

Hambridge and Westport Parish Council Risk Management Scheme 2025-26

Reviewed: Annually

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Hambridge and Westport Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

KEY	
HIGH	
MEDIUM	
LOW	

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	Severity of hazard H/M/L	Management/control of Risk	Risk after Control H/M/L	Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	H	To determine the precept amount required, the Council regularly receives budget update information usually monthly, at least quarterly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk or a relevant Councillor. With this information the Council maps out the required monies for standing costs and projects for the following year and	L	Existing procedure adequate. Request deadline in November in order to plan the PC Precept meeting in a timely manner.

			<p>applies specific figures to budget headings, the total of which is used to agree the precept amount to be requested from Somerset Council (SC). The figure is submitted by the RFO in writing on the forms supplied by SC. The RFO informs the Council when the monies are received. Precept normally applied for in January to SC.</p>		
Financial Records	<p>Inadequate records Financial irregularities</p>	H	<p>The Council has Financial Regulations which sets out the requirements.</p> <p>Back up of the accounting system</p>	L	<p>Existing procedure adequate</p> <p>Review the Financial regulations when necessary, at least annually.</p> <p>Backed up monthly to a external hard drive</p>
Bank and banking	<p>Inadequate checks Management of income Bank mistakes</p>	H	<p>The Council has Financial Regulations which set out banking requirements. Bank reconciliation presented for approval.</p> <p>The Parish Council currently have the following bank accounts: Unity Trust Bank – current Unity Trust Bank – instant access account</p>	M	<p>Bank reconciliations are presented at least quarterly and presented at a parish council meeting and minuted.</p> <p>They are checked by an internal auditor who, on approval, signs them off as correct.</p>
Reporting and auditing	Information communication	M	Financial information is a regular agenda item and discussed/reviewed and approved at each meeting.	L	<p>Existing procedures adequate.</p> <p>Note comments from Auditors and action them where necessary.</p>

			Internal and External auditors are commissioned to undertake yearly audits.		
Grants and Donations	Power to pay	H	All such expenditure goes through the required Council process of approval, Clerk checks powers available (no GPC) being minuted and listed accordingly if a payment is made.	L	Existing procedure adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	M	Normal Parish Council practice would be to seek, if possible, competitive tenders for major work. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.		Existing procedure adequate. Include when reviewing Financial regulations.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	H	Salary rates are notified by NALC annually and contractual increases agreed and minuted by Council. Payslips and P30 generated by payroll contractor. All payments are approved monthly at PC meeting. The Parish Clerk/RFO has a contract of employment and job description	L	Continue to use Payroll company to provide payslips and calculate HMRC payments monthly. Checked by Internal auditor
Employees	Fraud by staff Health and safety	H	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. The Parish Council do no cash transactions.	M	Monitor health and safety requirements and carry out risk assessments and review insurance annually.

			All employees to be provided with adequate direction and safety equipment needed to undertake their roles.		
VAT	Reclaiming/charging	M	VAT is claimed back annually and recorded separately in the cashbook and minuted when received. The council is not VAT registered so no VAT is charged.	L	Existing procedures adequate
Annual Return	Submit within time limits	H	Employers Annual Return is completed and submitted online with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	L	Existing procedures adequate.
Legal Powers	Illegal activity or payments	H	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings. List of powers checked by clerk as necessary before payment approved.	L	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents	Accuracy and legality	H	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements.	L	Existing procedures adequate.
	Business conduct		Business conducted at Council meetings should be managed by the Chair.		Members adhere to Code of Conduct

Members interests	Conflict of interests Register of members interests	M	Declarations of interest by members at Council meetings. Register of members interest forms reviewed regularly and revisited annually.	M	Existing procedures adequate. Members must take responsibility to update register and provide details of any changes to SC.
Policies	Missing or not kept up to date	M	Policies available on website, notified by Clerk and checked by auditor and adopted annually.	L	Existing procedures adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	H	A broker is used and provides quotes from up to 3 providers to demonstrate competitive pricing. Council approve the most suitable cover. An annual review is undertaken of all insurance arrangements before the renewal date and at the same time as the Asset Register. Employers and Employee liabilities a necessity and within policies. Full Council take responsibility for checking levels and scope of cover is adequate. Measures are in place. Fidelity checks in place.	L	Existing procedure adequate. Insurance is in place and considered annually.
Data protection	Policy provision	H	The Parish Council is registered with the Data Protection Agency.	L	
Freedom of Information	Policy Provision	M	The Parish Council is aware that if a substantial request came in it could create a number of additional hours work they can request a fee to supplement the extra hours	M	Monitor any requests made under FOI

Physical Equipment or Areas

Subject	Risk(s) identified	Severity of hazard H/M/L	Management/control of Risk	Risk after Control H/M/L	Assess/Revise
Assets	Loss or damage Risk/damage to third party (ies) property	H	Clerk/Parish Councillor checks all assets covered by insurance. Public Liability cover included with PC insurance.	M	Asset Register updated annually and checked alongside the insurance.
Maintenance	Poor performance of assets or amenities	M	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	L	Existing procedures adequate
Notice Board	Risk of damage	M	The Parish Council owns 2 noticeboards that are used monthly by the Parish Council to post the statutory notices. Any repairs/damage is reported at a PC meeting. Noticeboard is insured.	L	Existing procedures adequate
Meeting location	Adequacy Health & Safety	H	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	M	Existing procedures adequate
Council records – paper	Loss through: Theft	H	The Parish Council records are stored at the home of the Clerk. Records include	L	Damage and theft is unlikely and so provision is adequate.

	Fire Damage		correspondence, minutes and annual financial accounts		Minutes, correspondence and financial records are scanned and kept electronically, in the Cloud.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	H	The Parish Council electronic records are stored on the clerk's laptop held with the Clerk/RFO at home. Backups of electronic data is made at regular intervals using external back up device and also cloud storage is used.	L	Existing procedures considered adequate.
Council records – electronic Retained by Cllrs	Documents stored on personal laptops	H	Councillors have been told that parish council business is not be to stored on personal devices.	M	Parish Council documents should not be provided electronically to councillors.

Adopted on: April 9th 2025

Signed:



Print name:

S M DENLEY.

This policy is reviewed and adopted annually.