

## Willoughby Parish Council Risk Assessment Table – September 2020

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	M	Allotments and Village Green – to be maintained to a standard commiserate with their use. Seats / benches/village signs – all to be maintained in a safe condition.
	Playing Fields	H	All play equipment to be checked annually by registered persons holding adequate insurance. Any repairs noted in annual inspection to be undertaken as soon as possible. Where items considered dangerous, such items to be taped off until repairs carried out. All repairs to be carried out by competent insured persons experienced in play equipment repairs. Surface matting to be checked annually for trip hazards.
	Village Green	M	Ensure trees pose no hazard to life or property of residents, and to be maintained in a safe condition and regularly inspected.
Finance	Banking	M	Council Bank at Lloyds ; cheque signatories appointed at Annual Meeting of Council and amended through year as necessary. Three signatories – any 2 to sign.
	BACS	M	Council to authorise all payments to be made by BACS.
	Risk of consequential loss of income	L	Income mainly through precept; ensure reserves sufficient to allow for continuance in event of failure to obtain precept.
	Loss of cash through theft or dishonesty	L	No cash held.
	Financial controls and records	M	Bank reconciliation undertaken on receipt of statements; regular reports to Council throughout year including visual production of cash books and bank statements. Payments only made against invoice, no cash payments made.
	Comply with HMRC Regulations	H	VAT claimed properly annually at end of financial year. Council to ensure VAT properly accounted for and claims made in accordance with Regulations pertaining to Parish Councils.

	Sound budgeting to underlie annual precept	M	Regular reports of expenditure against budget provision provided to Council. Budget process undertaken in January to ensure sufficient precept raised.
	Complying with borrowing restrictions	L	No borrowing likely at present
Liability	Risk to third party, property or individuals	M	Insurance in place.
	Legal liability as consequence of asset ownership	M	Play equipment and playing fields added to Insurance
Employer Liability	Comply with Employment Law	M	Council member of NALC –
	Comply with Inland Revenue requirements	M	Regular advice from HMRC where required. Salary recorded through HMRC RTI system and tax deducted at source; no employers NI liability at present.
	Safety of Staff	L	Any occasion where member of public requires sight of council documents/planning application must be noted to Chairman and Clerk accompanied at all times by one other.
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets regularly and approves draft minutes. Minutes reported on council web site.
	Proper document control	M	All documents kept by Clerk in home office
Councillors propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed. Councillors not to accept gifts.

Data Protection	Risk to third party data	M	All data on PC to be passworded protected. Paper data to be kept in file
		M	No third party information to be given to outside bodies without consent. Consent to be given by affected third party only, not by proxy.
		M	Data held to be used for purposes authorised, and for no other purpose.

Amended (Village Green) 19<sup>th</sup> May 2022.  
2024