

WOTTON PARISH COUNCIL

RISK ASSESSMENT

Objectives	Risk	Action
Keeping proper financial records in accordance with statutory requirements	Lack of adequate cash book with appropriate auditing arrangements	Cash book and other financial records available for inspection by councillors at all times. Internal auditor conducts annual audit.
Adequate financial control and banking arrangements for the council	Loss of assets	Bank statement and reconciliations to be agreed and signed by two councillors at each public meeting of the council.
Damage to third-party property or individuals as a consequence of the council providing services or amenities	Third-party claims against the council	Insurance policy covers all third-party claims.
Assisting the community in a local or national emergency	Having sufficient resources	Retain up-to-date contact details for local residents who could offer assistance, including Village Hall committee members, Church volunteers etc.
Retention of clerical support	Clerk becomes incapacitated	Contact SALC for a locum clerk. Clerk to maintain up-to-date continuity information, including all passwords, copies to be held by the Chairman and Vice Chairman, to enable efficient handover to a new clerk.

Agreed: 5 July 2022

Reviewed: 7 May 2024

Reviewed: 6 May 2025