

Hinton St George Parish Council Risk Assessment

Approved in Parish Council Meeting 20 April 2026

Risk Area	Risks Identified	Risk Likelihood	Impact of Risk	How Risk is controlled / managed	Responsible for managing Risk	Review frequency	Action required
Business Continuity	Council is unable to undertake business without a quorum of 3 Councillors	Low	Medium	Councillors send apologies in advance if unable to attend a meeting, and if numbers are low, the Clerk contacts the remaining Councillors to confirm their attendance.	Parish Clerk	As required	
Meeting Location	Suitability of location in terms of accessibility and health & safety may reduce public attendance	Low	Low	Meetings are held in the Village Hall, which is considered to be accessible for the Councillors, Clerk and any members of the public who attend, from a health and safety and accessibility aspect	Parish Clerk	Annual review	
Council Records	Loss of records through theft, fire, corruption of data	Low	Medium	Signed paper records for the past 2-3 years are stored at the Clerk's home. Electronic records are stored on a laptop held at the Clerk's home, with regular back-ups taken.	Parish Clerk	Annual review	Online data will be moved to cloud storage with new email address for Clerk
Adequacy of Precept	Insufficient funding may reduce the Parish Council's ability to deliver services to the village	Medium	High	The Councillors receive monthly payment schedules and bank reconciliations, with the precept amount discussed and calculated on estimated budgets. The parish council holds reserves adequate to meet unforeseen expenses.	RFO, Councillors	Annual review	
Precept Payment Terms	Somerset Council's move to bi-annual payments creates a risk that the 2nd payment may be delayed or cancelled	Low	High	Somerset Council confirm that precept amounts are ring-fenced and cannot be used for any other purpose. The Council holds reserve amounts to cover any interim funding shortfall.	RFO	Annual review	
Insurance	Inadequate insurance may result in lost or damaged items not being replaced	Low	High	An annual review is undertaken to ensure that adequate insurance is in place,	Parish Clerk	Annual review	
Banking	Delays in receipt of statements reduce access to the necessary financial checks, which may reduce the required level of control over bank accounts.	Medium	Medium	The RFO conducts monthly financial reviews and bank reconciliations to ensure funds are maintained securely	RFO	Bi-Annual Review	Access to online banking will ensure ease of access to banking information
Financial Controls and Records	Risk of financial loss through error, fraud	Low	High	Monthly reconciliation statements prepared by RFO are distributed to Councillors prior to each meeting and approved at full council meeting. All financial obligations and payments must be approved and minuted, with 2 Councillor signatures being required for payments. Annual internal/external audit is carried out.	RFO	Monthly Review	
Assets	Loss or Damage to assets	Medium	Medium	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all public assets by members of the Parish Council	Parish Clerk, Councillors	Bi-Annual Review	
Legal Requirements	Non-compliance with statutory requirements	Low	Medium	Minutes and agendas are produced, approved and displayed in adherence to legal requirements. Policies are reviewed and updated (where required) on an annual basis to ensure compliance.	Parish Clerk	Bi-Annual Review	
Conflict of Interest	Councillors with an undeclared conflict of interest may result in Council decisions being challenged or called into question	Low	Low	Councillors have a duty to declare any interest at the start of the meeting. Register of Members Interests forms to be reviewed on an annual basis.	Parish Clerk	Annual review	
Website	Virus attacks or server unable to support website Information inaccurate or not up to date Accessibility in terms of Assertion 10 requirements	Medium	Medium	Finalise an affordable, secure website solution which meets Assertion 10 requirements and provides up-to-date and accurate information to members of public	Parish Clerk	Annual review	Move to new website in April 2026