

Castle Hedingham Parish Council and Burial Board

Risk Assessment Schedule 2024 - 2025

FINANCIAL AND MANAGEMENT				
Subject	Risk Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	Council unable to continue due to tragic or unexpected circumstances	M	Files and records held at clerk's house. If clerk unable to attend meeting, these will be accessed by one of the Councillors who will stand in for the clerk and take minutes. 2020 Coronavirus update: Ann Crisp, Clerk to Great Maplestead Parish Council, will act as emergency deputy clerk. 2024: Arrangement still informally in place	Consider Business Continuity Plan (Civil Contingencies Act 2004) Follow council processes.
Insurance	Adequacy and Cost Compliance	L	Annual review of policy before renewal	Annually May
		L	Ensure compliance is reviewed and in place	Annually May
Data Protection	Policy	L	Information Commissioners Office (ICO) registration. Annual renewal automatically in June by direct debit	Annually May
Freedom of Information	Policy	L	Model Scheme in place and published on noticeboards	Annually May
General Data Protection Regulations (GDPR) 2018	Policy and compliance	M	Parish Councillors and clerk use dedicated Parish Council email addresses. Privacy Policy Staff/Councillors/Role Holders adopted May 2018 Privacy Policy (Public) and Consent form adopted May 2018	Annually May

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Meeting Location	Adequacy Health & Safety	L	Castle Hedingham Club adequate and compliant with H&S.	Identify back-up venue in event of Club being unavailable short or long term.
Council paper records	Loss through fire, theft or damage	L	Papers are stored at Clerk's home and in brick built lockable outbuilding in metal cabinets.	Annually May with insurance cover
Council electronic records	Loss through damage, fire or corruption of computer	M	Records are stored on dedicated Parish Clerk computer. Back up files are kept on USB stick	Back up files monthly following preparation of monthly accounts.
Precept	Adequacy	M	Precept is agenda item at January meeting Progress against budget monitored monthly by clerk	Budget report bi-monthly to Councillors.
Banking	Inadequate checks	L	Financial regulations are followed setting out requirements for banking and reconciliations	Existing procedure is adequate
Cash	Loss through theft or dishonesty	L	Council has no petty cash or float. Clerk expenses are backed up by receipt and reimbursed monthly. 2023: Community Allotment donations at Village Shop checked and recorded on petty cash record, cash managed by allotment leader for seeds etc.	Existing procedure is adequate Community Allotment Terms of Reference

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Financial Control and records	Inadequate checks	L	<p>Monthly bank reconciliations presented for review at Parish Council meetings, checked and signed by Councillor who is not a bank signatory.</p> <p>All financial commitments above statutory limits are agreed by Councillors before payment. 2 signatures per cheque (if used) with initialled cheque stubs.</p> <p>Triple authority on-line banking service introduced in 2014</p>	Reviewed May 2014 following revised Financial Regulations and move to on-line banking
Financial reserves	Failure of banks	M	Reserves spread between two deposit accounts. Current account held at bank specialised in Parish Council accounts	Existing arrangement is adequate

LIABILITY				
Subject	Risk Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal powers	Illegal activity or payments	L	All activities and payments are resolved and clearly minuted	Existing procedure is adequate
	Working parties taking decisions	L	Establish clear terms of reference. Delegation of powers must be clearly minuted.	Monitor monthly at meetings.
Minutes, agendas and standing documents	Accuracy & legality	L	<p>Minutes/agendas adhere to legal requirements.</p> <p>Minutes ratified and signed by Chairman at next meeting. Each page consecutively numbered and initialled by Chairman.</p>	Existing procedure is adequate

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Public Liability	Risk to third party property or individuals	M	Insurance in place. Risk assessments of individual events to be undertaken.	H&S training received by clerk and village maintenance.
Employer Liability	Non-compliance with Employment Law	L	Insurance in place. Review need for training and advice.	Annually May
Legal Liability	Legality of activities	M	Clerk clarifies legal position and takes advice when needed.	Existing procedure is adequate Review Annually May
	Proper & timely reporting	L	Council receives and agrees minutes at monthly meetings	
	Proper document control	L	Retention of documents policy in place	
Members Interests	Conflict of Interest	M	Councillors required to declare interests at start of meeting to any items on the agenda	Monthly meetings
			Register of interest forms reviewed annually	Annually May
Assets	Loss or damage/damage to third parties or to property	L	Asset register kept up to date and insurance held at appropriate level of all assets.	Review Annually May
			Regular checks are made on all equipment by Councillors and/or Village Maintenance	Review monthly at meetings.
Maintenance	Poor performance of assets or amenities	L	All assets regularly reviewed and maintained.	Existing procedure is adequate.
	Loss of income or performance	L	All repairs and expenditure are authorised in accordance with Parish Council procedures.	