

EDMONDSLEY PARISH COUNCIL

RISK ASSESEMENT – 1st April 2026

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

AREA	RISK	MANAGEMENT / CONTROL MEASURE	REVIEW / ASSESS / REVISE
<u>FINANCE:</u>			
Precept	Adequacy of precept	Sound budgeting to underlie annual precept. The Parish Council receives quarterly budget update information and detailed budgets in the late autumn. The precept is an agenda item at the December meeting.	Existing procedure adequate
Insurance	Adequacy & cost Compliance Fidelity Guarantee	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate Review provision and compliance annually
Data protection	Policy provision	Registration with the Data Protection Agency. GDPR came into effect 2018 all policies updated	Annually
Financial controls	Theft / dishonesty	Covered by fidelity insurance Two member signatories on cheques, Clerk holds cheque book, not signatory.	Existing procedure adequate

	Accounts discrepancies Budget / Spending	Monthly reconciliation with bank statements Petty cash receipts held comply with audit requirements Agreed by Parish Councillors at bi monthly meetings	
Banking	Inadequate checks	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts	Existing procedures adequate Review Financial Regulations as necessary
VAT	Re-claiming	The Council has financial regulations which set out the requirements	Existing procedure adequate
Freedom on Information Act	Policy provision	The Council has a model publication scheme for Local Councils in place. The clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take over 15 hours.	Monitor and report any impacts made under Freedom of Information Act
Election costs	Risk of election costs	Risk is higher in an election year. When an election is due the clerk will obtain an estimate of costs from the County Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election. Amount in reserves earmarked for election is £4000.	Existing procedure Adequate. If earmarked money is spent, this has to be budgeted for in future years.
Parish Hall	Damage / theft Security Members/Public Accident	Insurance cover Clerk / caretaker hold keys Insurance cover	Existing procedure Adequate

	<p>Premises Maintenance</p> <p>Smoke alarms</p>	<p>Electrics to be serviced or maintained. PAT testing to be carried out every two years</p> <p>Installed and checked monthly</p> <p>Room hirers hold keys and giving instructions and sign agreements</p>	<p>PAT testing to be carried every two years</p>
<u>LEGALITY:</u>			
Minutes of meetings	<p>Accuracy and legality</p> <p>Non compliance with statutory requirements</p>	<p>Minutes and agendas are produced in the prescribed method and adhere to legal requirements.</p> <p>Minutes are approved and signed at next meeting</p> <p>Minutes and agendas are displayed according to legal requirements</p> <p>Business conducted at Council meetings should be managed by the Chairman</p>	<p>Existing procedure Adequate</p> <p>Undertake adequate training</p> <p>Members to adhere to Code of Conduct</p>
Public Liability	<p>Risk to third party, property or individuals</p>	<p>Insurance is in place. Risk assessment of any individual event undertaken</p>	<p>Existing procedure Adequate</p>
Employer Liability	<p>Non compliance with employment law</p>	<p>Undertake adequate training and seek advice from Parish and Community Development Team at County Hall</p>	<p>Existing procedure Adequate</p>
Legal Liability	<p>Legality of activities</p> <p>Proper and timely reporting via Minutes</p> <p>Proper document Control</p>	<p>Clerk to clarify legal position on proposals and to seek advice if necessary</p> <p>Council always receives and approves minutes at bi-monthly meetings</p> <p>Retention of document policy in Place</p>	<p>Existing procedure Adequate</p>

<u>STAFF:</u>			
Clerk	<p>Loss of Clerk</p> <p>Fraud</p> <p>Actions undertaken</p> <p>Illness</p> <p>Health & Safety</p>	<p>A contingency fund should be established to enable training for the CiLCA qualification in the event of the Clerk resigning.</p> <p>The requirements of Fidelity Guarantee insurance must be adhered to.</p> <p>Clerk should be provided with relevant training, reference books, access to assistance and legal advice.</p> <p>Councillor to stand in (must be unpaid)</p> <p>Insurance in place / training provided if necessary</p>	<p>Include in financial statement when setting precept</p> <p>Existing procedure adequate</p> <p>Membership of SLCC Maintained</p>
<u>MEMBERS PROPRIETY:</u>			
Members Interests	<p>Conflict of Interest</p> <p>Register members Interests</p>	<p>Councillors have a duty to declare any interest at the start of the Meeting</p> <p>Register of Members Interests form to be reviewed at least on an annual basis</p>	<p>Existing procedures Adequate</p> <p>Members to take responsibility to update their register</p>
<u>MISCELLANEOUS:</u>			
Allotments:	Injury / Damage / theft	Allotment holders to take responsibility and hold their own insurance	

RISK ASSESSMENT SCHEDULE

Item	Frequency	Last reviewed	Comments / Actions
Parish Council Insurance Including Public and Employers Liability Money and Fidelity Guarantee Personal Accident	Annually		
Assets inspection	Annually		
Financial Matters Banking Arrangements Insurance Providers VAT return completed Budget agreed, monitored and reported Precept requested: Payments approval procedure Bank reconciliation overseen by non signatory / not chair Clerk's salary reviewed and documented Internal audit External audit Internal check of financial procedures	Annually Annually Annually 3 times per year Annually Bi-monthly Bi-monthly Annually Annually Annually Annually		
Administration Minutes properly numbered Asset register available/updated Financial Regulations reviewed Standing orders reviewed Backups taken of computer records	Ongoing Ongoing Annually Annually Weekly		
Employers Responsibilities Contract of employment in place	Annually		

Contractors Indemnity Insurance Written arrangements with contractors	Ongoing Ongoing		
Members' responsibilities Code of Conduct adopted Register of Interests completed and updated Register of Gifts/Hospitality Declarations of Interests minuted	Ongoing Ongoing Ongoing Ongoing		

This risk assessment was approved by Edmondsley Parish Council on 5th March 2026 and will be reviewed on an annual basis.

Signed Date

Chair

Signed

Clerk

Sarah Gemmell
Clerk / RFO of Edmondsley Parish Council