

HEWORTH WITHOUT PARISH COUNCIL - RISK MANAGEMENT

RISK ASSESSMENT MAY 2025

Area	Risk	Level	Controls (<i>bold indicates where work is needed</i>)	Responsibility	Timescale
Assets	Damage to or theft of physical assets land, buildings, contents, machinery,	M	The Council has a fully comprehensive insurance policy in place with Community Actions Suffolk / ANSVAR. The value of assets is increased annually by RPI. Up to date asset register and machinery list kept. All equipment is kept in a double locked garage, discreetly located by the community centre	Clerk / RFO	Annually
	Allotments - 14 plots	L	Regular checks to be carried out on the allotment area. Any issues noted to be raised at the next council meeting. Each allotment holder to have a signed tenancy. Payments to be made at the start of each (financial) year.	Clerk	Monthly
	Damage to Notice Boards and Benches	L	Monthly checks undertaken by Clerk. Clerk possesses emergency powers to deal with urgent repairs. Notice board provision considered by council on a monthly basis.	Clerk	Monthly
	Play equipment and street furniture	M	Play equipment is regularly inspected annually by RPII and quarterly by Playscheme who also keep it in good repair and weekly visual checks by clerk	Clerk	Ongoing
Finance	Loss of monies held in bank accounts	M	Account is with Barclays Bank only	RFO	Monthly
	Risk of consequential loss of income	M	Insurance cover in place. Files backed up regularly.	RFO	Annually
	Financial controls and records	M	Monthly reconciliation prepared by RFO. All online banking. Two signatory checks are required for the processing of any payment. Council agrees payments at monthly meetings, Process online by Clerk / RFO and either Chair or Deputy authorises payments as a second check - online, to allow payment to proceed. Wages figures checked by RFO, processed by Autella payment company and payslips and HMRC PAYE info are issued. Paid by Clerk / RFO along with all other online banking in the same format.	RFO/Chair / Chair / Deputy	Monthly

	Comply with Customs and Excise Regulations	H	Vat returns completed 6 monthly or when a significant amount around £1000 can be claimed. Internal auditor provides double check.	RFO/Internal Audit/Council	6 Monthly
	Budget Process	M	Parish Council consider detailed budget proposals in November and Precept by January. Expenditure and income to budget is compared and reported to council every month.	HWPC / RFO	Annually
Liability	Risk to third party, property or accident cover for employees and members accident cover for employees and members.	M	Heworth Without Parish Council has public liability insurance of £10,000,000 ANSVAR. It also has personal accident cover for employees and members. Employers Liability ANSVAR expires 31/5/2026. Employers Liability £10,000,000. Trees within the Playarea and Allotments are managed by HWPC - others within the Parish on Highways are managed by CYC. HWPC instruct a Tree Surgeon to conduct a 5 year inspection with an annual inspection for thoroughness. Visual checks by clerk / groundman. Trees are investigated when damage reported.	Clerk / Open Spaces	Annually
	Legal liability as consequence of asset ownership - playgrounds and Open Spaces	H	Public liability insurance in place. Weekly checks of play area, Quarterly Operational Inspections by Play Scheme and Annual RPII inspection all with written reports. Any works carried out are investigated first under Control of Contractors. Regular checks to be carried out in Stray Road Play Area for evidence of antisocial behaviour e.g. fire/drugs/vandalism and dog fouling etc Issues raised noted at next Council meeting with relevant authorities informed where necessary - Weekly visual checks by Councillors/Clerk	Clerk / Open Spaces	Ongoing
	Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party.	M	Included in insurance policy.	HWPC	Ongoing

Employer Liability	Comply with employment law	M	Clerk is MCIPD qualified and an Employment and business Lecturer. Clerk is member of YLCA and doing iLCA course. Council is also member of Yorkshire Local Councils Association	HWPC	Ongoing
	Comply with Inland Revenue requirements	M	Regular advice from HMRC and use of its website. Internal auditor carries out annual checks. External audit.	Clerk	Ongoing
	Safety of Staff	M	Groundsman is a lone worker, so reports to Clerk by mobile. Risk Assessments are in place for groundsman. Clerk works from home, there are no council offices. Accident and Near Miss records in place	Clerk	Ongoing
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice is sought where necessary. Council is member of YLCA. For out of the ordinary expenditure clerk to identify power being used in the minutes.	Clerk	Ongoing
	Proper and timely reporting via the minutes	M	Council meets monthly and minutes are always circulated prior to them being approved at the next meeting. Minutes are made available via the website to Public and Press and copies can be obtained from clerk upon request. Each minute is identified by a unique number which also identifies the year it was written.	Clerk	Ongoing
	Proper document control	M	Original lease for Stray Road Playing field stored in office. Land registered at Land Registry. Documentation retained for six years or as guidance. Filed for HWCommunity Centre Land (Land only) to be registered with Land Registry - in hands of Solicitors - Ongoing May 2025.	Clerk	Ongoing
	Fidelity Guarantee	M	Insurance in place up to £100,000	Clerk	Ongoing
	Liable and slander/officials indemnity	M	Insurance in place up to £250,000	Clerk	Ongoing

Councillors Propriety	Register of Interests and Gift and Hospitality	H	Register of interest completed. To the best of the clerk's knowledge this is up to date and accurate. A copy is held by the Monitoring Officer of the CoYC. Not had any Gifts & Hospitality so far.	Clerk	Ongoing
	Policy in place		Register held by the Clerk and updated annually or when appropriate.	Clerk	Ongoing
	Equal Opportunities	H	Policy in place	Clerk	Ongoing
	Data Protection	H	GDPR Assessment in place, policy and controls adopted and reviewed when necessary. Clerk attended a course in Summer 2020 & Autumn 2025. CiLCA Qualified 2023	Clerk	Ongoing

To be reviewed May 2026