

TARRINGTON PARISH COUNCIL RISK ASSESSMENT SCHEDULE

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

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 areas to be reviewed.
- Identifies what the risk might be, and whether this is High, Medium or Low (H/M/L).
- Evaluates the management and control of the risk and records all findings.
- Reviews, assesses and revises procedures if required.

MANAGEMENT

Subject	Risk's identified	H/M/L	Management/Control of Risk	Review/ Assess/ Revise	Last Reviewed
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the clerk's home. The clerk makes a monthly back up of files on a memory stick which is kept at Clerk's place of work. (Contact details tel 01531 670139. In the event of the clerk being indisposed the Chairman to contact HALC for advice.	Review when necessary Ensure procedures below are undertaken.	19 APR 26
Meeting location	Adequacy Health and Safety	L	Meetings are held in the Lady Emily Community Hall. Cllr Hodges and John Tallis have keys to access to the building. All the premises and facilities are considered to be adequate for the Clerk, Councillors and any public who attend from a health and safety and comfort aspect.	Existing Procedure adequate.	19 APR 26
Council Records	Loss through theft, fire, damage	M	Current papers are held in a file storage box at the clerk's home. Archived papers are held in two locked filing cabinets stored in a locked room at Lady Emily Community Hall.	Provision is considered to be adequate.	19 APR 26

Council Records electronic	Loss through damage, fire, corruption of computer	M	The Parish Council's electronic records are stored on the clerk's computer. Back-ups of the files are made monthly.	Existing procedure Adequate.	19 APR 26
Parish council website	Loss of provision, corruption by third parties	M	Website and domain provided, maintained and protected by HALC. Username and password provided by HALC website administrator.	Existing procedure Adequate.	19 APR 26
Policies	Core policies do not exist or are out of date	L	Core policies and processes which must be in place and reviewed annually to include: • Annual Governance Accountability Return (AGAR) • Internal auditor report • Annual risk assessment • Councillor Code of Conduct • Data protection (GDPR)/privacy policy • Financial Regulations • Reserves policy • Freedom of Information to be Published • Standing Orders • Privacy policy • Complaint policy • Scheme of delegation to the Clerk • Donations and grants policy • Equality policy	Existing procedure Adequate.	19 APR 26
FINANCE					
Precept	Adequacy of precept	M	Sound budgeting to underlie annual precept. The Parish Council receives monthly budget update information and detailed budgets in the late autumn. Precept setting is an agenda item at the November meeting.	Existing procedure Adequate.	19 APR 26
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedure Adequate. Review provision and compliance annually.	19 APR 26

Banking	Inadequate checks	L	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.	19 APR 26
	Bank mistakes Lost cheques Unnecessary charges	L	The bank does occasionally make errors and cheques may be lost which are discovered when the Clerk completes the monthly bank reconciliation. These are dealt with immediately by informing the bank and awaiting their correction.		
	Fraud	L	All changes to accounts are agreed at Council meetings and recorded in the minutes.		
Cash	Loss through theft or dishonesty	L	The Council has no petty cash or float. Any cash transactions made by the clerk, are fully receipted and then reimbursed via the expense reclaim process.	Existing procedures Adequate.	19 APR 26
Financial controls and records	Inadequate checks	L	The latest financial situation (income, expenditure, bank reconciliation and amounts held in all bank accounts) presented to councillors at each full council meeting for their approval and this is recorded in the minutes.	Existing procedures adequate.	19 APR 26
	Financial irregularities	L	The RFO checks all invoices for correctness and accuracy and records on the parish account keeping a hard copy of the invoice for audit purposes. At each Council meeting the RFO supplies a list of proposed payments for consideration. Any financial obligation must be resolved and clearly minuted before payment can be made. All payments must be resolved and clearly minuted. Any S137 payments must be recorded at time of approval. Two signatures are required on all cheques. Cheque stubs must be initialed by each signatory. Two signatures are required for all online payments. The appointed Internal Auditor completes a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year and raises concerns to Clerk and Chairman. External Auditors will identify irregularities in their audit.		
Best Value Accountability	Contracts awarded incorrectly	L	The Council has Financial Regulations which set out the requirements dependent on the value of the contract. Legislation under the Public Contracts Act 2015 to be complied with if appropriate. Three quotations are required for work over £5,000. When contracts are tendered, details of the process and successful applicant are recorded in the minutes.	Existing procedures adequate.	19 APR 26

Project Management	Overspend on contracts	L	Any potential overspend must be approved at a Council meeting and recorded in the minutes.	Existing procedures adequate.	19 APR 26
Freedom of Information Act	Policy Provision	L	The Council has a model publication scheme for Local Councils in place. The clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take over 15 hours. However, the request can be resubmitted, broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts made under Freedom of Information Act.	19 APR 26
Election Costs	Risk of election cost	M	Risk is higher in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. A contingency fund should be established to meet the costs.	Include in financial statement when setting precept.	19 APR 26
VAT	Re-claiming	L	The Council has Financial Regulations which set out the Requirements for re-claiming VAT.	Existing procedures Adequate.	19 APR 26
Annual return AGAR	Not submitted within time limits	L	Annual return is completed by the RFO and submitted to the Internal Auditor for audit. Appointment of a suitable internal auditor done at the Annual Meeting of the Parish Council in May each year. Internal Audit report and comments together with AGAR return presented to Council for approval and Chairman's signature and recorded in the minutes. Checked and sent on to the External Auditor within time limit. Notice of Public Rights and required documents published on parish website and noticeboards.	Existing procedures adequate.	19 APR 26
ASSETS					
Technology, Street Furniture and other items	Damage to Laptop or Printer	L	An asset register is kept up to date and insurance is held at the appropriate level.	Existing procedures adequate.	19 APR 26
	Damage to benches, signs etc. Risk of injury to third parties	M	Regular checks should be made on all equipment by members of the Parish Council.		

LECH	Damage to LECH		Copy of buildings cover insurance provided to Clerk each year.	Existing procedures adequate.	19 APR 26
LIABILITIES					
Legal Powers and legal liability	Illegal activity or payments	M	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Clerk to clarify legal position on proposals and to seek advice if necessary	Existing procedures Adequate.	19 APR 26
	Working Parties taking decisions	L	Ensure they have clear terms of reference.	Monitor.	
Minutes/ Agendas/ Statutory Documents	Accuracy and legality Non-compliance with statutory requirements	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed by the Chairman at next meeting. Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairman. Standing Orders to be reviewed annually.	Existing procedures Adequate.	19 APR 26
	Proper document control	L	Consider a document retention policy. Advice available from Archive service.	Existing procedures adequate.	19 APR 26
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Robust risk assessment of any individual event undertaken as required.	Existing procedures adequate.	19 APR 26
EMPLOYEES AND CONTRACTORS					
Clerk	Loss of clerk	M	A contingency fund should be established to enable training for the Cilca qualification in the event of the clerk resigning.	Consider when setting next precept.	19 APR 26
	Fraud	L	The requirements of Fidelity Guarantee insurance must be adhered to.		
	Actions undertaken	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice through membership of SLCC/HALC.	Monitor working Conditions.	19 APR 26
	Clerk's Salary and PAYE	L	Clerk's salary, NI and PAYE dealt with by payroll services provider. Clerk's salary reviewed annually by Chairman and Vice-Chairman based on NALC recommended pay scales and annual increases.	Existing procedures adequate.	19 APR 26

Employer Liability	Non-compliance with employment law	L	Undertake adequate training and seek advice from HALC. Review Clerk's contract annually.	Existing procedures adequate.	19 APR 26
Contractors	Non-compliance with terms of contract	L	Review contracts annually. Contractors to supply Clerk with copies of professional insurance and approval to work on highways certificates.	Existing procedures adequate.	19 APR 26
MEMBERS RESPONSIBILITIES					
Members Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the Meeting and this to be recorded in the minutes	Existing procedures adequate.	19 APR 26
	Register of members Interests	L	Register of Members Interests form to be reviewed at least on an annual basis.		

Reviewed: 19th April 2026

Approved: 18th May 2026

SIGNED

Chair **Original signed** **Date 18 May 2026**

Clerk **Original signed** **Date 18 May 2026**