

# HOXNE PARISH COUNCIL

Risk Assessment for the year ending 31 March 2026

Topic	Risk Identified	Risk H/M/L	Management of Risk	Staff Action	Audit Check Frequency
Precept	Agreed at full Council meeting	L	Minute to show amount agreed	RFO to check	08.01.26
	Not submitted	L	Confirmation of receipt by BMSDC	RFO to check	20.01.26
	Not paid by BMSDC	L	Confirm receipt	RFO to check	01.04.25 & 08.0.25
	Adequacy of precept	L	Budget process followed - formal budget not set until Council Tax base known	RFO/Council	08..01.26
	Monitoring of precept/budget	L	Quarterly receipt of budget to actual	RFO to action	Quarterly
Other Income	BACS banking used by Debtors	L	Check to bank statements.	Member/RFO	Monthly
	BACS banking used for Precept	L	Review of bank account details.	Clerk	Annually
Salaries	Wrong salary/hours/rate paid	L	Check salary/check hours and rate	Signatory to verify	Monthly
	Wrong deductions - NI & Income Tax	L	Check PAYE calculations	Signatory to verify	Monthly
	Monies paid to HMRC	L	Check bank reconciliations	Signatory to verify	Monthly
Direct Costs and overhead expenses	Goods not supplied to Council	L	Follow up on orders	Approval check	Whenever
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis	Member/RFO	Monthly
	Payment procedures - bank transfer	L	Dual authorisation in place - RFO initiates prior to 1 of 3 signatories needed to release payment	Member/RFO	Monthly
	Amount payable is excessive	L	Signatory will review invoice as per amount agreed	Approval check	Monthly
	Amount payable is to wrong party	L	Signatory will review invoice as per agreement	Approval check	Monthly
Orders placed by the Council	L	Orders placed in accordance with Council's Financial Regulations	RFO/Council check	Whenever	
Grants & Support	No power to pay or no evidence of agreement of Council to pay	L	Minute to show amount agreed	RFO to check	Whenever
	Conditions agreed	L	Agree and document any reasonable conditions	RFO to check	Whenever
VAT	VAT analysis	L	All items listed in cash book	RFO to verify	Annually
	Charged on purchases	L	Consider all items per cash book	RFO to verify	Annually
	Claimed within time limits	L	Agree returns submitted	RFO to verify	Annually

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		H/M/L			Frequency
Reserves	Adequacy	L	Consider at Budget setting. Council to maintain 25% of budget as a minimum.	RFO opinion	08.01.26
		L	Known reserves ring-fenced.	Council	Annually
		L	Movement between reserves by resolution of Council		
Assets	Loss, damage	L	Annual inspection, update insurance and asset registers	Member/RFO opinion	Annually
	Risk or damage to third party property	L	Review adequacy of Public Liability Insurance	RFO to check	Annually
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate	Chair to review	Annually
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually	Annually
	Key Personnel	L	The position of Proper Officer / Clerk/ Responsible Financial Officer (RFO) is filled by one person	Council confirms annually	Annually
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance Cover	Council to review	Annually
Maintenance	Reduced value of assets or amenities - loss of income or performance	M	Annual maintenance inspection	Council to review	Annually
Legal Powers	Illegal activity or payment	L	Council educated as to their legal powers	Members	Monthly
Financial Records	Inadequate records	L	Council to provide access to training as an unqualified Clerk/RFO has been appointed to manage the Council's financial affairs	Council	Ongoing
	Loss of records	L	Office 365 used - 1TB of cloud storage	Clerk	Whenever
	Postholder of RFO	L	Council to provide access to training for RFO	Council	Ongoing

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Council's Records	Access to records held on the Council owned computer	L	Access to computer is password protected	Clerk	Annually
		L	Access to Office 365 is password protected All records held in the Cloud	Clerk	Annually
	Cyber security and risk of cyber attack	L	Council to ensure .gov.uk email address used for council business communications	Clerk & members	Ongoing
Minutes	Accurate and legal	L	Review at next scheduled meeting All pages signed and paginated	Members Chair / Clerk	Monthly
Members Interests	Pecuniary Interests	L	Declaration of interests to be minuted and any conflict addressed as appropriate. Reminder to review at Annual Council Meeting.	Members	Monthly Annually
Personal Data	GDPR Regulations - compliance with regulations for the processing of personal data held by the Parish Council	L	Council has in place procedures for the analysis of personal data held; knows the lawful basis for processing and documenting personal data; has privacy information available to individuals process to dispose of personal data; has procedures to respond to requests for data and has processes to identify, report, manage and resolve any personal data breaches.	Clerk	Annually
Website	Website Security Certificate	L	Security certificate added to the website by Council's website host	OneSuffolk	Annually
	Digital accessibility of website	L	Website host has confirmed their templates conform to accessibility standards	OneSuffolk	Oct 2025
	Standards for web content	L	Link descriptions added to links	Clerk	Monthly
	Accessibility of website	L	Accessibility statement on website	Clerk	Annually
	Accessibility of web content	L	Documents are checked for conformity to accessibility standards	Clerk	When uploading

Reviewed 25.03.2026 Next Review: March 2027