

Risk Assessment – Mosterton Parish Council

FINAL

Date of Review: 9th January 2024

Assessment prepared by: Clerk

Date of next review: January 2025

Areas of Risk	Potential issues	Possible Negative outcomes	Action to manage the risks?	Who will carry out the action(s)?	When is the action to be completed by?	Comments
A. Parish Council Financial Resources: (1) RFO role (2) Budgeting, precept-setting, budget monitoring; (3) Online and cheque payments and receipts (4) VAT recovery.	Inadequate/ineffective financial planning, budgeting and control of budget, receipts and payments. Insufficient or surplus funding for needs; over- or under-charging the precept. Failure to reclaim VAT on expenditure. Potential fraudulent and/or negligent activity by the RFO or a council member.	Not enough funding to provide necessary services, maintenance and improvements to amenities; Overfunding, leading to holding funds intended for the immediate benefit of the community. Extra time/costs to recover un-reclaimed VAT or fraud losses,	Proper recruitment of RFO including references and cheques as required. Follow budget-setting cycle well in advance of the new financial year, incorporating planning for new developments. Quarterly budget monitoring and bank reconciliation considered at full council meetings. Minimum of two persons amongst the members and clerk to authorise online payments and sign cheques.	The Clerk and parish council members.	Ongoing	

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			Follow Code of Conduct and Register of Interests protocols. Competent internal auditor appointed. Insurance to cover losses as far as is possible.			
B. Parish Council Assets (1) Asset Register (2) Asset maintenance (3) Insurance of assets Including SIDS, play area equipment, the village green and its hamstones and the allotment plots.	(1) List not kept up to date (2) Items uninsured (3) Items not maintained (4) Items open to vandalism, damage and theft	Value of some or all assets not recorded and therefore not insured – leading to potential loss through accidental damage, theft or vandalism. Loss of value to the community if assets not properly maintained or insured	Up to date register of assets maintained. Planned and regular maintenance of assets as required. Insurance reviewed annually at a parish council meeting to check appropriate and adequate cover is in place. Annual insurance taken out.	The Clerk and parish council members	Ongoing	
C. People: Residents of, and visitors to, the village and parish council assets	People: (1) Residents of and visitors to the village using parish council run assets	Lack of proper maintenance of parish council assets, or theft or vandalism could lead to injury or	All parish council assets to be regularly monitored and regular maintenance should be undertaken annually. The Play Area is subjected to an annual	The Clerk and members of the parish council	Ongoing	

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	<p>(2) Equipment and/ or amenities unable to be used by residents due to breakdown, vandalism or theft.</p> <p>(3) People at risk of being impacted by anti-social behaviour by others whilst using parish council run amenities (Play Area, Allotments, Village Green)</p>	<p>financial loss to individuals and possible lawsuits against the parish council.</p> <p>Reported anti-social behaviour could impact on the public and lead to repercussions for the parish council</p>	<p>inspection with a full report on the maintenance requirements and repair-or-scrap options.</p> <p>Insurance schedules should be reviewed regularly and kept up to date.</p>			
<p>D. Parish Council Policies, etc</p> <p>Including Code of Conduct, Register of Interests, health and safety, staff-related, etc.</p>	<p>Legislative requirements and local determinants on parish council policy and operations.</p>	<p>Requisite policies not in place or undertaken, e.g. Code of Conduct not in place or not reviewed annually.</p> <p>Parish council members' Registers of Interest not completed or placed on the website;</p> <p>Appropriate AGAR not undertaken</p>	<p>Regular – at least annual – review of the code of conduct, this risk assessment and all policies.</p> <p>Annual AGAR process undertaken.</p>	<p>The clerk and members of the parish council.</p>	<p>Ongoing</p>	

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E. Business continuity	Lack of clerk and RFO, for short-term (i.e. illness) and long-term reasons. And/or lack of chair and vice-chair at the same time	Ongoing parish council activity, such as regular meetings and related statutory requirements including setting a precept, funding both ongoing activities and one-off improvements, may be all be impeded; invoices for services, insurances, etc, may be left unpaid; income sources left 9th May 2023 - AGM	Parish council plan to cover essential activity of the clerk and RFO in the absence of THE postholder (see <i>Supplement, attached below</i>). Ensure maximum number of councillors are elected or appointed and appropriately trained, including for chairmanship skills. Annual AGAR process undertaken.	The clerk and members of the parish council.	Plan agreed by January 2023 meeting	

See below for Risk Assessment Supplement for Risk Area E.

RISK ASSESSMENT - SUPPLEMENT January 2023

Agreed 10th January 2023

Section E. Business Continuity: Plan for managing council business without a clerk for a significant period.

Parish council members each to be prepared to take over key functions if a clerk is not in place or absent for more than a fortnight.

A. Areas of Responsibility

(These are not necessarily exclusive & the focus should be only on urgent or essential tasks)

Key Function 1. Communication & Correspondence: Monitor the clerk's incoming e-mails, respond within 5 days to **urgent** Mosterton-specific queries from residents or from external individuals or organisations; non-urgent issues - within a fortnight

Key Function 2. Finance: Banking, record transactions in the cashbook (receipts and payments) and bring summary finance reports to the 6 annual regular meetings .

Key Function 3. Meetings: Booking of venue, setting agenda with the Chairperson, recording minutes, undertake the clerk's actions as appropriate.

B. Responsibility for Parish Council Amenities and Assets

The administration, condition, maintenance/repairs of the amenity/asset and its equipment:

1. Allotments – plot allocation/waiting list; maintenance of the leased allotments area
2. Play Area - field, play and exercise equipment and maintenance of the play area/field
3. Village Green – maintenance of the Green and riverside, the Ham stones and the gate
4. SIDs - Maintenance
5. Village Stone at the Cross - Maintenance
6. Any other parish council asset – maintenance

Risk Assessment Policy Review

Document finalised and approved: January 2023

Next Review: January 2025