

Ermington Parish Council Risk Assessment for year ending March 2025

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Ermington Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties.	L	<p>Councillors receive monthly bank reconciliations. The Council regularly receives budget updates. This helps to determine the budget and precept calculations for the following year.</p> <p>With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from South Hams District Council. The Clerk informs the Council when the monies are received. Reserves are sufficient to cover at least six month's operating values as a minimum.</p>	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities.	L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial regulations annually.

Bank and banking	Inadequate checks Banks mistakes	L	The Council has Financial Regulations which set out banking requirements. Monthly reconciliation. The Clerk reconciles the bank accounts monthly to ensure transactions are correctly reflected in the financial information presented to the council monthly.	Existing procedure adequate.
Cash	Loss through theft or dishonesty	L	No petty cash or cash float is held by the Clerk	Existing procedure adequate.
Reporting and auditing	Information communication	L	Financial information is a regular agenda item and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Grants	Receipt of grant	L	The Parish Council does not presently receive any regular grants.	Grant procedure in place.
Reading Rooms Hiring Revenue	Payment of rents	L	The Parish Council receives hiring revenue for the Reading Rooms, recorded on the minutes.	Existing procedure adequate.
Grants and support payable	Power to pay. Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
Salaries and assoc. costs	Salary paid incorrectly.	L	Clerk salary assessed annually by Councillors. Figures incorporated in budget calculations.	PAYE outsourced – South Hams District Council.
	Fraud or incorrect claims	L	Expenses must be approved and claimed in arrears and authorised by full Council.	
VAT	Reclaiming/charging	L	The Clerk is responsible for re-claiming VAT annually.	Existing procedure work.

Annual Return	Submit within time limits	L	Clerk ensures the Annual Return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing, then checked and sent to the External Auditor within the time frame.	Existing procedures adequate.
Minutes/agendas/ Notices/Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting.	Existing procedures adequate.
	Business conduct	L	Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Members adhere to Code of Conduct.
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of member's interest(s) forms reviewed regularly.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Meets needs and is competitive.	L	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place.	Existing procedure adequate. Insurance reviewed annually.
Data protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency.	Ensure annual renewal of registration

Freedom of Information	Policy Provision	L M	The Council has a Model Publication scheme in place. The Parish Council is aware that if a substantial request came in it could create a number of additional hours of work. The Parish Council can request a fee to supplement the extra hours.	Monitor any requests made under Freedom of Information.
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party (ies) property	L	An annual review of assets is undertaken for insurance provision.	Existing procedures adequate.
Notice Boards	Risk of damage/	L	The Parish Council currently has three notice boards. No formal inspection procedures are in place, but any reports of damage or faults are reported to the Parish Council and dealt with in accordance with the correct procedures of the Council.	Existing procedures adequate.
Meeting locations	Adequacy Health & Safety	M	The Parish Council meetings are held in the Reading Rooms or via Zoom.	Existing procedures adequate.
Council records – paper	Loss through: Theft Fire damage	M M	The Parish Council computer and USBs are stored at the home of the Clerk. Paper records include historical correspondences, minutes, and bank records are stored in a locked filing cabinet in the Reading Rooms.	Damage from fire and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	M	The Parish Council electronic records are stored on the Council laptop held with the Clerk at their home. Monthly backups of electronic data.	Existing procedures considered adequate.

Lack of training or time to undertake the role of the Parish Council	Inadequate knowledge or specialist ability may lead to poor decisions	L	Adequate training budget available. Encourage training for Councillors and Clerk.	Training Policy in place – regularly reviewed. Council is active in attending training courses.
Employee	Loss of Parish Clerk (illness, resignation, or misconduct)	M	Temporary replacement from a Locum	Clerk Advice to be sought through DLAC with full Council making any final decisions
Website	Out of date	M	Clerk and Parish Councillors ensure content is updated following each meeting.	Existing procedures adequate
	Hacked by third party	L	Maintained by a reputable local web service.	

Date adopted: March 2024

Ermington Parish Council Minute Reference = 146/23