



## GOOD EASTER PARISH COUNCIL RISK ASSESSMENT

ADOPTED BY THE PARISH COUNCIL ON THE 28<sup>TH</sup> NOVEMBER 2019

REVIEWED AND AMENDED BY THE PARISH COUNCIL ON THE 24<sup>TH</sup> JUNE 2021

### Abbreviations

PC	Parish Council
CCC	Chelmsford City Council
RFO	Responsible Financial Officer
GESFA	Good Easter Sportsfield Association
GEVHMG	Good Easter Village Hall Management Group

This document has been produced to enable Good Easter Parish Council to assess current and future risks and satisfy itself that it has taken adequate steps to remove or mitigate them.

Item	Subject	Identified Risk(s)	H/M/L Risk	Current Management of Risk	Review / Assess	Action By
1	<b>Business Continuity / Parish Councillor &amp; Clerk's Role</b>	PC being unable to function due to unexpected or tragic event	L	A sudden tragic event could result in the postponement of the next PC meeting	Procedure Adequate	Chair / Clerk
2		Long term incapacity or resignation of the Clerk	L	Appoint Locum Clerk Advertise, interview and appoint a permanent Clerk.	Procedure Adequate	Chair
3		Long term incapacity of resignation of the Chairman	L	Temporarily replaced by Vice Chairman. A new Chairman will be appointed by councillors and the next meeting	Procedure Adequate	Vice Chair /PC
4		Long term incapacity of one or more councillors	L	New councillor(s) co-opted after advertisement and interview by the PC	Procedure Adequate	Chair / Clerk

5		Driving on PC business	M	Ensure MOT-Insurance –Driving licence appropriate for task-(If over 25,000 miles pa on PC Business advance driving course) If attending Training Courses over 4 hours driving plus course equals 10 hours, overnight accommodation must be provided.	Procedure Adequate	PC / Clerk
6	<b>PC Legality</b>	PC operating outside its remit	L	The clerk produces and agenda and minutes for each meeting which are approved by the PC. The minutes and signed by the Clerk and Chairman. The approved minutes and the agenda are displayed on the village website in accordance with legal requirements. The PC meetings are chaired by the Chairman, or in his/her absence, by the Vice Chairman. IF neither are available, the meeting chooses someone to preside	Procedures in in accordance with the PC Standing Orders / LGA	Clerk/Chair/ Councillors
7	<b>Data Protection</b>	Loss of data or breach of data protection regulations	L	Potential financial penalty in the event of a loss of data or breach. Risk mitigate through the council's data protection policy, privacy notice (website) and registration with the ICO	Procedures in accordance with Data Protection Policy	Clerk / All Councillors
8	<b>Records Storage</b>	Adequacy of records storage	M	Paper records are stored in the clerk's home and shredded / archived at Essex Records Office in accordance with the Disposal and Retention Policy. Electronic records are stored on the PC Laptop and backed up weekly.	Consideration should be given to the purchase of a fire proof safe.	Clerk
9	<b>PC Meetings</b>	Adequacy of meetings location	L	The PC meetings are held in the village hall where the facilities are considered adequate.	Procedure Adequate	
10	<b>Precept</b>	Adequacy of precept	L	The PC reviews the revenue and capital costs for the following year by the end of November each year. This estimate will be based on the current year's budget, together with any anticipated expenditure for the following year. The clerk produces regular reports to the PC throughout the year to ensure that expenditure is managed and maintained within the precept.	Procedure is in accordance with the Financial Regulations	Clerk
11		Submission of Precept and confirmation of payment by CCC	L	The clerk will notify the PC of meeting and deadlines for the Precept to be discussed, agreed and submitted to CCC and the dates when the Precept payments have been received.	Procedure Adequate	Clerk

<b>12</b>	<b>Financial Records</b>	Inadequate records and financial irregularities	L	The clerk is the appointed RFO and will maintain all financial records during the year and will produce financial accounts at the end of the year for PC approval.		Clerk
<b>13</b>		Banking inaccuracies, charges and fraud	L	The clerk, as the RFO, reviews bank statements and charges to ensure that the accounts are healthy and that no errors have been made. The PC has three councillors as nominated signatories, of which two are required to authorise payments online	Procedure Adequate	Clerk / Appointed Councillors
<b>14</b>		Misappropriation of cash through theft or dishonesty	L	No petty cash is held. All payments are made electronically with a three-tier process. The clerk is unable to authorise payments and the signatories are unable to load payments.  Any receipt in cash is paid into the bank within three working days.	Procedure Adequate	Clerk / Councillors
<b>15</b>		Reporting and Auditing of Payments	L	The clerk produces details of all receipts and payments for the previous period for approval, or in the case of contracted payments, noting.	Procedure Adequate	Clerk
<b>16</b>		Grants or support to be paid.	L	Grants are paid in accordance with the Grants Policy. Donations may be paid from S137 if appropriate	Procedure Adequate	Clerk
<b>17</b>		Insurance Provisions	L	The clerk, as RFO produces annually a costed schedule of all PC assets which require insurance. The clerk will seek insurance quotations for these at the appropriate time.	Procedure Adequate	Clerk
<b>18</b>		Best Value Accountability	L	To ensure best value for money, competitive quotations or tenders are sought for all works, services or goods procured by the council, unless by prior approval of the PC	Procedure is in accordance with the Financial Regulations	Clerk
<b>19</b>		Transparency of staff salary and expenses	L	The clerk is the only paid member of staff and is paid in accordance with the national local government pay scales and the number of hours worked are agreed with the chair. Staff salaries are reported in the AGAR.	Procedure Adequate	Clerk
<b>20</b>		Transparency of councillors' salaries and payments	L	PC councillors are not salaried. Expenses incurred by a councillor on PC business are submitted and approved by the PC prior to payment.	Procedure Adequate	Clerk
<b>21</b>		VAT	L	The clerk ensures VAT is reclaimed at least annually	Procedure Adequate	Clerk

22		Provision for election costs	L	When an election is due in the following year, the clerk will obtain quotations from CCC for a full election and an uncontested election and include these figures on the following year precept.	Procedure Adequate	Clerk
23		Adequate audit provisions	L	An internal auditor is appointed to audit and approve the annual accounts produced by the RFO.	Procedure Adequate	Clerk
24	<b>Code of Conduct</b>	Illegal activity or payments	L	The PC is bound by the agreed Code of Conduct and all payments are recorded at PC meetings	Procedure Adequate	Clerk
25		Conflict of members' interests	L	Members of the PC are obliged to declare and interests in any relevant agenda item and are asked by the Chairman to leave the room during that agenda item. They may not participate in any vote pertaining to an agenda item in which they have declared an interest.	Procedure Adequate	PC
26	<b>Assets</b>	Loss and damage generally	L	An annual review of all PC assets is undertaken to ensure there is adequate insurance to cover the cost of repairs or replacement caused by fire, vandalism etc	Procedure Adequate	Clerk
27		Maintenance generally – risk to third parties	L	All assets owned by the PC are inspected regularly by a designated PC member. All repairs and relevant expenditure are actioned and authorised by the PC or responsible party (eg GESFA , GEVHMG etc) Any significant maintenance costs to be funded by the PC should be included in the precept. If a councillor carries out minor repairs / enhancements, they must ensure they are taking adequate steps to protect themselves and others from injury – i.e., appropriate clothing – Hi-Viz, other PPE	Procedure Adequate	PC
28		Notice Board	L	The PC notice board is fixed to the inside of the bus shelter and is lockable with a budget key. It is watertight and in reasonable condition.	Procedure Adequate	PC
29		Bench by village cross roads	L	This bench is in very good condition and only requires periodic maintenance.	Procedure Adequate	PC
30		Bus Shelter / Book Exchange	L	The bus shelter is located at the entrance to the Sportsfield. Minor repairs / enhancements are carried out by councillors conforming with item 26 above.	Procedure Adequate	PC

<b>31</b>		Sportsfield / Play Equipment	L	Grass cutting is contracted out with other common grass land (village hall and Tye Green). The grass cutting contract is reviewed annually and included in the precept. GESFA are responsible for the upkeep and maintenance of the play equipment. GESFA pay for an annual ROSPA inspection and a copy is provided to the Parish Council.	Procedure Adequate	PC GESFA
<b>32</b>		Sportsfield Pavilion  Short term risk  Long term risk	L / M  H	The pavilion is located on the Sportsfield and is owned by the PC, and is currently managed by the GESFA. Since the insurance and utility bills for the pavilion are paid by the PC, there is some concern where the liability would rest in the event of an incident or a third-party claim. GESFA are engaged in a refurbishment and maintenance programme funded by themselves from fundraising events. The GESFA have their own constitution. The usefulness expectancy is assessed as between 5 and 10 years with ever increasing maintenance costs.	It is considered that further work is required to confirm liability and insurance provisions of the existing sportsfield pavilion	PC GESFA
<b>33</b>		Village Hall  Short term risk  Long term risk	L  H	The village hall is owned by the PC and is located on land owned by the PC. The village hall is managed by the GEVHMG. The village Hall has full disabled provisions (ramp and toilets) and has regular fire inspections (means of escape, extinguishers, fire blankets etc). The building is in good condition, but in 2021 has reached its centenary and therefore has limited usefulness (say 15 years). The utility bills are currently paid by the GEVHC from proceeds of fund-raising events and rentals. The insurance premium is paid by the PC. There is no other facility in the village for the activities currently held in the village hall if, for any reason it became unusable. The rebuild cost for the Village Hall should be regularly reviewed and insurances should be checked to ensure the premium will cover the rebuild cost.	The long term provision for a new Village Hall / pavilion is under review by a Working Party to ensure that there is some form of community building available to the residents when the existing pavilion and village hall are no longer usable	PC
<b>34</b>	<b>Health &amp; Safety</b>	Village Hall & Pavilion Asbestos	L	A survey was carried out on the 15 <sup>th</sup> December 2020. 'Do not disturb' stickers were applied to areas identified to contain asbestos.  No asbestos was found in the Pavilion	Procedure Adequate	PC

<b>35</b>	<b>Covid-19</b>	Health & Wellbeing	L	Government guidelines are followed at all times and reasonable measures taken to sanitise equipment wherever possible.	Procedure Adequate	PC
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