

Weston with Gayton Parish Council Risk Assessment

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Risk Assessment
Reviewed May 2024

Physical Assets and Equipment							
Item/ subject	Location	Risk Identified	Classification	Measures in place	Measures to be taken to reduce/minimise/control	Responsible Person	Review
Office equipment inc. Laptop	Home of Clerk	Loss or damage to physical assets	Low	Maintain and update register of assets. Ensure location is secure. Amend Insurance accordingly.	none required	Clerk	Annually
Printer	Home of Clerk / Village Hall	Loss or damage to physical assets	Low	Maintain and update register of assets. Ensure location is secure. Amend Insurance accordingly.	none required	Clerk	Annually
Filing Cabinet	Village Hall	Loss or damage, unauthorised access	Low	Building is secure. Filing cabinet is locked and Clerk and Councillor Wray have the only keys.	Inspect monthly.	Clerk	Annually
Children's Play Area and MUGA	Village Green and Village Hall	Risk or damage to third party property or individuals	Med	Formal Playground maintenance inspections three times each year and monthly checks by grounds maintenance contract. Public Liability Insurance in place. Clear notices displayed with a 24hr telephone number to call in the event of an accident or incident at the play area.	Detailed consideration of recommendations of Inspection reports at full council. Action taken swiftly when necessary.	Cllrs & Clerk	Annually
War Memorial	Green Road	Loss or damage to physical assets. Risk to individuals.	Low	Covered by Parish Council Insurance	Visual inspections monthly by Ground Maintenance contractor	Cllrs.	Annually
Village Hall	Council Property	Loss or damage to physical assets and risk or damage to third party property or individuals	Low	Insurance including public liability insurance arranged by Weston Village Hall Management Committee, together with maintenance and repair of the building.	Quarterly joint meetings with Weston Village Hall Management Committee	Weston VHMC	Annually
Benches	The Green, War Memorial Bus stop (A518) & hidden garden	Loss or damage to physical assets and risk or damage to third party property or individuals	Low	Regular inspection by Ground Maintenance Contractor, repairs undertaken as part of routine Grounds Maintenance Contract. Covered by Parish Council Insurance.	Grounds Maintenance Contractor to feedback to full council via the Parish Clerk.	Cllrs.	Annually
Waste bins and dog bins	Village Hall, Village Green, Canal	Loss or damage to physical assets and risk or damage to third party property or individuals	Low	Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda	Grounds Maintenance Contractor to feedback to full council via the Parish Clerk.	Cllrs.	Annually
Notice Boards	Village Green, Old Road, Gayton	Loss or damage to physical assets and risk or damage to third party property or individuals	Low	Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda	Grounds Maintenance Contractor to feedback to full council via the Parish Clerk.	Cllrs.	Annually
Bus Shelter	A518 and Gayton	Loss or damage to physical assets and risk or damage to third party property or individuals	Low	Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda	Grounds Maintenance Contractor to feedback to full council via the Parish Clerk.	Cllrs.	Annually
Phone Box	Gayton	Loss or damage to physical assets and risk or damage to third party property or individuals	Low				
Flagpole	Village Green	Loss or damage to physical assets and risk or damage to third party property or individuals	Low	Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda	Grounds Maintenance Contractor to feedback to full council via the Parish Clerk.	Cllrs.	Annually

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Christmas Tree Lights	Village Hall	Loss or damage to physical assets and risk or damage to third party property or individuals	Low	Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda	Grounds Maintenance Contractor to feedback to full council via the Parish Clerk.	Cllrs.	Annually
Item/ subject	Location	Risk Identified	Classification	Measures in place	Measures to be taken to reduce/minimise/control	Responsible Person	Review
Land	Village Green, Private Road, Land fronting Woolpack	Damage to surface/path/Grass/contamination	Med	Regular monitoring, annual maintenance and repair or replacement as required. Any reports of damage to be included on next agenda	Grounds Maintenance Contractor to feedback to full council via the Parish Clerk.	Cllrs.	Annually
Trees	Village Green	Loss or damage to trees and risk or damage to third party property or individuals	Med	Regular Tree Inspections. Any reports of damage, disease to be included on the next Agenda.	Grounds Maintenance Contractor to feedback to full council via the Parish Clerk.	Cllrs.	Annually

Financial and Administration

Item/ subject	Area of Risk	Risk Identified	Classification	Measures in place	Measures to be taken to reduce/minimise/control	Responsible Person	Review
Insurance	Adequacy/Cost/Compliance	Not all appropriate areas covered and/or inadequate levels of personal and public liability insurance in place.	Low	Annual Review by full council of insurance documents and level of cover. Three yearly review of provider to ensure value for money.	None required	Cllrs & Clerk	Annually
Financial	Budgeting/setting precept	Overspend/Inadequate funds for essential activities.	Low	Clerk monitors spending & reports receipts and payments to Council monthly and full budget position statement quarterly. Annual Budget setting as part of the Council Meeting and budget planning for the year ahead held in October and November. Expenditure authorised in accordance with financial regulations. Healthy reserves and ring fenced funds maintained.	Councillors to ensure they are familiar with the full content of the Finance regulations and apply accordingly.	Cllrs & Clerk	Annually
Financial	Financial Records	Inadequate or incorrect records	Low	Monthly bank reconciliation by Clerk. Two signatures on cheques. All payments approved by the Council. Internal and external audits. Minutes reviewed, signed and dated at following meeting	None required	Cllrs & Clerk	Annually
Financial	Financial Records	VAT and HMRC payments not made/claimed	Low	VAT and HMRC payments and claims calculated by Clerk. Internal and external audit provide further checks	None required	Clerk & auditors	Annually
Financial	Loss of money	Loss through theft or dishonesty of Staff or Members	Low	Monthly reconciliation by Clerk. Two signatures on cheques. All payments approved by the Council. Internal and external audits. Fidelity insurance in place	None required	Clerk, Cllrs & auditors	Annually
Financial	Reserves	Inadequacy of reserves e.g. for Election/emergency	Low	Consider at budget setting meeting. Hold healthy reserves and ring fenced funds for elections.	Maintain healthy reserves and ring fenced reserves for elections.	Councillors	Annually
Financial	Staff Expenses	Wrong Expenses Paid	Low	Clerks expenses presented to Council monthly and Chairman to scrutinise claim. Receipts provided and mileage to be checked by Chairman. Full itemised breakdown of expenses and dates provided.	None required	Cllrs & Clerk	Annually
Councillor Propriety	Training of Councillors	Illegal decisions could be made	Low	Review training required for Councillors	Councillors to attend training as required.	Cllrs & Clerk	Annually
Councillor Propriety	Training of Clerk	Illegal decisions could be made	Low	Clerks training ongoing. Review annually. Make effective use of advice and guidance provided by SPCA and SLCC	Clerk to attend training as required.	Cllrs & Clerk	Annually
Councillor Propriety	Declarations of interest	Risk of bringing Council into disrepute	Low	Pecuniary Interests forms completed and held by monitoring officer. Declaration of office signed by all Councillors	Ensure compliance by agenda item on each agenda.	Cllrs & Clerk	Annually
Governance	Legality of actions	Ensuring activities are within legal powers	Low	Clerk clarifies legal position on new proposals. Legal advice sought if required.	Consider formal training for Councillors and Clerk as required	Cllrs & Clerk	Annually
Governance	Legal requirements	Proper and timely reporting via the minutes	Low	Council meets monthly and approves the previous months minutes. Minutes available on website and displayed on noticeboards	None required	Clerk	Annually
Governance	Planning Consultation	Meeting deadlines for response	Low	Meet between normal meetings if necessary	None required	Cllrs & Clerk	Annually

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Staff	Staff	Loss of key personnel - Clerk through ill health, long term sickness or even death	Low	Clear procedures and guidance notes in place for key duties and logical filing system to enable ease of hand over.	Review duties and responsibilities annually	Cllrs & Clerk	Annually
General	Document security	Inappropriateness of existing facilities/non adherence to records and retention requirements.	Med	Current and recent records stored at the home of the Clerk.	Historical records to be deposited with County archive service. Records to be reviewed in light of GDPR	Clerk	Annually
General	Disaster Recovery	Loss of computer records. Council unable to operate due to loss of key records	Med	Computer backed up monthly to memory stick and onedrive	Investigate further external safeguards	Clerk	Annually
Contracts and Contractors	Management of Contracts	Inadequate awarding or management of contracts	Med	Finance Regulations and Standing Orders in place to govern awarding of contracts. Detailed service specifications provided to ensure ease of management of delivery.	Training for Clerk in contract law and management if required.	Clerk & Cllrs.	Annually
Councillors use of personal email addresses	Data Protection	Personal data processed for different purposes from which it was originally collected.	Med	Information Data Protection Policy reviewed Annually.	All members of the council should ensure they know their responsibilities in terms of only using personal data for purposes which the council obtained it.	Clerk & Cllrs.	Annually