless urgent payment required to ensure continuous service supply or urgent repairs as per financial regulations.	Existing procedure adequate
Reporting and auditing	Information communication Compliance	L	Financial information is a standard agenda item; invoices are discussed and approved at meetings. Internal auditors are appointed as per financial regulations. IA report brought to the attention of councillors.	Existing procedure adequate
Grant applications	Authorisation by council	L	All grant applications are discussed and approved by council at a meeting.	Existing procedure adequate
Best value accountability	Work awarded incorrectly, overspend & poor tendering	L	Council practise is to seek a minimum of three quotes for any expenditure over £5,000. For major works over £15,000 tenders to be sought as per financial regulations.	Existing procedures adequate

Employees	Fraud by staff Inappropriate actions taken by staff Work outstanding due to member of staff leaving or absent due to illness.	L L L	Fidelity insurance policy Staff to received job descriptions and training to ensure they are aware of their responsibilities and powers. Councillors assume roles where possible and keep up to date with the roles of staff. In the absence of a proper officer, calls will be redirected to the chairs, minutes, agendas and day to day management will be completed by delegated councillors.	Existing procedures adequate Existing procedures adequate Existing procedure adequate
Employees and volunteers	Health & safety	L	All employees and volunteers to be provided with suitable direction and safety equipment needed to undertake their roles. Volunteer co-ordinator to complete a risk assessment for each task.	Existing procedures adequate
VAT	Incorrect reclaiming	L	VAT reclaim made annually as per financial regulations.	Existing procedures adequate
Members interest	Conflict of interest and register of interests	M	Declarations of interest by members is an agenda item at the start of council meetings. It is the councillor's responsibility to ensure that they declare an interest, when necessary, as per the Code of Conduct. Councillors are also responsible for ensuring the that their register of interest on Wiltshire Council website is up to date and accurate.	Existing procedure adequate

Councillors benefitting from being on the council	Pursuit of personal agendas Decisions made outside council Conflict of interest	M	Clear standing orders and Code of Conduct.	Existing procedures adequate
Insurance	Adequacy and cost	L	An annual review is undertaken of all insurance arrangements prior to renewal of policies. Employer and Employee liabilities a necessity. As well as public liability.	Existing procedures adequate
Data protection	Policy provision	L	Council employees and councillors use passwords when storing data electronically. The council is registered with the Information Commissioners Office. Data Protection Officer and Data controller appointed and trained. Council use the gov.uk domain email addresses for all council communication.	Existing procedures adequate
Assets	Loss or damage to council property	M	An annual review of assets undertaken for insurance provisions: noticeboards, rubbish bins, play & gym equipment, etc. Inspection of the cemetery & churchyard. Regular inspections of play & gym equipment undertaken by responsible councillor.	Existing procedures adequate
Assets – office equipment	Damage or theft of laptop	L	Council is responsible for insuring the IT equipment used by the Clerk & RFO.	Existing procedures adequate

Asset Maintenance	Injury to third parties	L	All assets owned by council are regularly reviewed and maintained. All repairs and maintenance are actioned and authorised in accordance with council procedures. Play & gym equipment is regularly inspected. An annual topple test is completed by the responsible councillor at the Cemetery and churchyard.	Existing procedures adequate
Other council property	Risk of injury from trees and hedges owned by the council	L	Management of hedges owned by council are under the contractor's schedule of works. Councillors identify trees requiring attention and use a qualified tree surgeon to carry works.	Existing procedures adequate
Council records - paper	Loss through fire, theft or damage	L	Some council records are stored at the chairs home in the parish chest. Historical documents are stored at Wiltshire archives.	Existing procedures adequate
Council records - electronic	Loss through theft, fire or corruption of computer	M	Councils' electronic records are stored on a password protected laptop and backed up on an off-site USB drive.	Back up USB stored by appointed councillor.

Signed:

Dated:

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