CHILTON PARISH COUNCIL
RISK MANAGEMENT POLICY FEBRUARY 2026

Risk is the possibilitiy of loss, damage, injury or failure to achieve objectives caused by an action or event. By it's nature Risk management is not a planned and systematic approach to the identification, evaluation and control of all risks which can threaten the assets or financial and organisational wellbeing of the council.

The Council recognises that it has a responsibility to manage risks effectively to control its assets and liabilities, protect its employees and community against potential losses, minimise unctainty and maximise the opportunity to achieve it's goals. Therefore the council has identified areas of risk which form part of the council's corporate governance arrangements and has been built into the management processes as part of its overall framework to deliver continuous improvement.

The Purpose of this Policy is to identify, assess and mitigate potential financial risks that could impact the Parish Council's stability and performance.

The objective of this Policy is to manage the risks involved in all activities of the Parish Council. This Policy is intended to assist in decision making processes that will minimize potential losses, improve the management of uncertainty and the approach to additional tasks

The Policy demonstrates the importance of good Governance to the Parish Councils to protect its people and assets whether they are Councillors, employees or the community.

Risk Identified	Impact	Risk	Insurance Cover	Control Action
Inadequate forward planning and budgetary controls	High	Low	No	Annual Budget Review Actual vs. Budget review at meetings
Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	No Petty Cash is held by the Parish Council Councillors check bank reconciliation against bank statements at each meeting Annual Internal and External Auditor review
Council operates ultra vires or does not comply with current legislation	High	Low	No	Regular training for Councillors and Clerk Within Clerk's job description
Poor reporting to Council, Record Keeping and Book Keeping	Medium	Low	No	Accurate minutes Timely and accurate financial reporting Internal Auditor review External Auditor review
Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk Creation of committees and second skills
Lack of maintenance to council owned assets	High	Medium	Yes	Maintenance programme Walk the Parish to review condition of assets
Loss or damage to council owned property	Low	Low	Yes	Asset Insurance cover Review Assets Register against insurance
Injury to persons as a consequence of asset ownership or provision of amenities	High	Medium	Yes	Public Liability insurance Walk of Parish to review
Failure to reclaim VAT	Low	Low	No	RFO Report review by councillors Internal and external Auditor reviews VAT can be claimed back 3 years
Failure to respond to electors' rights of access	Medium	Low	No	Within Clerk's job description
Unexpected loss of Clerk or Clerk's office	High	Low	Yes	Up to date job description Clerk's electronic files held on Microsoft One Drive Cloud. Hand-over file maintained to allow new encumbant to hit the ground running, should it be necessary.
Data Breach through failure of Microsoft Cloud	Low	Low	No	ICO process to be followed
Village Hall				
exceeding available funding	High	Medium	no	Controls via Architect and Quantity Surveyor action maintaining control over spend
Insolvency of future appointed contractor	High	Medium	no	care to be taken to ensure that any contractor appointed has longevity, check whether the contractor has the adequate insurance.
GDPR				
Consent	Low	Medium	No	Review all new forms & website changes
Council Awareness	High	Medium	No	Clerk training
Councillor Awareness	High	Medium	No	Councillor training & ICO Guide
Data Breaches	Low	High	No	ICO process to follow
Data Protection Officer	Low	Low	No	Parish Council does not need to appoint.
Information Held	Medium	Medium	No	Data Audit and associated actions reviewed 12 monthly
Lawful basis for holding data	Medium	Medium	No	Data retention policy
Subject Access Requests	Low	Low	No	Policy in place