

Mid Wharfedale Parish Council
RISK ASSESSMENT – 2024 (in review 2026)

Subject	Risk	Control of Risk	Provision taken
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance.	All current files are kept at the Clerk's home. Passwords are shared with the Chair, Vice Chair and Cllrs with responsibility for Internal Financial Control. 3-month notice period to allow for recruitment and handover. Training funds available for new Clerk Undertake adequate training.	Ensure files are suitably stored and reviewed regularly. Make allowance for training when setting the annual precept.
Council not complying with legal responsibilities	Lack of transparency for procedures and processes.	Membership of YLCA plan to review and adopt essential policies. Cllrs aware of policies and their responsibilities.	Ensure policies reviewed yearly.
Financial Controls and Records	Inadequate checks.	Adopt Financial regulations. Further develop financial risk register. A mandate for signing cheques is lodged with the Barclays Bank. Any two signatories may sign a cheque. All payments by cheque are resolved at a Meeting of the Council and entered into the minutes. The amounts appear on Bank Statements and the cheque book stubs are secure.	Existing procedure is adequate and under annual review.

Annual Return	Not submitted within time limits.	The Annual Return is submitted to the Internal Auditor for completion and signing. It is completed and signed by the Council, and then checked and sent on to the External Auditor within the time limit.	Existing procedures adequate.
Members interests	Conflict of interest.	Councillors have a duty to declare any interest before the relevant Agenda item.	Existing procedures adequate – the Register of Members Interests is available on website.
Minutes, Agendas, Statutory documents	Non-compliance with statutory requirements.	Minutes and Agendas adhere to legal requirements. Business conducted at Council Meetings should be managed by the Chairman.	Existing procedures adequate. Members to adhere to the Code of Conduct.
Council Records and Data protection	Loss through theft, fire or damage/ corruption of computer.	Current Minute Book kept at Clerk's home. There is nothing irreplaceable on the Clerk's computer and the files are backed up onto the cloud and monthly onto an external drive held by the Clerk.	Damage or theft is unlikely and therefore provision is adequate. Existing procedure is adequate and data protection policy is under review
Freedom of Information Act	Inadequate knowledge.	The Clerk is aware that if a request arrives and much additional work is involved, a fee may be requested.	Monitor and report any impacts made under the Freedom of Information Act.
Precept	Adequacy.	The precept is an Agenda item at the November Meeting of the Council, when it carefully reviews its budget.	Existing procedure adequate.

Insurance	Adequacy. Expense.	An annual review will be undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedure adequate. Review provision and compliance annually.
Meeting locations	Adequacy. Health and Safety.	Askwith Village Hall Askwith. The premises and facilities are considered to be adequate for the Council, Clerk and any Public who attend from a health, safety and comfort aspect.	Existing procedure is adequate.