

## RISK ASSESSMENT AND MANAGEMENT FOR 2025/2026

Area	Risk	Level	Control
<b>Assets</b>	Protection of physical assets	<b>L</b>	<ul style="list-style-type: none"> <li>Adequate insurance on               <ul style="list-style-type: none"> <li>playground and village green equipment</li> <li>Other assets: Laptop, printer &amp; hard drive, defibrillators, phone kiosks, lawnmower, benches, noticeboards, grit bins, "slow" sign and drainage rods</li> </ul> </li> <li>Insurance reviewed annually to ensure sufficient cover</li> </ul>
<b>Finance</b>	Loss of cash through theft or dishonesty	<b>L</b>	<ul style="list-style-type: none"> <li>All financial transactions made by electronic bank transfer with all payments circulated to full Council &amp; all payments checked and approved by the Clerk &amp; the Staffing &amp; Finance Working Group.</li> <li>Receipts kept by clerk for expenses which are audited</li> <li>Travel claims to be signed by chair or Vice-Chair and Clerk</li> </ul>
	Financial controls and records	<b>L</b>	<ul style="list-style-type: none"> <li>All payments approved and minuted at Council meetings</li> <li>Urgent payments required in between meetings are approved by the Councillors who are account signatories and are subsequently noted on the minutes of the following meeting</li> <li>Bank reconciliations reported to Council quarterly</li> <li>Budget reviewed against accounts twice yearly</li> <li>Internal audit to include spot-checks on receipts, accounts, cheque book and minuted payments</li> <li>Internal auditing carried out annually by appropriately experienced person</li> <li>Financial Regulations to be reviewed every 2 years</li> </ul>
	Precept and grants: not submitted or not paid	<b>L</b>	<ul style="list-style-type: none"> <li>Minute submission</li> <li>Confirm receipt and minute</li> </ul>
	Incorrect mileage rates/expenses paid to Clerk or Councillors  PAYE submissions not made in time – penalties levied  Clerk paid incorrect amount	<b>M</b>	<ul style="list-style-type: none"> <li>Expenses claim forms to be completed and signed by two Councillors and Clerk</li> <li>End of year checks to be made</li> <li>Following assessment of the penalty risk (£100) of missing a monthly return, it was decided that the payroll be contracted out at a cost of £120 (as at FY 21/22)</li> <li>Liability for any late returns remains with the Council. The Clerk remains responsible for sending <u>quarterly</u> PAYE payments to HMRC by due dates</li> <li>Annual increment/review of Clerk's salary payments by Finance WG and approved by Council at Annual Council meeting and all amounts paid to be minuted</li> </ul>

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<b>Liability</b>	Risk to third party, property or individuals	<b>M</b>	<ul style="list-style-type: none"> <li>Insurance in place for:                             <ul style="list-style-type: none"> <li>Clerk and Councillors</li> <li>Property</li> <li>3<sup>rd</sup> party liability</li> </ul> </li> </ul>
	Bouth Village Green and Playground	<b>M</b>	<ul style="list-style-type: none"> <li>3<sup>rd</sup> party public liability insurance in place for volunteer workers acting under the instructions of the Council. For example, on Bouth Village Green (note: cover only where Colton Parish Council liable)</li> <li>Health and Safety policy in place</li> <li>Checks of playground and equipment carried out as required by insurers:                             <ul style="list-style-type: none"> <li>Monthly formal recorded inspection by volunteer</li> <li>Annual Risk Assessment and inspection by RoSPA</li> </ul> </li> <li>Damage investigated and actioned when reported</li> <li>Electricity supply for Christmas lights on Bouth Village Green (originally installed by Norweb) tested annually (certificate of compliance) by a qualified electrician</li> <li>Accident book and First-Aid kit placed at White Hart. First Aid kit checked for completeness regularly by owners of White Hart, at least annually</li> <li>Health and Safety instructions and risk assessment to be prepared and distributed to Village Green work parties</li> <li>Health and Safety notice to be placed on Village Green noticeboard</li> </ul>
	Adopted phone boxes at Oxen Park and Nibthwaite	<b>M</b>	<ul style="list-style-type: none"> <li>Risk Assessment carried out every 2 years.</li> <li>Inspections carried out quarterly</li> <li>Insurance in place for 3<sup>rd</sup> party liability (employees, members and volunteers)</li> </ul>
<b>Legal Liability</b>	Ensuring that all activities are within legal powers (including legal liability wrt lease on Bouth Village Green)	<b>M</b>	<ul style="list-style-type: none"> <li>Clerk clarifies legal position on any new proposal and access to legal advice via CALC funded solicitors</li> <li>Legal advice to be sought where necessary</li> <li>Minutes accurate and legal - approved at following meeting</li> <li>Declarations of interest to be documented and minuted and any conflict addressed as appropriate</li> </ul>

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<b>Staff, members, contractors and volunteers</b>	<p>Clerk: loss due to:</p> <ul style="list-style-type: none"> <li>- resignation</li> <li>- long-term illness preventing undertaking of duties</li> </ul> <p>Councillor resignations leaving PC inquorate</p>	<p><b>L</b></p> <p><b>H</b></p>	<ul style="list-style-type: none"> <li>• Advertise position</li> <li>• Temporary cover from a neighbouring Parish Clerk, or other person, funded from reserves</li> <li>• Following appropriate Health and Safety/Public Health guidance to ensure that good working practices are being followed in terms of supporting good physical and mental health and well-being</li> <li>• Delegate authority to Clerk to ensure that contractors and bills can continue to be paid</li> <li>• Delegate authority to Clerk to ensure that planning applications can be responded to where appropriate</li> <li>• Maintain an ongoing recruitment advertisement to encourage applications for co-option</li> <li>• Inform W&amp;F Council of the likelihood (high) of the PC ability to be quorate and request a governance review to review the numbers of seats required and/or the feasibility of merger with other local parishes to consolidate membership</li> </ul>
	Contractors	<b>M</b>	<ul style="list-style-type: none"> <li>• Ensure hold their own insurance cover, including 3<sup>rd</sup> party liability cover to the amount specified in contract. Contract signed by contractor to confirm cover in place. Reviewed annually – Lengthsman next due April 2025</li> <li>• Risk Assessment requested to ensure safe way of working and hazards identified and mitigated against</li> <li>• Regular checks with Lengthsman to ensure that suitable and fit for purpose PPE is available for use and, if not, supplied by the Parish Council</li> </ul>
	Fraud by staff	<b>L</b>	<ul style="list-style-type: none"> <li>• Fidelity guarantee value appropriately set</li> </ul>
	Personal Accident	<b>L</b>	<ul style="list-style-type: none"> <li>• Cover for volunteers as well as employees and Council members, where Council is liable</li> </ul>

**Reviewed by Parish Clerk:** 12/05/2025

**Signed:** B Workman (locum Clerk)

**Final version approved at Council meeting:** 19/05/2025

**Minute reference:**