

Orlestone Parish Council
1st April 2024 to 31st March 2025
Risk Management Analysis

All Parish Councillors and The Parish Clerk Have The Shared Responsibility to Report/Highlight Issues of Concern At Meetings Where They Will Be Addressed And Appropriate Action Taken

RISK	PROBABILITY	COUNTER MEASURES
Non Receipt of Income	Low (income is known)	99% of income either cheque or bank credit.
Expenditure – overpaid	Low (error & fraud)	Expenditure minuted, dual cheque signatories, documents initialled, bank reconciliations, fidelity insurance.
Asset Destruction/loss	Medium (Vandalism, Theft)	Observation, insurance, annual review.
Loss of Asset Value	Low	Regular review and maintenance.
Bad debts/write-offs	Low	Only significant debtors are HM Customs & Excise ref VAT returns.
Unauthorised liabilities Generated	Low	Standing Orders, documented controls, RFO review, Internal Audit, expenditure controls, insurance
Public injury/safety	Medium	Safety reviews, community police officer, community warden, insurance
Under-insurance	Low	On-going & annual review
Insolvency	Low	Monthly budgetary review
Ineffective Parishioner Communications	Medium/Low	Notice-boards, Website, Facebook Page
Councillor/Clerk Injury	Low	Safety First, Insurance
Internal Control Breakdown	Low	Documented controls, Internal Audit, annual risk assessment
Records Loss/destruction	Medium	Regular computer backup
Major incident/disaster	Low	Borough Disaster Plan, parochial networking
Corruption	Low	Declaration of Interests, Public Transparency, Decisions made at Meetings only
Electoral Irregularity	Low	Statutory declarations, Ashford Borough Council control.
Maladministration	Low	Regulatory compliance, decisions minuted, insurance.
Statutory non-compliance	Low	Councillors and Clerk reviews, SLCC & ABC guidance,

		current published local government text books.