

Upton Grey Parish Council Risk Assessment Schedule 2024 - reviewed March 2024, next review May 2024

RISK IDENTIFIED	Impact H/M/L	Likelihood H/M/L	Controls	Controls Adequate
PHYSICAL RISK				
1	M	L	Regular (usually weekly) visual inspections by Parish Lengthsman. Maintenance contract an Insurance cover in place.	Y
2	M	L	Regular (usually weekly) visual inspections by Parish Lengthsman. Regular upkeep.	Y
3	M	L	Regular visual inspections by Parish Lengthsman. BDBC contract for weekly inspections and annual safety inspection. Insurance cover in place	Y
4	M	L	Inspection and maintenance by Tennis Club which operates as a committee of the Parish Council. Insurance cover in place.	Y
5	M	L	Insurance cover in place £10M public liability. As 1 to 4 above	Y
6	M	L	Insurance cover in place £10M public liability	Y
FINANCIAL RISK – Risk of non-compliance with:				
7	M	L	Publication, transparency, minuted record of all transactions. Subject to scrutiny by Parish Council and Audit	Y
8	L	L	Responsibility of RFO to be aware of statutory powers, to seek advice where needed, and advise the Parish Council accordingly. For discussion with / oversight of internal auditor	Y
9	M	L	Any loans and borrowing to be approved by Parish Council - subject to advice by RFO as above – minuted accordingly.	Y
10	M	L	Salaries agreed at annual review by Parish Council and minuted. Monthly PAYE data submitted to HMRC, payslips and P60 supplied to employees. Salary and HMRC payments minuted as all other payments. Pension re-enrolment and declaration complied with	Y

11	Requirements under Customs and Excise regulations	M	L	Try to ensure RFO and Council understands and complies with current VAT legislation.	Y
12	Ensuring the adequacy of the annual Precept with sound budgeting arrangements	M	L	Regular budget and latest forecast figures presented to Parish Council meetings and reviewed. Draft budget for following year presented and discussed November Parish Council meeting with projection for following three years. Precept request based on budget as agreed, January meeting.	Y
13	Ensuring the proper use of funds granted to local community bodies under specific powers or under Section 137 and General Power of Competence	L	L	All funding requests discussed at Parish Council meeting and decision minuted. Use of fund evidenced by Parish Council or via report, publicity and first hand knowledge.	Y
Orders Work, Goods and Services (Ref: Financial Regulations (10))					
14	All orders and contracts placed following requirements specified in Financial Regulations	L	L	Three quotes sought where possible for new contracts. Award of contract agreed and minuted at Parish Council meeting. Works specification, purchase order provided for new contracts. Public liability insurance cover checked. New work overseen / checked by Parish Lengthsman or Parish Council member. representative where appropriate.	Y
General governance					
15	Proper, timely and accurate recording of council business in the minutes	M	L	Draft minutes issued as soon as possible after the meeting, circulated again with Agenda for following meeting. Posted in draft form on the website. Considered at following meeting, signed as true record by Chairman.	Y
16	Meeting time schedules when responding to consultation invitations.	L	L	All consultation dates noted and circulated with correspondence.	Y
17	Proper document control	L	L	Hard copy of minutes with wet signature kept on file for archive and posted to website. Finance and governance documents posted to website as required. Computer documents backed up to cloud and external drive.	Y
18	Register of members' interests	L	L	All register of members' interests completed and submitted to BDBC within 28 days of taking office. Responsibility of members to advise of and submit updates. Clerk to hold on file.	Y
19	Liability claim against the Parish Council	L	L	Insurance in place	Y
Health & Safety - Task specific risk assessments drawn up as needed					