FILKINS & BROUGHTON POGGS PARISH COUNCIL
RISK ASSESSMENT SCHEDULE

Definition of Risk Management is the threat that an event will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk (High, Medium, Low)
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required

MANAGEMENT

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review
Business Continuity	Parish Council not being able to continue its business due to an unexpected circumstance	L	All files and recent records are kept at Clerk's home. The Clerk makes a monthly backup of electronic files on hard drive and on One Drive. In the event to the Clerk being indisposed the Chairman to acquire backup. Scheme of Delegation is in place should the Council not be able to meet in person. Virtual meetings are now allowable if the Council cannot meet in person. Procedure in line with Data Risk Assessment 2026	Review when necessary. Ensure procedures are undertaken
Meeting Location	Adequacy Health & Safety	L	Meetings are held in Filkins Village Hall. The Clerk unlocks the building and the Parish Council lock the door when leaving. In the event of the Clerk being unavailable the Chair will obtain the key from the Clerk to gain access to the building. All the premises are considered adequate for the Clerk, Councillors and Public to attend meetings for a Health & Safety aspect.	Existing procedure adequate

Council Records (Paper)	Loss through theft, fire or damage	L	Archived papers are held in store in the village centre in a locked room. Current papers and any sensitive documents are held securely at the Clerk's home in a locked filing cabinet.	Damage or theft is unlikely. Provision adequate.
Council Records (Electronic)	Loss through damage, fire or corruption of computer	M	The Parish Councils electronic records are stored on the Council laptop held with the Clerk at her home. Backup of the files are taken at regular intervals and a copy of the hard drive is given to Chairman at each meeting and on One Drive	Existing procedure adequate
Website	Out of Date	M	Clerk and members ensure content is updated following each meeting. Content to be monitored.	Existing procedure adequate
FINANCE				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review**
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	M	Sound budgeting to underlie annual precept. The Parish Council receives regular budget update information at each meeting, including actual position and projected position to the end of the year. At the precept meeting in November the Council receives a projected budget for the following year which includes all proposed spending. The decision of the amount of precept is made at this meeting and written confirmation is sent to WODC by the Clerk. The Clerk informs the Council when monies are received.	Existing procedure adequate
Reporting & Auditing	Information communication	L	Financial information is a regular agenda item and is discussed, reviewed and approved at each meeting. The Finance working party will meet regularly to agree the audit questions throughout the year. Their findings will be reported at the next meeting.	Existing procedures adequate
Bank and banking	Inadequate checks	L	The Council has financial procedures in place which set out the requirements for internet	Existing procedures adequate.

			banking and reconciliation of accounts. Monthly reconciliation is carried out to check for bank errors.	Review financial procedures as necessary subject to advice from NALC and external audit.
Salaries & associated costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue	L	The Council has financial regulations which set out requirements and procedures. All salary payments are approved at the meetings.	Existing procedure adequate.
Financial Controls and Records - Employees	Inadequate checks Fraud by Staff	L	List of payments presented to the Parish Council by the Clerk at each meeting for approval. Two signatories on authorisation. Internal and external audit. Financial expenditure must be resolved and minuted before commitment. Finance committee will meet at regular intervals to agree expenditure. Requirements of Insurance adhered to with regard to fraud.	Existing procedures adequate
Freedom of Information Act	Provision of Policy	L L	The Council has the model publication scheme for Local Councils in place. This has been published on the village website and charges clearly stated. Necessary action is taken by the Council. The Council is aware that if a substantial request was received it would create a number of additional hours work. The Council can request a fee to supplement the extra hours. FOI policy is available on the website	Monitor any requests made under FOI
Data protection	Policy Provision		GDPR & privacy policy is available online. The Council is registered with ICO	Ensure annual renewal of registration
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement	Existing procedure adequate. Review provision and compliance annually
	Actions undertaken	L	Clerk should be provided with reference books, training and access to assistance and legal advice	

	Clerk paid incorrectly	L	The Clerk invoices the Parish Council monthly for the set hours. Wages are agreed annually and expenses incurred through the month are claimed monthly. Payroll is controlled by an outside body	
Election Costs	Risk of Election Costs	M	Risk is higher in an election year. There are no measures that can be adopted to minimise the risk of having a contested election. Sufficient reserves should be held to meet the cost.	Include in financial statement when setting precept for election year
VAT	Reclaiming	L	Clerk is responsible for reclaiming VAT in the following financial year.	Existing procedures adequate
Annual Return	Submit within the time limit	L	Annual return is completed and posted online within the prescribed time frame by the RFO. Annual Return completed and signed by the Council, submitted to the Internal Auditor for completion and signing.	Existing procedures adequate
ASSETS				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review**
Assets	Damage/theft	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Insurance is reviewed annually in May.	Existing procedures adequate
Grounds Equipment	Damage/theft	L	All items kept in locked shed.	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Council are reviewed regularly and maintained. All repairs and relevant expenditure for any repair and maintenance is actioned/authorised in accordance with the correct procedures of the Council. Assets are insured. RoSPA inspect the playground annually.	Existing procedures adequate Ensure RoSPA report is carried out annually.
Notice Boards	Risk of damage	L	The Council currently has two notice boards. No formal inspection procedures are in place,	Existing procedures adequate

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review
			but any reports of damage are reported to the Council and dealt with.	
LIABILITY				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review**
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Council to be resolved at full Council meetings and clearly minuted.	Existing procedures adequate. Monitor on a regular basis
Minutes/Agendas/Statutory documents	Accuracy and legality Non compliance with statutory requirements	L L	Minutes and agendas are produced in the prescribed manner by the Clerk and adhere to legal requirements. Minutes are approved and signed at the next meeting. Draft minutes are published on the website within 30 days of the meeting. Agendas are displayed according to legal requirements. Business conducted at Parish Council meetings should be managed by the Chairman or in their absence Vice Chairman.	Existing procedures adequate Clerk has access to adequate training Members to adhere to Code of Conduct
Public Liability	Risk to third party, property or individuals	M	Insurance is in place.	Existing procedures adequate
Employer Liability	Non compliance with employment law	L	Insurance is in place.	Existing procedures adequate
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Parish Council always receives and approves Minutes at meetings. Documentation kept under control of Clerk	Existing procedures adequate Existing procedures adequate Existing procedures adequate
COUNCILORS' PROPRIETY				
Subject	**Risk(s) Identified**	**H/M/L**	**Management/Control of Risk**	**Review**
Members Interests	Conflict of Interest Register of Members Interests	M L	Councillors have a duty to declare any interest at the start of the meeting Register of Members Interests to be held by Clerk and updated as required	Existing procedures adequate Members to take responsibility to update

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ITEM	FREQUENCY	LAST REVIEWED	COMMENTS/ACTIONS
Parish Council Insurance including: • Public and Employers Liability • Money and Fidelity Guarantee • Personal Accident	Annually	May 2026	Policy received and reviewed by Finance Committee
Assets Inspection	Annually	April 2026	
Financial Matters • Banking Arrangements • Insurance Providers • VAT return completed • Budget agreed, monitored and reported – Finance Committee • Precept requested • Payments approval procedure • Full updated annual accounts approved by Parish Council • Clerks salary reviewed and documented • Internal Audit • External Audit	 As required Annually Annually 6 monthly Annually As required Annually Annually Annually Annually	 July 2024 May 2026 March 2026 November 2025 Dec 2024 July 2024 May 2026 November 2025 May 2025 2025	
ITEM	**FREQUENCY**	**LAST REVIEWED**	**COMMENTS/ACTIONS**

Administration • Minutes properly numbered • Asset register available/updated • Financial Regulations reviewed • Backups taken of computer records	 Ongoing Ongoing Bi-Annually Monthly	 2025 2025 May 2026 May 2026	
Employers Responsibilities • Contract of employment in place Clerk	 Ongoing	 Nov 2023	
Members Responsibilities • Code of Conduct adopted • Register of Interests completed and updated • Register of gifts/hospitality • Declarations of interest minuted	 Ongoing Ongoing Ongoing Ongoing	 June 2023 May 2024 May 2024 As required	

The Information given above was agreed at the meeting May 2026 and will be agreed annually at the Parish Council Meeting of Filkins & Broughton Poggs Parish Council as being a correct record.

Signed:
Chairman Dated 6 May 2026

Clerk Dated 6 May 2026