

Wymeswold Parish Council — Risk Management Record 2024 - 2025

Risk Area	Risk/s Identified	Level of Risk (High/Medium/Low)	Management of Risk	Action Required	Next Review Date
<u>Section One: Areas where there may be scope to use Insurance to help Manage Risk</u>					
Property and Contents owned by the Council	Loss or Damage	High	An up-to-date Register of Assets and Investments.	Investments reviewed quarterly by the Council and annually by the Internal Auditor (IA). Asset Register reviewed annually by the Council and IA. Check website list correct as of 31/03/2025.	March 2026
Damage to Third Party Property or Individuals	Public Liability	High	Property Maintenance and Insurance Cover	Insurance held with Clear Councils and Cyber Cover - renewal date of 07/07/2025. Reviewed by Council on 01/07/2024. Reviewed annually by IA.	June/July 2025
Consequential Loss of Income or the need to provide essential services following Critical Damage, Loss or Non-performance by a Third Party	Public Liability	High	Annual Review of Risk and the Adequacy of Cover	Value of Public Liability Insurance £10,000,000, held with Clear Councils. Reviewed annually by the Council in June/July and by IA.	June/July 2025

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Loss of Cash through Theft or Dishonesty	Fidelity Guarantee	Low	No petty cash held by the Council.	No action required as no petty cash held.	March 2026
Legal Liability as a Consequence of Asset Ownership	Public Liability	High	Property Maintenance and Insurance Cover	Level of Public Liability Cover £10,000,000, held with Clear Councils. Reviewed annually by the Council in June/July and by IA.	June/July 2025
<u>Section Two: Working with Others to help Manage Risk</u>					
Security for Vulnerable Buildings, Amenities or Equipment (including playground equipment)	Burglary or vandalism to buildings or equipment	Medium	Physical Security provision (security grilles and doors) to the Sports Pavilion. Insurance cover.	Insurance held with Clear Councils and Cyber Cover - renewal date of 07/07/2025. Physical Security – monitoring of key holders. Risk Assessments performed by Councillors and Annual Inspection Regime by RoSPA Play Safety – performed on 04/06/2024.	June/July 2025
The Provision of Services being carried out under Agency/	Standing Orders and Financial Regulations dealing with the Award of	Low	Large Contracts reviewed at contract renewal.	Reviewed as required by Council. Multiple Quotes obtained where required according to the Financial Regulations. Financial Regulations reviewed and updated in	July 2025

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Partnership Agreements with Principal Authorities	Contracts			July 2024.	
Banking Arrangements (including Borrowing or Lending) and Direct Bank Payments	Detect and Deter Fraud or Corruption. Charges	Low	The Council has Financial Regulations which set out the requirements for banking. Bank reconciliation is completed monthly. Bank statements are checked monthly.	Financial Regulations reviewed July 2024 and IA review on 12/04/2024.	July 2025
Ad hoc Provision of Amenities/ Facilities for Events to Local Community Group/s	Public Liability	Low	Licence agreements produced and signed by the Council and community group/s.	Adequate process in place. Level of Public Liability Cover £10,000,000, held with Clear Councils.	March 2026
Playing fields, Cemetery, Closed Churchyard	External Contractors for Maintenance Public Liability	Low	Ensure Public Liability Insurance Cover is in place and external Contractors have appropriate insurance.	Adequate process in place.	March 2026
Professional Services (LRALC, Architects, Accountancy)	Standing Orders and Financial Regulations deal with the Awarding of Contracts	Low	Financial Regulations are followed. Annual subscription to the LRALC.	County Association for legal / statutory guidance - LRALC annual subscription.	March 2026

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<u>Section Three: Self-Managed Risk</u>					
Proper Financial Records	In accordance with Statutory Requirements	Low	The Council has Financial Regulations which set out the requirements for banking. Bank reconciliation is completed monthly. Bank statements are checked monthly.	Monthly bank reconciliations approved by the Council and minuted accordingly. Financial Regulations reviewed July 2024 and IA review on 12/04/2024.	July 2025
Business Activities	Ensuring that they are within the Legal Powers of Councils	Low	All activities are aligned to appropriate Statutory Powers	IA Review.	March 2026
VAT	Ensuring that Requirements are met under HMRC Regulations	Low	The Council has Financial Regulations which set out the requirements for VAT management. Records of all VAT claims kept.	IA Review and advice taken as needed	March 2026
Annual Precept	Adequacy of precept. Requirements not submitted to Charnwood Borough Council.	Low	Process: Draft budget brought to Council in December meeting for discussion and outline approval. Final budget approved in the January meeting to allow for the submission of the precept	IA Review and Budget Published on Website as soon as it is approved by the Parish Council. Precept submission in accordance with Charnwood Borough Council timeline. Clerk reports receipt of precept funds at the next Parish Council meeting following their	December 2025

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	Precept not received.		request.	receipt.	
Election costs	Risk of an election cost	Low	Budget line item included in each year's finances to cover costs	Based on the election cycle, costs will be allocated in the annual budget	March 2026
Data Protection	Non compliance	Low	The Council is registered with the Information Commissioner (ICO)	Maintain annual subscription to ICO	September 2025
Audit – Internal Audit	Completion within time limits	Low	Approval of internal auditor within audit cycle	Ensure communication with the LRALC to secure the internal auditor as part of the annual audit process	30 th June 2025
Annual Return	Submit within time limits	Low	Adherence to annual audit published timelines	Existing procedures cover the audit process	June 2025
Insurance	Adequacy Cost Compliance Fidelity Guarantee	Low	Annual review of insurance requirements undertaken ahead of renewal	Insurance held with Clear Councils and Cyber Cover - renewal date of 07/07/2025.	June/July 2025
Freedom of Information Act (FOI)	Provision	Low	Councillors are advised to have separate email addresses for all Council communications in case of an FOI request	FOI requests will be dealt with when received	March 2026
Monitoring of Performance	Budgets are exceeded	Low	Councillors are provided with monthly and quarterly spend information	Councillors review Budget and Policies Quarterly within the financial year	March 2026
Grants (payable/receivable)	Ensuring proper use of	Low	All such expenditure goes through the required Council process of approval.	All Grants are subject to approval by the Council and minuted accordingly.	March 2026

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	funds granted to Local Community Bodies under Specific Powers, Section 137. or General Power of Competence			Section 137 grants are documented in a separate column in the Council accounts. Checked by IA.	
Council Records - Papers	Loss through theft/fire/damage	Low	Some Council records are stored at the home of the Clerk.	Damage (apart from fire) and theft is unlikely and so provision is adequate	March 2026
Council records - Electronic	Loss through theft/fire/damage of the Council laptop	Low	The Council's electronic records are stored both on the Council's laptop and backed up appropriately.	All electronic documents are filed electronically and backed up to Cloud service providers (OneDrive) and Norton Security.	March 2026
Website	Out of date content	Low	Content is appropriately filed by age and relevance on the website.	Adequate process in place to cover this.	March 2026
Council Minutes	Proper, timely and accurate reporting of Council business in the Minutes	Low	Agendas and Minutes are produced in the prescribed manner and adhere to the statutory requirements.	Posted on Website and village noticeboard for public to see with agenda packs as per Transparency Code and IA Review	March 2026

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Members' Interests	Conflict of Interest – Register of Members' Interests	Low	Conflicts of Interest are identified and recorded at all Council meetings and Register of Members' Interests are updated as required.	Process followed is adequate.	March 2026
Incapacity of the Clerk	Prolonged Illness/ Resignation	Medium	Ensure Councillors have access to Standard Operating Procedures. Password for laptop and Parish Phone held safely to be used by the Chair if required. Bank access already facilitated through Councillor access. Appointment of locum Clerk via LRALC if required. Advertise vacancy through the village website and the LRALC weekly email. Contract in place according to NALC standard terms and conditions.	All electronic files are backed up and can be accessed by the Chair if required in this instance. Three Councillors are signatories on the bank account as well as the Clerk.	March 2026

The Wymeswold Parish Council Risk Management Record updated and approved at the Wymeswold Parish Council meeting on Monday 3rd March 2025.

Next Review date will be March 2026 unless legislation beforehand requires an update.