

NEWPORT PARISH COUNCIL (Reviewed 2nd March 2026)

Risk Identified	Likely impact of risk	Likelihood of occurrence	Internal Control
Physical assets owned by the council are identified and properly protected against loss or damage	High	Medium	An up to date register of assets is maintained by the Council. Insurance cover obtained and reviewed annually for risk and adequacy of cover.
Legal liability as a consequence of asset ownership (public liability)	High	Medium	Insurance cover obtained and reviewed annually for risk and adequacy of cover.
Risk of damage of third party property or individuals as a consequence of Council providing services or amenities to the public (public liability)	High	Medium	Insurance cover obtained and reviewed annually for risk and adequacy of cover
Loss of cash through theft or dishonesty (fidelity guarantee)	High	Low	Insurance cover obtained and reviewed annually for risk and adequacy of cover
Not having sufficient legal liability as a consequence of employment (Employer's liability)	High	Low	Insurance cover obtained and reviewed annually for risk and adequacy of cover. Health and safety considerations – caretaker issued with proper instruction, equipment and protective clothing.
That proper, accurate and timely financial records are kept in accordance with statutory requirements.	Medium	Low	Financial controls to be used by the Council:- Financial records maintained by appropriately qualified individual. Regular bank reconciliations prepared. Standing orders and financial regulations in place. Regular scrutiny of financial records by independent auditor.
Non-compliance with HMRC regulations & employment law.	Medium	Low	VAT - Quarterly Returns are made. Inland Revenue - Annual Returns (IT & PAYE) are made. PAYE payments made quarterly. Contracts of employment for all staff. Payroll bureau used.
Ensuring the proper use of funds granted within legal powers applicable to local councils.	High	Low	Proper arrangements for the approval of expenditure. Regular scrutiny of financial records by independent auditor.

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Ensuring the adequacy of the precept within sound budgeting arrangements	Medium	Low	Procedures in place for setting the precept and budget monitoring statements prepared. Financial controls in place.
Register of members' Interests and Gifts in place, complete, accurate and up to date.	High	Low	Procedures in place for recording and monitoring Members' Interests and Gifts received.
Proper, timely and accurate reporting of council business in the minutes	Low	Low	Minutes properly numbered and paginated with a master copy kept in safekeeping. Separate copy kept on electronic media.
Council website information is inaccurate and not up to date	Low	Medium	Website regularly updated. Pages systematically reviewed using timescales stated in the Web Page Review document.
Not ensuring the security of Council records and adherence to Data Protection Act 1998.	Medium	Medium	All documents are saved to OneDrive and emails to the cloud. Computers are virus checked. Manual records are filed and archived in Parish office, laptops are kept offsite. Personal records of Councillors and employees only are held. Computers are checked regularly by IT technician.
Purchase of services from specialist external bodies e.g.grass cutting, lighting maintenance, security camera maintenance.	Medium	Medium	Standing orders and financial regulations dealing with the award of contracts for services. Regular review of contracts/performance.
Improper maintenance of playground equipment and health and safety checks	High	Medium	Performed by Playground Working Group. Close monitoring to ensure properly constituted, regular meetings etc. and liaison re repairs/maintenance work carried out. Weekly inspection and report made by a qualified person.
Improper maintenance of parish assets	Medium	Low	Lease in place with the Youth Club. Lease to be reviewed at renewal. Health and Safety policy in place, which is reviewed annually.

Signed:.....(Chairman)

Dated: