Shobnall Parish Council Financial Risk Assessment as at 30 September 2025		
Service Area	Risk	Action/Mitigation
Insurance	Property Damage	Property cover, for year ending 13 September 2026 is adequate. Includes laptop, iPads, street light, defibrillators, emergency bleed control unit, benches, etc
	Money	Existing cover is adequate.
	Business interruption	Not required.
	Public Liability	Existing cover for year ending 13 September 2026 of £12 million is adequate.
	Employer's Liability claim	Existing cover for year ending 13 September 2026 of £10 million is adequate.
	Fidelity Guarantee (All Councillors and Clerk)	Existing cover for year ending 13 September 2026 of £250,000 is adequate.
	Libel and Slander	Existing cover for year ending 13 September 2026 of £250,000 is adequate.
	Personal Accident	Existing cover for year ending 13 September 2026 of £250,000 is adequate.
	Legal Expenses	Existing cover for year ending 13 September 2026 of £100,000 is adequate.
Accounts and finance	Annual precept too high/too low or not the result of detailed consideration	Continue current system with detailed budget based on past year and current year accounts.
	Protection of monies	As a small local authority the council it is covered by the Financial Services Compensation Scheme (FSCS) as follows: *The FSCS does not protect deposits made by a public authority (including a parish council),* ***unless*** *it is a small local authority with an annual budget of up to EUR500,000" (about £430,950 using the required 03 July 2023 exchange rate).*
	Unlawful expenditure	Follow Financial Regulations as reviewed by Council June 2024. Follow advice of Clerk/RFO that all expenditure is within legal powers.
	Unauthorised expenditure	Report all payments to Council for approval (even if already paid). Cheque signatories to initial cheque stubs and invoices. Bank Statements are presented to each meeting of the Full Council.
	Accounts not reconciled	Bank reconciliation presented to each monthly council meeting.
	Non-standard and/or non-compliant records kept	Follow Financial Regulations as reviewed by Council June 2024. Accept advice from Clerk/RFO and Internal and External auditors.
	Non-compliance with statutory requirements for completion/ approval/ submission of accounts and other financial returns	Ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with transparency code requirements	Review process in line with requirements.

	Non-compliance with internal audit requirements	Appoint Internal Auditor.
	Loss of computer-based accounting records	Records backed up onto portable hard disk monthly.
Staff	Loss of key personnel through ill health or leaving	Council could cover short-term absence while replacement found. Immediately advertise any vacancy. Appoint locum clerk if necessary.
Delegation of Authority	Inability to deal with urgent matters during an emergency	Standing Order 17 adopted on 18 May 2020 giving the Clerk delegated authority to deal with urgent matters during an emergency.
Administration	Inadequate access to advice	Continue memberships of SPCA/NALC and SLCC.
	Loss of hard document records	Records maintained at Clerk's home. Photocopies of key records to be stored off-site.
	Loss of computer-based records	Records backed up onto portable hard disk monthly.
Noticeboards	May require repairs/become unsafe	Boards checked regularly when notices posted.
Defibrillators	Defibrillator used and not returned therefore not available, pads out of date or used and therefore unusable	The 7 No. defibrillators are inspected monthly by MW Cripwell Ltd; they are registered on The Circuit website and notifications are received when they may have been used. MW Cripwell's are instructed to check and confirm that the defibrillators are operative and if they have been used they will order the required replacement items and recharge to the council.
Emergency bleed control unit	Unit may have been used and therefore not available	The unit is located at the Shobnall Leisure Centre and the management team have taken responsibility for maintaining it, they have registered it with Turtle Defib Cabinets and will recharge the council for replacement items when these are required. The council remains the owner of the unit and it is included on the council's Asset Register.
Contractors	Activities of uninsured contractor could give rise to public liability claim	Council to check on contractors' indemnity insurance and working practices. Contractors must have at least £5 million public liability insurance.
	Unsafe working practices by a contractor appointed by the council	

This risk assessment was prepared 30 September 2025 and approved by the Council on 20 October 2025.

Mary Danby
Proper Officer

This risk assessment will be reviewed annually.

DOCUMENT HISTORY

Detailed History of Changes

Rev. No.	Date	Description of Changes
1	24/04/2018	Original document
1.1	01/05/2020	Minor change to "Accounts and Finance" – Bank statements to be presented at the Full Council meeting every three months from November 2020
1.2	18/05/2020	Addition of "Delegation of Authority" to the Clerk in an emergency
1.3	20/09/2021	Insurance figures amended to reflect those stated in the new Policy
1.4	14/08/2023	Addition of Defibrillators and Emergency Bleed Control Unit
1.5	16/09/2024	Personal Accident cover reduced to £250,000
		Fidelity Guarantee: Amended as the Policy covers all Councillors and the Clerk (Officials Indemnity deleted)
		Protection of monies: Explanation given that the council does not need to limit funds held to £85,000 per banking institution
1.6	30/09/2024	No changes required
1.7	20/10/25	No changes required