

**BOUGHTON PARISH COUNCIL RISK ASSESSMENT**

This document has been produced to enable Boughton Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.      **Low Risk (L) Green**      **Medium Risk (M) Yellow**      **High Risk (H) Red**

	<b>Risks Identified</b>	<b>Management/Control</b>	<b>Rating</b>	<b>Review/Assess</b>	<b>Action By</b>
<b>Financial</b>	Inadequate internal controls with regard to monitoring expenditure (i.e. inadequate records and financial irregularities)	The Parish Council has adopted an Internal Financial Control Policy in line with the adopted Financial Regulations to set out the requirements.	L	Both to be updated March 2026.	Clerk/RFO Full Council
	Reserves too high/low	Internal Auditor advises reserve balance must not exceed twice the Precept (200%). General Reserves as of February 2026 are (£57,339.64) which is 95.5% of the 25/26 precept. CIL monies are restricted funds and are spent in accordance with the CIL allocation policy.	M	Existing procedure adequate	Full Council  Internal Auditor
	Illegal activity or payments	All activity and payments within the powers of the Parish Council are to be resolved at full Council meetings. Bank mandate set to dual authorisation.	L	Existing procedure adequate	Clerk/RFO Full Council
	Lack of commitment by Councillors to the budgetary process	Consideration of the budgetary process begins at least four months prior to the submission date of Precept. All Councillors are invited to take part in the budgetary process.	L	Existing procedure adequate	Clerk/RFO Full Council
	Election costs	Consideration is given during the budgeting process, but it recognised that the Council hold sufficient reserves to meet election costs in any event.	L	Existing procedure adequate.	Clerk/RFO  Full Council

<b>Business Continuity</b>	Incapacity/Absence of Clerk/Resignation of Clerk	A Locum Service is available through the Society of Local Council Clerks <a href="http://consultancy.slcc.co.uk/register?type=locum">http://consultancy.slcc.co.uk/register?type=locum</a>	L	Existing procedure adequate.	Full Council
	Loss or damage to Council records through theft/fire/damage Inability to access records	Data is backed up on the Council's Microsoft One Drive. Documents can also be found on the Council's website. (All old copies prior to electronic use are deposited with the Northamptonshire County Records Office under Accession Number 2013/85.)	L	Existing procedure adequate.	Clerk/RFO
	Security of data (IT systems and support)	Computer systems and programmes will be protected with firewalls and anti-virus software and password protected in accordance with the Financial Regulations. Any confidential documents are securely shredded.	L	Existing procedure adequate.	Clerk/RFO
<b>Legal</b>	Conflict of Interests	Councillors are required to declare an interest in any item of business and this is recorded in the Minutes.	L	Existing procedure adequate.	Clerk/RFO. Full Council
	Health & Safety - Adequacy of meeting locations	Parish Council meetings are held in Boughton Village Hall which is considered to have all the appropriate facilities for the Council and the general public.	L	Existing procedure adequate.	Clerk/RFO Full Council
	Freedom of Information	The Council has adopted the model scheme v2. Readopted in May 2023.	L	Monitor any requests made under FOI.	Clerk/RFO
	Data Protection	Northants CALC is the DPO. The Parish Council takes the necessary steps to ensure that it remains GDPR compliant. The Council is registered for Data Protection under Registration Reference: A8011821	L	Existing procedure adequate.	Clerk/RFO
	Inadequate insurance cover for members and Clerk/RFO (including personal injury)	Review Risk Assessment at least annually. Ensure a Risk Assessment is carried out for all new assets and appropriate insurance cover implemented.	L	Existing procedure adequate.	Clerk/RFO Full Council

	Fraud by Employees/Councillors	Ensure level of Fidelity Insurance is adequate and review annually. Dual authorisation on payments	L	Existing procedures adequate	Full Council
	Employment of Contractors	Ensure that all contractors hold sufficient public liability insurance and health and safety certificates. Clerk will request and keep on file relevant certificates.	L	Existing procedure adequate.	Council Clerk/RFO
	Failure to ensure that all employees are paid in accordance with Council regulations and are adequately monitored. Failure to comply with HMRC regulations.	The Parish Council employs an external payroll service. A Contract of Employment and Job Description is agreed for the Clerk/RFO. Terms and conditions are agreed in the Minutes. No additional payments will be made to the Clerk without Council approval.	L	Existing procedure adequate.	Full Council Natalie Green & Co
<b>Governance &amp; Management</b>	Governing Policies not up to date	All Policies are reviewed annually by the Council and a check list is retained by the Clerk. Core governance documents adopted Standing Orders, Financial Regulations and a Code of Conduct.	L	Existing procedure adequate	Clerk/RFO Full Council
	Action by the Parish Council outside its powers laid down by Parliament	Clerk to monitor relevant legislation and report to Council.	L	Existing procedure adequate.	Clerk/RFO
	Lack of engagement/knowledge by Councillors on their role, responsibility and accountability	Publicise the role of the Parish Council through the village newsletter and website. Effective use of village noticeboards. Ensure that all Councillors have available relevant Acts/documents. Provide training where relevant. Council to review operational procedures and Cllr roles annually.	L	Existing procedure adequate.	Clerk/RFO Full Council
	Lack of engagement by Councillors and Residents on	Ensure publicity through local village newsletter, village noticeboards and website. Consider	L	Existing procedure adequate.	Clerk/RFO Full Council

	major items of public interest or residents' concerns or views	letters/posters delivered to parishioners. Public Open Forum Sessions are held at each Council meeting.			
	Recording of Members' Interests	A link to WNC's Register of Members Interests is on the Council's website. Any change must be notified to the Clerk/RFO.	L	Existing procedure adequate	Clerk/RFO Individual Councillors
	Written communication to third parties	All formal written communication should be directed through the Clerk/RFO.	L	Existing procedure adequate.	Clerk/RFO Full Council
	Notice of meeting	The meeting Agenda is published on the three village noticeboards and on the Parish Council's website giving the required notice of each meeting.	L	Existing procedure adequate.	Clerk/RFO
	Approval of minutes	Draft Minutes are put on the Council's website within 7 working days of the meeting. Minutes are approved at the next Meeting of the Council and uploaded to the website.	L	Existing procedure adequate.	Clerk/RFO Full Council
<b>Assets and Property</b>	Failure to identify, value and maintain all assets of the Parish Council, and ensure that asset registers are complete.	Record and maintain a record of all assets. Arrange for professional valuations where appropriate. Relevant expenditure for any repair is reported, actioned/authorised in accordance with the correct procedures. Undertake annual review.	L	Existing procedure adequate.	Clerk/RFO
	Maintenance of Street Lighting	In light of Zeta Ltd going into administration, the Council have instructed E.ON to maintain the lights. Quotes for a structural inspection in Q1 26/27.	M	Existing procedure adequate.	Full Council