

GREAT CLIFTON PARISH COUNCIL - ANNUAL RISK ASSESSMENT

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
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

SUBJECT	RISK(S) IDENTIFIED	Risk Rating	MANAGEMENT/CONTROL OF RISK	REVIEW/ASSESS/REVISE
MANAGEMENT				
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	Low	All files and recent records are kept at the clerk's home in closed storage with the computer. The clerk makes a monthly back up of files.	Review when necessary
	Council not being able to undertake business without a quorum of 3 councillors	High	Councillors send apologies in advance of meetings if unable to attend, if numbers are low, the clerk contacts remaining councillors to reschedule the meeting. All parish councillors should confirm their attendance or apologies. If a meeting is unable to be held, then councillors to be contacted, and agreement to essential business obtained by email or video conferencing and confirmed at the next meeting.	Existing procedure adequate
Meeting Location	Adequacy Health and Safety	Medium	Meetings are held within the Village Hall in Great Clifton, the clerk books the room hire for the financial year so that dates can be confirmed by the Village Hall Committee. All the premises and facilities are adequate for the Clerk, Councillors and any Public who attend from a health and safety and comfort aspect. If the Village Hall could not accommodate the Parish Council for a meeting the Clerk moves to find an appropriate venue.	Existing procedure adequate

Council Records	Loss through theft, fire, damage	Low	Papers are held in a cupboard at the clerk's home.	Existing procedure adequate
Council Records Electronic	Loss through damage, fire, corruption of computer	Medium	The Parish Council's electronic records are stored on the parish council's laptop computer held at the clerk's home. Back-ups of the files are taken at monthly intervals on an external hard drive	Existing procedure adequate
Finance				
Precept	Adequacy of precept	Medium	Sound budgeting to determine annual precept. The Parish Council receives bimonthly budget update information and detailed budgets are looked at in November when the precept is an agenda item at the meeting. The parish council hold reserves adequate to meet some unforeseen or uninsured risks.	Existing procedure adequate
Insurance	Adequacy of insurance	Medium	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Review provision and compliance annually
Banking	Adequacy of insurance, risk of loss through dishonesty, fraud	Low	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
Financial controls and records	Adequacy of insurance, risk of loss through dishonesty, fraud Risks involved with the use of electronic banking.	Low	Bimonthly reconciliation reports are prepared by RFO and presented at meetings, checked and signed by the Chair of the Parish Council. Two signatories on cheques and no online payments. Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted.	Existing procedures adequate
	Hunday Manor Hotel do not accept cheque payments	Low	The Clerk pays the invoiced or receipted amount for stationary/stamps etc. and claims it back through expenses, so it is accounted for and minuted.	
ASSETS				
Street Furniture Bench's seating areas	Maintenance, Damage, cleaning	Low	Regular checks are made on all equipment by members of the Parish Council.	An asset register is kept up to date and insurance is held at the appropriate level for all items.

Notice boards	Maintenance, Damage, replacement parts, cleaning	Low/ Medium	Regular checks are made on all equipment by members of the Parish Council.	Existing procedures Adequate – detailed asset register now maintained.
Defibrillator	Maintenance, Damage, replacement parts, cleaning	Medium	This is setup at the Ginn House Hotel which is local to the village of Great Clifton, Councillor Malcolm Fee records and forwards results to the appropriate service.	Inspections at regular intervals
Children's Play Park	Maintenance, Damage, replacement parts, cleaning	Medium	The play equipment is inspected annually, and a report forwarded to councillors and is recorded in the minutes, replacements are ordered when required.	Existing procedures Adequate
The Village Hall	Maintenance, Damage, replacement parts, cleaning, Upkeep.	Medium	The building is look after by a Village Hall Trustee Committee who take care of the day-to-day running, bookings, cleaning, setting up and clearing of the Hall. The running costs are met by room hires hourly fees and the Great Clifton award an annual £1000 donation. Risk assessment of village hall considered with:- 1.) Electricity inspected every [] year/s 2.) Fire equipment inspected every [] year/s 3.) Gas equipment inspected every [] yrar/s 4.) Electrical PAT inspected every [] year/s 5.) Lighting and alarms checked [] yrar/s	Existing procedures Adequate
Village Hall Green, Rugby & Playing Fields	Maintenance, Damage, Grass cutting contract	Low	There is a three tender for the grass cutting of lands held by the Parish Council	Existing procedures Adequate
Ride on grass cutting mower & secure enclosure	Maintenance, Damage, Cleaning Spares and Repairs. Fuel and Oil.	Low	Cllr McKenzie uses this to cut the former Bowling Green at the village Hall.	Existing procedures Adequate
LIABILITY				
Legal Powers	Illegal activity or payments Working Parties taking decisions	Low	All activity and payments made within the powers of the Parish Council (not ultra varies) and to be resolved and clearly minuted.	Existing procedures Adequate – VAT issue now clarified with HMRC.

Legality	Non-compliance with statutory requirements	Low	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements i.e. in Notice boards and on the Parish Councils Website. Business conducted at Council meetings managed by the Chairman.	Existing procedures Adequate
Public Liability	Public Liability Risk to third party, property or individuals	Low	Public liability insurance is in place. Risk assessment of any individual event undertaken. Risk assessment of the assets names above are checked on a regular basis.	Existing procedures Adequate
COUNCILLORS' PROPRIETY				
Liability	Conflict of interest Retirement/stand down of Councillors Fraud Actions	Low Medium Low	Councillors have a duty to declare any interest at the start of the meeting. Register of Members Interests form to be reviewed at least on an annual basis.	Existing procedures adequate
CLERK	Retirement of the Clerk Illness - Loss of Clerk. Fraud Actions	Medium Medium Low	A temporary clerk should be identified pending advertising for replacement in the event of the clerk resigning, or ill.	Review when necessary. Details of the bank of temporary clerks can be obtained from CALC

Approved 26.03.2021

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RISK ASSESSMENT BY ANGELA MEEK, CLERK & RFO

SIGNED: *A Meek*

DATED: 23rd April 2025