

Holbeton Parish Council

Risk Assessment for year ending March 2023

This risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, in so far as is practically possible. This document has been produced to enable Holbeton Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

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 Overspend of budget and/or inaccurate setting of Precept resulting in call on Reserves.	L	Budget and Precept considered by full Council each year. Budgetary control. Councillors receive monthly bank reconciliations. The Council regularly receives budget update. This helps to determine the budget and precept calculations for the following year. 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.	Existing procedure adequate
Bank and banking	Inadequate checks Banks mistakes	L	The Council has Financial Regulations which set out banking requirements. Monthly reconciliation.	Existing procedure adequate
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to HMRC. Fraud or incorrect claims	L	South Hams District Council is paid a sum annually to carry out payroll procedure for Holbeton Parish Council. The Parish Clerk is the only employee. South Hams District Council provides monthly payslips and liaison with HMRC. Expenses must be approved and claimed in arrears and authorised at monthly Parish Council Meeting.	Existing procedure adequate.
VAT	Reclaiming/charging	L	Clerk responsible for re-claiming VAT annually.	Existing procedure adequate.

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Annual Return	Submit within time limits	L	Clerk ensures the Annual Return is completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedure adequate.
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality Business conduct	L	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings managed by the Chairman.	Existing procedures adequate. Members adhere to Code of Conduct
Payment Approval	Payment authorised by full council.		All payment transactions are presented at full Council meetings for review and authorisation.	Existing procedures adequate.
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.
Data protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency	Ensure annual renewal of registration
Council records - paper and electronic	Loss through: Theft and Fire damage	M	The Parish Council computer and USBs are stored at the home of the Clerk. Monthly backups of electronic data. Paper records include historical correspondences, minutes, and bank records are stored with the Chairman - Cllr Sherrell	Damage from fire and theft is unlikely and so provision is adequate.
Cheque Books	Loss of cheques. Fraudulent use.	L	No blank cheques signed.	Existing procedures adequate.
Cash	Loss through theft or dishonesty	L	No cash is held - all transactions go through the bank accounts.	Process mitigates this risk
Notice boards - Vicarage Hill, Mothecombe, Battisborough Cross	Risk of damage or injuries to third parties. Location suitability	M	Notice boards located in School Lane. Covered by insurance and inspected regularly	Existing procedures adequate.

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Play Park - play equipment loss or damage	Risk of damage or injuries to third parties	L	Equipment inspected weekly by a member of the Parish Council and reviewed at monthly meetings.	Process working well.
Trees	Trees or branches posing a safety problem to the public	M	All councillors monitoring, with any issues reported to full Council. Professional Tree Surgeons contracted when work is identified and resolved.	Regular reviews to continue.
Employee	Loss of Parish Clerk (illness of resignation or misconduct)	M	Temporary replacement from a Locum Clerk	Advice to be sought through DLAC with full Council making any final decisions.
Insurance	Ensure it meets the needs of the Parish Council	L	Reviewed annually by 2 Parish Councillors to ensure adequacy and reporting to Parish Councillors.	Insurance covers - 1st June to 31 May (inclusive)