SHARLSTON PARISH COUNCIL RISK ASSESSMENT SCHEDULE

SHARLSTON
Parish Council

No.	Hazard	Risk (L/M/H)	Controls in place	Date of review
Management				
M1	**Business continuity**: Parish Council not able to continue its business due to unexpected or tragic circumstances	Low	Files and recent records stored at Clerk's house Monthly back up of files to external hard drive Town & Parish Council support (LOCAL AUTHORITY) available for advice if Clerk is indisposed	12.05.25
M2	Loss of Parish Council records through fire, theft, damage or corruption	Low	Records stored in a locked metal cabinet at Clerk's home Some archived records stored at West Yorkshire Archive Service Electronic records backed up monthly to secure external hard drive Clerk's computer has commercially recognised security software installed and up to date	12.05.25
M3	Slip, trip or fall to Councillors or members of the public attending Parish Council meetings	Low	Meetings held in community centre Community Centre health and safety monitored by Community Centre Management Committee and maintained by the Parish Council	12.05.25
Finance				
F1	Insufficient precept to meet the costs of Parish Council business and projects	Low	Sound budgeting to underlie annual precept Updated information and detailed budget submitted to Parish Council monthly Precept is an agenda item at the December meeting before being finalised in January	12.05.25
F2	Inadequate insurance cover due to non-compliance or adequacy of policy. Fidelity guarantee (£50,000.00)	Low	Annual review of all insurance arrangements in place Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	12.05.25
F3	Financial irregularity due to theft, dishonesty, poor financial controls and record keeping	Low	All financial regulations and processes in place to minimise risk Financial Regulations followed for banking, cheques and reconciliation of accounts The Parish Council has no petty cash or float Cash transactions made by the Clerk are reimbursed monthly, paid by cheque on receipt of an invoice Parish Council examine financial records as agenda item at monthly meetings Two signatories required for cheques Debit card used only when cheque payment not appropriate Internal and external audit carried out annually Any financial obligation is resolved and clearly minuted before any commitment All payments are resolved and clearly minuted	12.05.25

No.	Hazard	Risk (L/M/H)	Controls in place	Date of review
			s137 payments are recorded at time of approval VAT is reclaimed on an annual basis Annual Return is completed and signed by the Parish Council, submitted to the Internal Auditor for completion and signing and sent on to the External Auditor within time limit Grant and support expenditure goes through the required approval process, minuted and listed accordingly **Allotments**: Allotment payments received, banked and recorded fully Defined responsibility for collection of income understood by Parish Council **Community Centre:** Management Committee wholly responsible for financial management and present annual financial report to Council	
F4	Failure of Clerk to carry out the full duties of the role and/or to the expected standard	Low	Clerk completes relevant training with opportunity to update/refresh skills as required Clerk has access to reference books, assistance and legal advice required to undertake the role and is supported by councillors in the role The requirements of Fidelity Guarantee insurance are adhered to Training included in financial statement when setting precept Membership of SLCC maintained.	12.05.25
F5	Incorrect payment of Clerk's salary such as incorrect rate/ hours/ deductions	Low	Section 7 of Financial Regulations followed The payment of salary is made in accordance with payroll records and rules of PAYE and National Insurance currently operating Review Financial regulations when necessary Internal & external audit	12.05.25
F6	Unforeseen election costs can impact negatively on the Parish finances	Low	Risk is higher in election year A contingency fund is in place to meet costs Perceived costs included in financial statement when setting precept	12.05.25
F7	Potential non-compliance with workplace pension requirements	Low	All workplace pension requirements are met – Parish Council does not have to provide due to Clerk not meeting minimum hours / salary limit	12.05.25
Assets				
A1	Damage or theft of Parish Council assets	Low	An asset register is kept up to date and insurance is held at the appropriate level for all items	12.05.25

No.	Hazard	Risk (L/M/H)	Controls in place	Date of review
			Parish Council has adequate insurance against damage, theft – reviewed annually Civic Regalia is suitably maintained and cleaned Civic Regalia is collected and returned under secure conditions Ordnance Survey Maps and mobile phone at Clerk's home Regular checks made on all equipment/noticeboards/boundary signs	
A2	Damage/injury to third parties caused by Parish notice boards	Low	The two Parish Council noticeboards (sited on Weeland Road and High Street, New Sharlston) are inspected by the Clerk and one Councillor Any repairs/maintenance needs are brought to the attention of the Parish Council Keys are held by the Clerk	12.05.25
A3	Defibrillator not working	Low	Defibrillator unit location has reliable electrical supply Defibrillator unit installed by qualified electrician Defibrillator unit fitting will be checked annually as a minimum by qualified electrician Suitable 'guardian' will check defibrillator unit after each use to ensure all equipment is in place and in sound working order The 'guardian' will report any concerns to the Clerk for corrective action	12.05.25
Land				
L1	Poor maintenance of playing field, play areas and footpath around dam	Low	Defined responsibility for maintenance and planned programme of maintenance is monitored for compliance Annual review of maintenance contract	12.05.25
L2	Risk of injury to people using play area equipment Risk of damage to play area equipment	Medium	Inspected annually by Local Authority Grass cutting carried out by contractors Annual informal check by member of Parish Council Procedure in place for members of the public to raise concerns	12.05.25
L3	Allotments – risk to third party, property or allotment holder	Medium	User agreements signed by allotment holders Public Liability Insurance cover obtained Allotment holders sign an agreement which includes their sole responsibility for personal safety and that of invited visitors to their allotment Allotment inspections carried out by Clerk and Parish Councillors quarterly Allotment committee report to full Parish Council Clerk reports on rental charges/income	12.05.25

No.	Hazard	Risk (L/M/H)	Controls in place	Date of review
L4	Loss of community centre equipment due to inadequate control and security	Low	Defined policy for security of equipment Ensure responsibility of users is clearly defined in hire/user agreement Allocated responsibility for security/control of premises Defined policy and provision for security Liaison with local enforcement agencies maintained Management Committee ensure that external lighting and security system are operating satisfactorily	12.05.25
L5	Inadequate maintenance of community centre resulting in accident/injury to individuals or disrepair to the community centre	Low	Defined responsibility for maintenance. Regular inspections carried out by Management Committee Maintenance contracts are in place and renewed annually Management Committee review and renew insurance policy annually and ensure it is up to date and fit for purpose	12.05.25
Liability				
Lb1	Abuse of legal powers by Councillors such as illegal activity or payments Working Parties taking decisions they are unauthorised to make	Low	All activity and payments made within the powers of the Parish Council are clearly minuted Councillors provided with copy of Sharlston Parish Council Standing Orders and The Good Councillor's Guide Clear terms of reference in place for working groups	12.05.25
Lb1	Minutes, Agendas, Statutory documents are non-compliant 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 (publicly accessible, free of charge website and notice boards) Business conducted at Parish Council meetings is managed by the Chairman Clerk undertakes regular and relevant training	12.05.25
Lb2	Public liability - risk to third party, property or individuals	Low	Insurance is in place Risk assessment of individual events undertaken to identify hazards and minimise risk	12.05.25
Lb3	Employer Liability - non-compliance with employment law	Low	Undertake adequate training and seek advice from appropriate agencies	12.05.25

No.	Hazard	Risk (L/M/H)	Controls in place	Date of review
Lb4	Legal Liability - activities may fall outside of the legal remit of the Parish Council	Low	Clerk clarifies legal position on proposals and to seek advice if necessary	12.05.25
Lb5	Potential data breach and non-compliance with GDPR	Low	No sensitive data relating to Parish Councillors or members of the public is held by the Clerk Communication protocol in place to ensure personal email addresses are not shared Audit of records to ensure they are GDPR compliant	12.05.25
Councillor Propriety				
CP1	Conflict of Interest when carrying out duties of a Councillor, bringing the Council into disrepute	Low	Councillors asked to declare any interest at the start of each meeting Register of Members Interests Register of Members Interests form reviewed at least annually Members expected to take responsibility to update their register Councillors provided with copy of Sharlston Parish Council Standing Orders and The Good Councillor's Guide	12.05.25

Risk assessment – Review

No.	Adequacy of controls in place	Changes/additions to controls	Actioned by (date)
F7	Potential non-compliance with workplace pension requirements	All workplace pension requirements are met – Parish Council does not have to provide due to Clerk not meeting minimum hours / salary limit	12.05.25
L3	Allotments – risk to third party, property or allotment holder	Low to Medium Risk	12.05.25

Adopted by Sharlston Parish Council on 21st May 2020 & reviewed annually

Signed: *Cllr P Belbin* *E King*

Chairman Clerk