

# MARTON PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Approved by Parish Council on: 26<sup>th</sup> January 2026

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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, in so far as is practically possible.

This document has been produced to enable Eaton Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. This risk assessment should be read in conjunction with the Council's Risk Management Policy.

<b>FINANCIAL AND MANAGEMENT</b>				
<b>Subject</b>	<b>Risks(s) identified</b>	<b>H / M / L</b>	<b>Management / Control of Risk</b>	<b>Review / Assess / Revise</b>
Precept and reserves	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council receives budget update throughout the year. At the precept meeting Council receives a budget report, including actual position and projection position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required funding for costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Cheshire East Council. The figure is submitted by the Clerk in writing.	Existing procedure adequate
Election Costs	Risk of by-elections	L	Council's budgeting process ensures that funds maintained at a sufficient level to meet costs.	Existing procedure adequate
Financial Records	Inadequate records financial irregularities	L	The Council has Financial Regulations which sets out the requirements. Regular bank reconciliations carried out and approved by full council. Accounts	Existing procedure adequate Review the Financial Regulations when necessary.

			payable schedule submitted and authorised by full council including Clerk's expenses. No petty cash is kept.	
Bank and Banking	Inadequate checks	L	The Council has Financial Regulations which set out banking requirements. Regular bank reconciliation in place.	Existing Procedure adequate Existing procedure adequate
	Mistakes by the bank	L		
Reporting and auditing	Information communication	L	A regular budget monitoring document is reviewed. Bank reconciliations provided at each council meeting. Bank statements reviewed online by Councillors as needed. The Clerk will detail and explain any major variances, with any suggestions for transfer between budget heads at each review.	Existing procedures adequate
Grants	Transparency	L	All grant expenditure goes through the required Council process of approval, is minuted and listed on accounts payable schedule.	Existing procedure adequate.
Best value accountability	Work awarded incorrectly	L	The Clerk will seek 3 quotations or estimates for goods or services to be undertaken in line with the thresholds provided in Financial Regulations. Tenders will be invited for goods or work meeting this threshold.	Existing procedure adequate
Supplier Procurement	Risk of supplier procurement fraud	L	The Council will only enter a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.	Existing procedure adequate. Financial Regulations followed in respect of contracts and tendering.
Payment of Salary and associated costs	Salary paid incorrectly. Unpaid tax to Inland Revenue	L L	DM Payroll manage the payroll services for the clerk.	Existing procedure adequate

Employees	Fraud by staff	L	Requirements of insurance adhered to with regards to fraud.	Existing procedure adequate
	Mistakes	L	CiLCA qualified Clerk. Membership of ChALC. Training reviewed as needed.	Existing procedure adequate
VAT	Reclaiming	L	The Council has Financial Regulations which sets out the requirements. Any claim due shall be made at least annually to coincide with the end / start of the financial year.	Existing procedure adequate.
Annual Return	Submit within time limits	L	Annual Return submitted to internal auditor for completion, signed by Chair / Clerk and then checked and sent to External Auditor by deadline.	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at Full Council Meetings.	Existing procedures adequate
Clerk/RFO Incapacitated	Ineffective administration of the council	L/M	Temporary cover could be provided by a locum. Possibility of using ChALC to assist. Councillors have access to the funds / bank account to process payments as necessary.	Monitor adequacy of reserves for this.
Minutes/agendas/Notices Statutory Notices	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Draft minutes are circulated to council promptly and posted on the website. Minutes are approved and signed at the next Council meeting. Minutes and agendas displayed according to legal requirements.	Existing procedures adequate
Website	Outdated or inadequate information	L/M	Wordpress website maintained and updated by Clerk. Councillors have access in case clerk incapacitated.	Review and replace

Members Interests	Conflict of interests	L	Declarations of interest by members at Council meetings	Existing procedures adequate
	Register of members interests	M	Register of members interests forms reviewed at least once per election period.	Members take responsibility to update register
Insurance	Inadequate insurance cover	L	An annual review is undertaken of all insurance arrangements. Reviews and use of insurer by other councils suggest the robustness of the provider.	Existing procedure adequate Insurance reviewed annually
<b>PHYSICAL EQUIPMENT OR AREAS</b>				
Assets	Loss or damage to asset Damage to third party	L L	An annual review of assets is undertaken for insurance provision. Public liability insurance in place.	Existing procedures adequate
Maintenance	Poor performance of assets.	L	All assets owned by the Parish Council are inspected and maintained when necessary, by a suitably qualified and insured person/company. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council.	Existing procedures adequate
Meeting Venue	Adequacy	L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate
Council records – paper	Loss through Theft Fire Damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on a dedicated laptop (owned by another Council, or whom the Clerk works, but used only for Clerking) held with the Clerk at their home. Back-ups of	Existing procedures considered adequate.

			electronic data to a USB drive is made regularly. Laptop is password protected.	
<b>VOLUNTEERS/OTHERS ACTING ON BEHALF OF THE PARISH COUNCIL</b>				
Subject	Risks(s) indentified	H / M / L	Management / Control of Risk	Review / Assess / Revise
Volunteers	Physical Injury to volunteers	L	<p>Risk assessments carried out and kept for key activities.</p> <p>Training provided where required for example, manual handling training, or for use of tools and machinery. Written records kept.</p> <p>Safety equipment provided where necessary.</p> <p>Volunteers to only use hand tools or machinery</p> <p>Volunteers to be made aware and abide by any rules, guidelines or advice that is given by any relevant authority, such as a Local Authority, or the Health and Safety Executive</p>	New procedures must be monitored for effectiveness
	Personal injury claims against the council	L	<p>Adequate insurance in place.</p> <p>Permission sought from the landowner to carry out work. Public liability insurance covers work on any land for which the council doesn't have responsibility</p>	