

GT BARTON PARISH COUNCIL FINANCIAL RISK ASSESSMENT

YEAR 2026.....

TOPIC		ACTIONED BY (SIGN & PRINT)
PRECEPT	Submit forms to West Suffolk Council by January & minute full details RFO to confirm to council that precept has been received	
SALARIES	Review salaries annually and in line with NALC / NJC Payscales. Check that all employees are being paid the national minimum wage.	
VAT	Return submitted during Q2 and Q4	
RESERVES - GENERAL	Budgets should be produced and reviewed on a regular basis to ensure that reserves are sufficient but not excessive. normal reserves should usually lie between 3 – 12 months of gross expenditure.	
ASSETS & INSURANCE	Complete annual inspection of assets. Ensure asset register is up to date. Review adequacy of Public Liability insurance. Council to confirm that insurance cover is adequate & that it is fully aware of & compliant with the conditions outlined in its insurance policy - conditions available at request. The RFO shall be responsible for periodic checks of stocks and stores at least annually (stationery).	
LOSS	Review insurance adequacy for consequential loss due to employee dishonesty (fidelity cover)	
HMRC	Keep updated with any changes in procedures from HMRC including tax allowances, rates & national insurance. Check HMRC Basic PAYE tools for employees registered with Gt Barton Parish Council	
RISK	Complete annual review of all risk assessments to ensure council has addressed the risks associated with it's activities & identified what can go wrong & the appropriate steps to avoid or successfully manage the consequences. Council to add newly identified risks. Council to complete review of effectiveness of their own internal audit.	
EMPLOYER'S LIABILITY INS	Display copy of certificate electronically on website to comply with relevant legislation.	
PAYMENTS MADE BY DIRECT DEBIT	Council to review payments made by direct debit annually at AGM	
ANNUAL REVIEW OF FEES	Council to review the cost of advertising in the newsletter at AGM	
AS CUSTODIAN TRUSTEE FOR VILLAGE HALL (Charity no. 304885)	Annual General Meeting of Village Hall Management Committee minutes received and trustees voted on from the Parish Council. Annual return for Charity Commission completed.	
AS LEASE HOLDER FOR ALLOTMENTS	Ensure copy of Allotment Associations insurance certificate has been received and Council advised.	
DATA SECURITY	1. Installing and always updating antivirus and firewall software to protect your business and customer information. 2. Using password manager for IT systems, computers and devices. 3. Ensuring the Clerk never knowingly downloads something if its origin is unknown. 4. Ensuring staff delete suspicious emails before opening. 5. Reviewing what important information your business holds and whether it is adequately protected	
GDPR	As per Standing Orders complete an annual review of all personal data held electronically and on paper. Clerk to arrange for safe destruction of data no longer needing to be held (with reference to Parish Council's 'Date Retention document' for determining periods of retention)	
STAFF LOSSES	Personnel Committee to review Clerk's hours, health, stress, training, morale, long-term sickness, early departure	To be carried out at annual appraisal in April
HMRC	Councillor to check that no fictitious employees are listed under PAYE	
CONTRACTORS	Report to Council performance of contractors (2024 - 2027 grass cutting) and review of contract every 4 years (2027)	
COMPLIANCE WITH LOCAL TRANSPARENCY CODE	Items of expenditure over £100 reported on website	

Completed by Jessica Langley / RFO

Adopted September 2026

Then to be reviewed annually in May