

UPDATED BURTON & WINKTON PARISH COUNCIL

CORPORATE & ACTIVITY RISK ASSESSMENT 2026/27



Financial Risk Assessment

No ...	Financial Risk Identified	Updated Action / Control
1	Books of account properly kept?	Accounts maintained monthly by Clerk/RFO; internal controls reviewed annually; CiLCA-qualified Clerk.
2	Compliance with Financial Regulations, invoices, VAT?	All payments supported by invoices; dual/three-step authorisation; VAT reclaimed annually; evidence retained for 7 years.
3	Has the Council assessed significant risks to achieving objectives?	Annual review of corporate risks; risk register maintained and updated.
4	Adequate budget process and reserves?	Budget agreed in December; reserves policy adopted; quarterly monitoring; CIL tracked separately.
5	Expected income received, recorded, banked?	All income logged, receipted, and banked promptly; CIL income recorded separately.
6	Adequate insurance cover?	Insurance reviewed annually; includes buildings, liability, cyber cover.
7	Member indemnity insurance adequate?	Yes – confirmed annually.
8	Honorarium, allowances, expenses properly approved?	Payments approved at meetings; Clerk expenses authorised by Chair.
9	Asset register complete and accurate?	Updated when necessary; reviewed quarterly; includes location, value, insurance status.
10	Bank reconciliations properly carried out?	Monthly reconciliations signed by councillor not involved in payments; confirmed by Internal Auditor

No ...	Financial Risk Identified	Updated Action / Control
11	Year-end accounts correct and auditable?	Prepared by Clerk; agreed with cashbook; full audit trail; AGAR published.
12	Adequate fraud & corruption controls?	Segregation of duties; internal audit; online banking controls; Code of Conduct.
13	Proper controls for S137 expenditure?	Clerk checks eligibility and spending limits annually.
14	Safety of money on deposit?	FSCS limit considered; diversification reviewed; CIL held in separate deposit account.

Operational Risk Assessment

No.	Other Risk Identified	Updated Action / Control
1	Insurance cover for litter picks & activities?	Reviewed annually; public liability confirmed.
2	Health & safety precautions for litter picks?	PPE provided; dynamic risk assessment; briefing given; incident reporting procedure in place.
3	Electors' rights followed correctly?	Notices published on time; minutes available; website compliant with Transparency Code.
4	IT backup arrangements?	Regular backups; cloud backup added; laptop stored securely; cybersecurity measures in place.
5	Backup if Clerk's workplace destroyed?	Business continuity plan in place; cloud-based access ensures continuity.
6	Civic regalia security & insurance?	Stored in locked safe; annual valuation; insurance updated.
7	Accurate reporting in minutes?	Draft minutes within 14 days; approved at meetings; published on website.
8	Register of Interests & Gifts up to date?	Reviewed annually; members reminded regularly; gifts & hospitality log maintained.
9	Training opportunities for members & Clerk?	Training log maintained; Clerk CPD recorded; members informed of opportunities.

Modern Risk Areas (Added 2026/27)

Category	Risk	Control
Cybersecurity	Phishing, malware, data breach	MFA, antivirus, updates, cyber insurance, Clerk training.
GDPR	Loss or misuse of personal data	Privacy notices, secure storage, retention schedule.
Lone Working	Clerk safety	Lone working policy; check-in procedure.
Website Accessibility	Non-compliance with WCAG 2.1 AA	Annual accessibility review; accessibility statement maintained.
CIL Management	Misallocation or non-compliant spending	CIL tracked separately; annual CIL report published.

Activity Risk Assessment – Litter Pick

Category	Risk	Action	Responsibility
Health & Safety	Personal injury (RTI)	Hi-Viz jackets worn at all times	All participants
Dangerous Objects	Injury from hazardous items	Do NOT pick up; inform organiser immediately	All participants
Hygiene	Personal hygiene risks	Gloves worn; use litter pickers; wash hands/forearms before eating	All participants
Hygiene	Exposure to leptospirosis	Cover cuts with waterproof plaster	All participants
Heavy Lifting	Musculoskeletal injury	Do not lift heavy objects; report to organiser	Organiser/Clerk to report to BCP
Hazardous Waste	Syringes	Do NOT pick up; report location	Organiser/Clerk to report to BCP