

Assertion 10 – Digital and Data Compliance

The 2025 edition of the Practitioners Guide states that all Smaller Authorities (Parishes) must have:

- A Council-owned domain based official email address.

For Stoke Mandeville Parish Council it is clerk@stokemandeville-pc.gov.uk. There is no requirement, yet, for councillors to have the same domain but Stoke Mandeville already has taken this step.

- A website that continues to meet accessibility regulations.

The website will be checked to ensure it meets accessibility regulations.

- An IT policy.

An IT policy is on the agenda for consideration.

- A reinforcement of compliance with GDPR and DPA responsibilities.



STOKE MANDEVILLE PARISH COUNCIL

DATA PROTECTION AND INFORMATION SECURITY POLICY

Adopted 11th November 2014

Data Controller: Stoke Mandeville Parish Council ~ **Registration No:** Z2855737

Introduction

The Data Protection Act 1998 came into effect on 1 March 2000. It is designed to protect individuals against the misuse of personal data, i.e. information about a living, identifiable individual. It covers both manual and electronic records. The Act requires that any personal data held should comply with the eight data protection principles:

1. Be obtained fairly and lawfully
2. Be held only for specified and lawful purposes
3. Be adequate, relevant and not excessive for those purposes
4. Be accurate and kept up to date
5. Be held for no longer than is necessary
6. Be processed in accordance with the rights of data subjects under the Act
7. Be protected by appropriate and organisational measures against unauthorised or unlawful processing and against accidental loss, destruction or damage
8. Not be transferred to a country outside the European Economic Area unless there is an adequate level of data protection in that country

The Data Controller (Stoke Mandeville Parish Council) will take all necessary steps to ensure that personal and sensitive data is processed and stored in full compliance with the Data Protection Act 1998. The Council will carefully consider its responsibilities under the Data Protection Act before releasing personal data about living individuals, including current and former officers, members, and users of its services.

Dealing with subject access requests

On receipt of a written subject access request, the Parish Council will deal with it promptly, and in any case within 20 days from the date of receipt. If further information is needed, the 20 days will begin when this is received. The Parish Council is entitled to ask for a fee of not more than £10 and the 20 days does not begin until this is received.

In response to a subject access request individuals are entitled to a copy of the information held about them, both on computer and as part of a relevant filing system. They also have the right to receive a description of why their information is processed, anyone it may be disclosed to, and any information available about the source of the data.

Information Security

The Council will ensure that all information whether stored electronically or as paper records will be stored securely to ensure that only authorised people can access, alter, disclose or destroy any personal data. Members and employees of the Council only act within the scope of their authority.

Paper records are kept in a locked filing cabinet within the Parish Office which is locked when unattended.

Electronic records are stored on a password protected laptop.

The laptop has anti-virus and firewall software installed on it; this shall be renewed annually.

The laptop shall be backed up in a cloud-based facility.

Contact Details

Further advice and information, including a full list of exemptions and advice on the public interest test, is available from the Information Commissioner's Office.

Related Contacts:

Clerk to Stoke Mandeville Parish Council.
Community Centre, Eskdale Road, Stoke Mandeville Bucks HP22 5UJ
Email: clerk@stokemandeville-pc.gov.uk
Telephone: 01296 613888

Information Commissioner

Data Protection Help Line If you are contacting us for the first time
Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF www.ico.gov.uk



Parish Council Office, Community Centre, Eskdale Road, Stoke Mandeville, Bucks. HP22 5UJ
Phone: 01296 631888 Email: clerk@stokemandeville-pc.gov.uk

Stoke Mandeville Parish Council Statement of Internal Control

Adopted 13th June 2023

Review Date - February 2025

1. Purpose of the policy

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

The purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.

The Council must assert that it has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. An effective internal control process needs to be in place and monitored to achieve this.

2. Responsibilities

- The Council as a corporate body is responsible for setting the precept and approving the annual governance and accountability statement. These responsibilities cannot be delegated.
- The Finance and Governance Committee has delegated responsibilities for management of the Council's finances, policies and procedures and reports back to Council following each committee meeting.
- In accordance with section 151 of the Local Government Act 1972, the Council employs a Clerk who is also the Responsible Finance Officer (RFO) and is responsible for the financial administration of the Council.
- The Council appoints a suitably qualified internal auditor who will carry out an independent audit of the Council's finance records and control systems. Any issues raised by the internal auditor are noted and addressed.
- The scope and plan of the internal audit will be assessed by the Council to ensure that it properly considers and minimises risk to the Council.
- An external auditor is appointed in line with the statutory audit and accounting framework. All notices in respect of the Annual Governance and Accountability Return will be posted by the Clerk on the Council's website and noticeboard.

3. Controls

3.1. Standing Orders

- The Council will adopt and annually review standing orders to govern how it operates. The policy will be based on the latest NALC recommended template documents.
- The Chair of the Council and the Clerk will be responsible for ensuring that the Standing Orders are followed.

3.2. Financial Regulations.

- The Parish Council has adopted Finance Regulations based on the latest model version recommended by NALC / SLCC.
- The Regulations are reviewed annually for continued relevance and amended where necessary by the Responsible Finance Officer with any proposed amendments subject to approval by the Chair of the Finance and Governance Committee and the Full Council.

3.3. Scheme of Delegation

- The Council will delegate to its committees and officers' responsibility for day-to-day management of its assets and routine expenditure up to a value of £5,000.
- Terms of reference for each committee including delegated responsibilities will be prepared and reviewed annually at the Annual Parish Council meeting, where committee members will also be appointed.
- The decisions of each Committee will be recorded in the minutes of its meetings, and these will be noted at the next meeting of the Council.

3.4. Banking Arrangements

- All accounts held will be set up with a minimum of 3 account signatories who will include the Chair of the Finance & Governance Committee and two other Councillors of the Council.
- The RFO will be a signatory on the accounts for administrative purposes only and cannot authorise payments.
- Each transaction (cheque or electronic transfer) will be authorised by two signatories. They cannot set up bank payments, only authorise them.
- The Parish Council has an online banking system in place. There is a stringent login procedure to follow.
- The RFO is authorised to set up bank payments online.
- The RFO is authorised to transfer funds between the accounts. Transfers must be reported at the next available Parish Council meeting.
- Invoices paid online, can be identified and cross checked to bank statements.
- The account signatories will be reviewed and confirmed annually.
- The RFO will hold a debit card linked to the Parish Council's imprest account that can be used for purchases in shops or online. The maximum limit of expenditure on the card will be £500.

3.5. Investments

- The Council will adopt and annually review an investment policy which will be based on

the priorities in order of Security - Liquidity – Yield.

3.6. Expenditure and Income

- All invoices will be checked by the RFO, to confirm the supply has been received, that the supply has not previously been paid, and that the invoice calculations are correct.
- Details of invoices will be emailed to the account signatories for checking before authorisation and payment. For expenditure on the debit card, invoices will be certified by the Clerk and will be presented to Council each month.
- The Parish Council subscribes to Rialtas Business solutions (RBS) for a specialist Omega finance software. The RFO is responsible for maintaining an accurate and up to date set of accounts.
- A list of payments will be prepared for each Parish Council and will be recorded in the minutes.
- Original invoices are available to the Councillors authorising payments.
- Payments made under contract by direct debit will be monitored for frequency and accuracy and a schedule prepared for review by the Annual Meeting of the Parish Council.
- A list of all receipts, including the Precept payments, will be included.
- The RFO will ensure that amount of the Precept received is in accordance with the request sent to Buckinghamshire Council.
- Receipts are to be issued for cash received and a copy kept.

3.7. Financial Reporting

- The Clerk will prepare quarterly finance reports to monitor income and expenditure against budgets. These will be reviewed in detail by the Finance and Governance Committee and reported to Full Council.
- The budgeting process will be carried out by the Finance & Governance Committee once the tax base is available.
- The budget and Precept will be resolved at the Full Council meeting in January.
- The RFO will ensure that the Precept is set by the deadline set by Buckinghamshire Council.
- Quarterly bank reconciliations will be checked against bank statements and signed by a member of the Finance and Governance committee and confirmed at the meeting.

3.8. VAT

- The Council is not registered for VAT but will recover VAT under the VAT126 arrangements at appropriate intervals or annually in April.
- The RFO will ensure that all invoices are addressed to the Parish Council.
- The RFO will ensure that proper VAT invoices are received where VAT is payable.
- THE RFO maintains a VAT account to show that the correct amount of VAT is reclaimed each year.

3.10. Reserves

- The Council will adopt and annually review a reserves policy.

3.11. Risk

- The Council will carry out an over-arching risk assessment of its activities which will be reviewed annually. Individual risk assessments will be carried out where required, to ensure health and safety guidelines are implemented.

3.12. Loans and Long-Term Liabilities

- The Council does not currently have any outstanding loans.

3.13. Fixed Assets and Equipment

- The Council's assets need to be secured, properly maintained, and efficiently managed by use of an Asset Register which is reviewed annually.
- Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.
- The existence and condition of assets is checked annually by a member of the Parish Council.
- The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.

4. Staff and salaries

- The Council has delegated responsibility for staffing matters to its Staffing Committee.
- All staff will be employed on NALC template contracts, on a specified scale point of the NALC and SLCC salary scales.
- Staff appraisals will be carried out annually in March with an interim appraisal in October.
- Salaries will be reviewed in line with NALC recommendations annually as part of the budgetary process.
- A payroll specialist is employed to prepare the monthly payslips and amount due to HMRC and pensions.
- The Council will enrol all eligible employees in The People's Pension Scheme of which it is a member.
- A budget for staffing will be recommended to the Council by the Staffing Committee each year when setting the precept.

April 2025

STOKE MANDEVILLE PARISH COUNCIL RISK REGISTER AND ASSESSMENT

Risk Ref.	Level 1 Risk Category	Level 2 Risk Category	Risk Description (The risk of <uncertain event> due to <cause(s) of the risk> resulting in <consequence(s) of the risk>)	Risk owner	Description of Current Controls/Actions (in place and effective)	Residual Risk Score		Risk Rating	Material Risk	Emerging Risk			Further Actions Needed		
						Impact	Likelihood			Flag	Proximity	Status	Description of Further Mitigation / Actions (Planned / underway)	Due Date	
FIN1	FINANCIAL		Lack of funds due to inadequate financial planning leading to inability to achieve objectives (either normal day-to-day service or completion of projects)	F&G	To determine the amount of precept required by the Parish Council annually, a full budget review is undertaken. The Parish Council maintains reserves of 50% of the precept in accordance with its Reserves policy. Reserves policy reviewed September 2024. Current reserves approx 200% of precept	High	Remote	Green	Yes	No			Review reserves if these fell towards level of 25% of precept	Ongoing	
FIN2	FINANCIAL		Financial irregularities due to failure to follow regulations resulting in bad publicity and inability to meet objectives	Clerk	The Parish Council has Financial Regulations in place which were last reviewed in June 2024 An internal audit and external audit is conducted annually on the financial records. Results are presented to the Parish Council and are available for inspection from the Clerk	Medium	Low	Green	No	No			Financial Regulations to be reviewed.	30/09/2026	
FIN3	FINANCIAL		Financial losses due to inadequate controls leading to bad publicity and inability to achieve objectives	F&G	The Parish Council has three bank accounts - a Treasurer's account, Reserve account and a Clerk's Imprest account plus a 95 day deposit account. The PC also has accounts with the Hinckley & Rugby BS and the CCLA. The Clerk pays all monies received into the Treasurer's account. All payments are made electronically using a two-stage process with independent authorisation by a pre-selected group of Councillors All invoices, statements and bank details are kept in the Parish office and are reviewed when payments are made The Clerk undertakes bank reconciliations and provides a report to Councillors monthly which is currently reviewed by the full PC monthly The Clerk's Imprest account has a maximum limit of £500. It is reconciled monthly and signed off by the Chairman of the Finance & Governance Committee	Low	Low	Green	Yes	No					n/a
FIN4	FINANCIAL		Loss of cash through theft or dishonesty leading to bad publicity	F&G	No petty cash system in operation, this negating the risk, however Money cover is part of mandatory insurance	Low	Remote	Green	No	No			No further actions planned	n/a	
FIN5	FINANCIAL		Loss of VAT refunds due to poor record-keeping or failure to meet deadlines, leading to financial loss	Clerk	The Clerk analyses any VAT charged on purchases within the accounting software and maintains all VAT receipts within Parish Council records The Clerk produces a VAT refund analysis annually and makes a claim to HM Revenue & Customs for recovery of the amounts	Medium	Low	Green	No	No			No further actions planned	n/a	
FIN6	FINANCIAL		Financial loss due to inadequate or inappropriate insurance cover	Clerk	An annual review is undertaken (at the time of the policy renewal) of all insurance arrangements in place Insurance renewal documents to be emailed to Councillors each year New Councillors to be provided with information about the policy	Medium	Low	Green	No	No			Ensure annual activities are undertaken. Review of PL, Accident Cover and adequate legal cover.	Ongoing	
FIN7	FINANCIAL		Financial loss due to an unexpected major event leading to inability to meet objectives	F&G	Insurance cover in place for asset damage / loss Grant application would be made to the Stoke Mandeville and Other Parishes Charity or other funding source Reserves kept for unexpected expenses Reserves policy reviewed September 2024	High	Remote	Green	No	No			Identify "Last Recourse" measures available - Government and/or Bucks Council.	Ongoing	
OPS1	OPERATIONS		Loss of paper records through theft / fire / damage leading to difficulty in maintaining Parish Council operations	Clerk	The Parish Council official records and papers are stored within a locked filing cabinet in a locked office. Deeds and other legal documents are kept in a fire proof safe	Medium	Low	Green	No	No			No further actions planned	n/a	
OPS2	OPERATIONS		Loss of electronic records through theft / fire / damage / corruption of files leading to difficulty in maintaining Parish Council operations, or failure of IT systems	Clerk	The Parish Council's electronic records are stored on the Parish Council's PC, which is password protected Backups are taken monthly and stored offsite Anti-virus software is in place and kept up to date Cloud-based services and use of Teams / roll-out of PCs to Councillors mitigates risk. Maintenance and support contract in place with IT provider, renewed annually	Medium	Low	Green	No	No			There is daily backup to the Cloud	n/a	
OPS3	OPERATIONS		Risks arising from meeting locations being inadequate or unsuitable from a Health and Safety perspective	Clerk/Councillors	The majority of physical meetings take place at the Community Centre, Eskdale Road, which has rooms of varying size suitable for the needs of the Council The premises and the facilities are considered to be adequate for the staff, councillors and public who attend from Health and Safety and comfort aspects As regards snow and ice, Clerk to monitor salt supplies at the Community Centre which are available to all. Councillors to monitor salt supplies at Hawkslade and Ligo Avenue. There is a first aid kit in the Community Centre office	Low	Low	Green	Yes	Yes			As face to face PC meetings are now held in the Centre the risk has been reduced. NALC continue to lobby for Virtual Meetings to be allowed.	n/a	

Risk Ref.	Level 1 Risk Category	Level 2 Risk Category	Risk Description (The risk of <uncertain event> due to <cause(s) of the risk> resulting in <consequence(s) of the risk>)	Risk owner	Description of Current Controls/Actions (in place and effective)	Residual Risk Score		Risk Rating	Material Risk	Emerging Risk			Further Actions Needed	
						Impact	Likelihood			Flag	Proximity	Status	Description of Further Mitigation / Actions (Planned / underway)	Due Date
OPS4	OPERATIONS		Inability to hold physical meetings due to loss or non-availability of Community Centre	Clerk	In the event of the Community Centre being unavailable, the Council would meet at other local venues available within the parish Whilst proven it is possible to hold virtual meetings, for both parish council meetings and more generally for ad-hoc meetings, now not allowed.	Low	High	Green	No				Action to investigate the costs of improving the wi-fi capability of the Community Centre	31/03/2026
STRAT1	STRATEGIC		Failure to produce or agree a strategic plan for the Parish Council, resulting in decisions being taken which are short-term in nature and do not result in successful long-term outcomes	Chairman	Development plan for 2026/27 drafted. A number of projects have been identified and included in the budget.	Medium	Medium	Amber	Yes	Yes			Considered at the January 2026 PC meeting.	n/a
STRAT2	STRATEGIC		The lack of a plan for the use of s106 funds results in either the loss of those funds or their use in a way which does not meet the Parish Council's strategic objectives or the needs of residents	F&G	S106 funds have been earmarked to purchase and develop the former BCC S&S club on Lower Road. If bid unsuccessful alternative plans to be developed. Plans will come out of the Development Plan.	Medium	Medium	Amber	Yes	Yes			Plan to be a secondary deliverable of the above strategic plan	31/12/2026
STAFF1	STAFF		Failure to comply with employment law, leading to staff grievance, loss of staff or legal action	Staffing Working Group	The Clerk and Assistant Clerk have contracts of employment and job descriptions, copies of which are in the Parish Council's records. The Clerks remuneration was agreed in December 2025. The Council has a Staff Handbook	Medium	Medium	Amber	No				These documents need to be reviewed to ensure they are up to date Consider need to engage external HR consultant	annually
STAFF2	STAFF		Failure to comply with HMRC requirements around employment law due to lack of understanding, leading to censure or time/effort to resolve	Clerk	BAS Associates completes the Employer's Annual Return and submits to HMRC within the prescribed timeframe on an annual basis Employee tax and NI contributions are paid monthly	Low	Remote	Green	No	No			No further actions planned	n/a
STAFF3	STAFF		Risk of injury or illness due to failure to consider the health and safety of staff	Staffing Working Group	Clerk and Assistant Clerk have injury cover under Employer's Liability Insurance Health and Safety Policy in place and reviewed December 2021	Medium	Low	Green	No	No			No further actions planned	n/a
STAFF4	STAFF		Risk of injury or illness due to lone working of Clerk or Assistant Clerk	Staffing Working Group	Staff encouraged to keep Office door locked when working alone in the Parish Office Staff to carry mobile phone when working out of the office All meetings with members of the public are by appointment only Lone working guidelines included in the Staff Handbook Staff encouraged to work from home if the Community Centre is empty	Medium	Low	Green	No	No			Install a simple locking system for the office door. A window fire hammer has been purchased.	30/09/2026
STAFF5	STAFF		Loss or incapacity of Clerk / Assistant Clerk resulting in failure to maintain operation of Parish Council activities	Staffing Working Group	In event of staff demise or other non-availability, backup cover can be sourced through Bucks Council, BALC or SLCC Bucks Branch Hard copies of policies and procedures are kept in a file in the Parish Office Both Clerk and Assistant Clerk are experienced and can cover for each other for at least the short term if necessary.	Medium	Low	Green	Yes	Yes			Need to ensure Clerk and Assistant Clerk can fully undertake each other's work - new assistant clerk started August 2025 as well as a Parish Warden	Ongoing
STAFF6	STAFF		Incorrect or misleading advice given by Staff to Councillors or third parties (including members of the public) resulting in poor decisions being taken, public complaints or adverse publicity	Staffing Working Group	Staff are experienced, can refer to each other for guidance, and have access to external advice providers Staff are expected to keep up to date with relevant developments and are encouraged to undertake training	Medium	Low	Green	No	No			Continue to monitor	Ongoing
STAFF7	STAFF		Failure to achieve good working relationships between staff and councillors or key third party suppliers / contacts resulting in poor outcomes for the Parish Council and residents	Staffing Working Group	Issues with existing third party suppliers / contacts reported back to Parish Council. Before contracting with new third parties, staff and councillors will generally have a view as to whether the working relationship is likely to be a successful one. In extremis, new suppliers would be sought. Staffing Working Group in place to monitor and promote good working relationships between staff and councillors.	Medium	Medium	Amber	No	No			Staff Working Group disbanded and now comes under the Finance & Governance Committee.	n/a
COUN1	COUNCILLORS		Failure to control expenses leading to unnecessary costs, poor value for money or adverse publicity	Clerk/Councillors	Travel Expenses Policy is in place Out of pocket expenses are reimbursed against a suitable receipt and paid in accordance with the Parish Council's financial controls Councillors notify Clerk/Assistant Clerk of training, conferences or meetings they are due to attend to represent the Parish Council and report back at the next meeting	Medium	Low	Green	No	No			No further actions planned	n/a

Risk Ref.	Level 1 Risk Category	Level 2 Risk Category	Risk Description (The risk of <uncertain event> due to <cause(s) of the risk> resulting in <consequence(s) of the risk>)	Risk owner	Description of Current Controls/Actions (in place and effective)	Residual Risk Score		Risk Rating	Material Risk	Emerging Risk			Further Actions Needed	
						Impact	Likelihood			Flag	Proximity	Status	Description of Further Mitigation / Actions (Planned / underway)	Due Date
COUN2	COUNCILLORS		Failure to control allowances leading to unnecessary costs or adverse publicity	Clerk	Level of allowance is set annually Councillors receive a form to accept / reject the allowance - majority of councillors do not accept the allowance, and its amount is small by comparison with other budgeted items Allowances are paid through Parish Council's PAYE system	Low	Low	Green	No	No			No further actions planned	n/a
COUN3	COUNCILLORS		Failure to declare conflicts of interest leading to poor decisions being taken or adverse publicity	Councillors	Standard agenda item at all meetings for Councillors to declare any personal or pecuniary interests in respect of any matters under discussion Register of Interest forms should be reviewed and updated by Councillors and re-submitted within 28 days if any change occurs. Register of interests published on the Parish Council's website and accessible via the Buckinghamshire Council website.	Medium	Low	Green	No	No			Register of Interests updated following elections and recent co-options.	01/06/2025
COUN4	COUNCILLORS		Risk of poor decisions taken due to lack of knowledge or inexperience of Councillors	Councillors	'Welcome Pack' provided to new Councillors Existing Councillors have a breadth of experience and knowledge All Councillors are encouraged to attend training courses, conferences and events to widen their experience and knowledge New councillors have attended training courses and other councillors have attended virtual events when relevant	Medium	Low	Green	No	No			Continue to encourage councillors to attend relevant training	Ongoing
COUN5	COUNCILLORS		Unplanned resignations of Councillors due to dissatisfaction leading to inability to resource committees and deliver objectives	Chairman	Councillors encouraged to take part in discussions and a range of activities, including those making best use of their interests, experience and abilities. Fairer distribution of committee representation / project work needed to prevent burn out. May elections may see current councillors standing down or not elected. Result either new councillors or seats not filled. Will impact on ability to progress projects.	High	High	Red	No	No			Membership of committees to be reviewed every May to ensure even distribution of work to avoid burnout	01/06/2026
COUN6	COUNCILLORS		Lack of engagement or failure to achieve good working relationships with key external organisations leading to poor outcomes for the Parish Council and residents	Chairman	Councillors represent the Parish Council at the East Bucks Community Board, Aylesbury Community Board, and Parish Liaison group. Meetings with AGT1 consortium and Gardenway, if required Close relationship with BALC Developing relationship with HS2 Ltd and its contractors, mainly EKFB Clerk is aware of new initiatives and brings these to the attention of Councillors to decide what level of engagement (if any) is required	Medium	Low	Green	No	No			Need to maintain relationships with Buckinghamshire Council Need to build relationships with HS2 Ltd and its contractors Initiative with other local parishes to more effectively engage BC and HS2 Need to establish link with school?	n/a
LEGAL1	LEGAL		Failure to comply with General Data Protection Regulation (GDPR) and the Data Protection Act 2018, leading to fines and / or adverse publicity	Chairman	The Parish Council is registered for Data Protection with the Information Commissioner. A Data Protection and Information Security policy is in place Councillors have been provided with dedicated laptops for use on Parish Council business	Low	Low	Green	No	No			Data Protection and Information Security policy requires review.	30/06/2025
LEGAL2	LEGAL		Failure to comply with Freedom of Information laws, leading to fines and / or adverse publicity	Chairman	The Parish Council has adopted the model Publication Scheme issued by the Information Commissioner and produced a guide which sets out what information is available, by what means and any associated cost of providing that information. A copy of this Publication Scheme is on the Council's website. Publication Scheme reviewed and updated,	Low	Remote	Green	No	No			No further actions planned	n/a
LEGAL3	LEGAL		Failure to comply with Equality Act 2010, leading to fines and / or adverse publicity	Chairman	Insurance cover is in place to protect the Council against the financial, legal and reputational consequences of a claim under the Act in respect of disability discrimination. Reasonable adjustments made for the needs of disabled people. Equality and Diversity policy reviewed and updated.	Low	Low	Green	No	No			No further actions planned	n/a
LEGAL4	LEGAL		Incorrect following of procedures or inappropriate action taken, leading to a legal claim against the Parish Council, resulting in costs and / or effort to address	Clerk	Ensure actions are legal. Clerk to clarify legal position on any new proposal and legal advice to be sought where necessary. The Council is a member of Bucks and Milton Keynes Association of Local Councils, which again is a source of information/training for many aspects. As a member of BALC, the Council can arrange legal advice via NALC. The Clerk is a member of the SLCC, which is a source of information/training for many subject areas. Councillors should also be provided with training wherever applicable (whether new training or refresher training)	Medium	Low	Green	No	No			Training to be provided when possible. Testing to evidence knowledge of policies.	30/09/2026
LEGAL5	LEGAL		Inappropriate / incorrect action taken by staff or councillor, resulting in a claim against that individual, leading to cost and / or effort to address	Chairman	Insurance cover includes Officers Indemnity Insurance and Libel and Slander Complaints procedure reviewed and updated	Low	Low	Green	No	No			Review insurance for legal costs Clerk to keep a contacts log of issues/queries raised	Ongoing

Risk Ref.	Level 1 Risk Category	Level 2 Risk Category	Risk Description (The risk of <uncertain event> due to <cause(s) of the risk> resulting in <consequence(s) of the risk>)	Risk owner	Description of Current Controls/Actions (in place and effective)	Residual Risk Score		Risk Rating	Material Risk	Emerging Risk			Further Actions Needed	
						Impact	Likelihood			Flag	Proximity	Status	Description of Further Mitigation / Actions (Planned / underway)	Due Date
LEGAL6	LEGAL		Incorrect or delayed minutes leading to misunderstanding or confusion	Clerk	Minutes are produced by the Clerk and issued in draft to the Chair of the Council and Committees for their review within 14 days. Thereafter minutes are approved at subsequent Council meetings and signed off (once amended, if necessary) by the Chairman as an accurate record Signed minutes maintained by the Clerk and kept in Council records. Approved minutes uploaded to the Parish Council website for public referral	Low	Low	Green	No	No			No further actions planned	n/a
LEGAL7	LEGAL		Failure to communicate adequately or appropriately with the public resulting in lack of engagement or understanding of the Parish Council's objectives and work, or of reputational damage.	Chairman	The notice boards are updated at least every two weeks. The Council's website and Facebook are also used to communicate with the public as well as a quarterly e-newsletter. More use is being made of the Bucks Herald and social media to get our message across	Medium	Low	Green	No	No			Develop communications strategy, particularly around the bid to purchase the Lower Road site. Develop reputational risk, and publications policies	Ongoing
ASSET1	ASSETS		The loss or damage of assets resulting in a cost to the Council	Clerk	Insurance cover in place for assets - amount covered is increased annually by RPI. Valuation of Community Centre carried out in March 2024 CCTV system installed at Eskdale Road community centre and playing field Seats / benches are anchored to make theft less likely	Medium	Low	Green	No	No				Ongoing
ASSET2	ASSETS		The risk of damage to a third party individual or property due to the condition of assets or amenities	Clerk	All assets owned by the Parish Council are reviewed, inspected and maintained as required. Shelters / benches / notice boards checked regularly All repairs and relevant expenditure for these repairs are actioned / authorised in accordance with the procedures of the Parish Council Public liability insurance is in place Street furniture inspected annually with a written record kept	Medium	Remote	Green	No	No			Verification of street furniture required during 2026.	30/09/2026
ASSET3	ASSETS		The risk of damage to a third party individual or property due to the condition of trees	Clerk	Public liability insurance in place	Medium	Remote	Green	No	No				n/a
ASSET4	ASSETS		Injury to public resulting from use of play areas - either defective equipment or through defective surfaces (slips, trips and falls)	Clerk	Playground, skate park and tennis court checked weekly and written record kept. ROSPA inspection carried out annually. Broken/damaged items are fenced / taped off until repaired Surfaces regularly checked for defects (eg potholes, broken glass)	Medium	Low	Green	No	No			BE has raised the issue of the steps to the rear of the Park Room - to be considered	n/a
NPLAN1	N'HOOD PLAN		Failure to complete Neighbourhood Plan within planned timescale leads to additional costs and reputational damage	NPSG	Timetable in place and monitored regularly. Some scope for obtaining additional or replacement resources externally (with associated cost)	Medium	High	Amber	Yes	No			Awaiting response from Bucks Council to determine whether the Nplan should be supported or not by the PC	Ongoing
NPLAN2	N'HOOD PLAN		Failure to follow legal guidance (e.g. around consultations) leads to re-work, challenge and hence additional costs and reputational damage	NPSG	Contacts in place with whom approach to guidance can be checked	Medium	Low	Green	No	No			Engage and check with external contacts	Ongoing

Stoke Mandeville Parish Council Assets Register
31/03/2024

Ref No	Description of Asset	Identification	Date Acquired (if known)	Purchase Price / Historical value at 31/03/2024	Amended Opening Valuation 01/04/2024	Basis of valuation	Valuation in year	Written Off in 2024/25	Purchased during 2024-25	Value at 31/03/2025	Insurance value	Custodian	Note	Evidence of title to property
A	Village hall and recreation ground, incl tennis court			£1,316,770	£1,316,770	Valuation March 2024				£1,316,770	£1,520,157	Council	Ins value as one figure on schedule	Y
A	Fencing at Eskdale Road and tennis courts			£49,000	£49,000	Valuation November 2018				£49,000		Council		
	Allotments in Marsh Lane		April 1, 1926	£350	£350	Purchase price						Council		Y
	Burial ground Swallow Lane			£4,713	£4,713	Historical				£4,713		Council		Y
	Old Church site Risborough Road			£1,288	£1,288	Historical		£1,288		£0		Council		Y
E	Street furniture			£104,383	£104,383	Historical plus cost of new items		£4,200	£13,700	£113,883	£108,923	Council		
G	Adventure playground / junior play area			£144,112	£144,112	Insurance		£0	£5,750	£149,862	£144,500	Council		
J	Skate park			£31,500	£31,500	Purchase price		£0	£0	£31,500	£31,500	Council		
J	Outdoor gym			£10,705	£10,705	Purchase price		£0	£0	£10,705	£10,705	Council		
K	Pathways & Safety Surface			£12,683	£12,683	Purchase price		£0	£0	£12,683	£12,683	Council		
D	Vehicle activated sign - Permanent	Station Rd	March 4, 2011	£7,266	£7,266	Purchase price				£7,266	£7,266	Council		
D	Mobile Vehicle Activated Sign			£6,000	£6,000	Purchase price		£6,000		£0	£6,000	Council		
B	Laminator			£100	£100	Replacement				£100				
B	Tables * 6		November 1, 2024	£0	£0	Purchase price			£120	£120				
B	Lenovo Ideapad 320		June 15, 2018	£320	£320	Purchase price				£320				
B	Two desks and pedestals	Office	May 28, 2019	£519	£519	Purchase price				£519	£1,835			
B	Office chair	Office	May 28, 2019	£180	£180	Purchase price				£180				
B	2 four draw filing cabinets and 1 lockable cupboard			£309	£309	Purchase price				£309				
B	Small compact fridge	Office	August 28, 2019	£67	£67	Purchase price				£67				
B	Two visitor chairs	Office	October 4, 2019	£220	£220	Purchase price				£220				
C	CCTV cameras and recorder		July 18, 2019	£11,668	£11,668	Purchase price		£0	£0	£11,668	£11,000		See CCTV tab for detail	
C	Smart TV for CCTV images	Office	January 24, 2020	£449	£449	Purchase price		£0	£0	£449	£450			
C	2 Hewlett Packard 250 G7 laptops		November 1, 2019	£1,240	£1,240	Purchase price				£1,240	£1,240			
C	9 Laptops for Councillors (plus cases)	Office	February 28, 2020	£4,446	£4,446	Purchase price				£4,446	£4,500		The Cloudy Group	
	Land at Brudenell Drive	Office	December 1, 2022	£1,000	£1,000	Purchase price				£1,000				
D	Heritage Interpretation Board		September 1, 2023	£1,114	£1,114	Purchase price				£1,114	£1,000			
D	Defibrillator and Two External Cabinets	The Bull	November 29, 2022	£1,845	£1,845	Purchase price				£1,845	£1,845			
D	Defibrillator and External Cabinet	The Belmore	April 13, 2023	£1,495	£1,495	Purchase price				£1,495	£1,495			
D	Solar Powered Defibrillator and External Cabinet	Dalesford	May 31, 2023	£3,490	£3,490	Purchase price				£3,490	£3,490			
D	Defibrillator	Community Centre	December 1, 2016	£1,621	£1,621	Purchase price				£1,621	£1,621	Council		
D	Defibrillator and External Cabinet	Hawkslade Community Centre	July 26, 2018	£1,356	£1,356	Purchase price				£1,356	£1,356	Council		
D	Solar Powered SID	Mobile	May 9, 2024	£0	£0	Purchase price			£4,274	£4,274	£4,274	Council		
Total Assets				£1,720,209	£1,720,209		£0	£11,488	£23,844	£1,732,565	£1,875,840			

A	Premises	£1,520,157
B	Office Contents	£1,835
C	General Contents	£17,190
D	Outside Equipment	£28,347
E	Street Furniture	£108,923
F	Fences & Gates	
G	War Memorial	
H	Play Equipment	£144,500
I	Mowers	
J	Sports Equipment	£42,205
K	Other Surfaces	£12,683
A		£1,520,157
B - K		£355,683
		<u>£1,875,840</u>