

## Loversall Parish Council Risk Assessment 2026

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

### FINANCIAL AND MANAGEMENT

Subject	Risk(s) indentified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	M	The Council has previously identified a historical risk to its ability to fund the appointment of a Clerk for sufficient hours to undertake the minimum requirements of the statutory role. It has implemented a strategy of gradual increase in the precept amount until such hours as necessary are funded. The Council receives budget update information at every meeting. At the precept-setting meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Doncaster Borough Council. The figure is submitted by the Clerk electronically. The Clerk informs the Council when the monies are received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial regulations when necessary

Bank and banking	Inadequate checks Banks mistakes	L  L	The Council has Financial Regulations which set out banking requirements Cheques must be signed by two of three authorised Councillors.  Reconciliation at every meeting	Existing procedure adequate Existing procedure adequate  Existing procedure adequate when all councillors are mandated to sign cheques
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Grants	Receipt of grant	L	Parish Council does not presently receive any regular grants.	Procedure would be formed, if required
Charges-rents receivable	Payment of rents	L	Parish Council does not presently receive any rents	Procedure would be formed, if required
Grants and support payable	Power to pay Authorisation of Council to pay	L	Parish Council does not presently pay any grants	Procedure would be formed, if required
Best value accountability	Work awarded Incorrectly. Overspend on services.	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate. Include when reviewing Financial regulations .

Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L  L	Salary payment is reported as part of the Finance report at each meeting along with hours worked.	Existing procedures adequate.
Employees	Fraud by staff  Health and safety	L  L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. The Clerk is not a signatory. The Chairman is not a co-signatory to cheques payable to the Clerk All employees to be provided adequate direction and safety equipment needed to undertake their roles	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out The requirements.	Existing procedures adequate
Annual Return	Submit within time limits	L	Annual return is submitted for approval to the Council and returned to external auditor in timely fashion. Internal auditor is approved by Council a a person with a suitable financial background	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements.	Existing procedures adequate.
	Business conduct	L	Business conducted at Council meetings should be managed by the Chair Standing orders are updated at Council meetings to comply	Members adhere to Code of Conduct

			with changing statutory requirements	
Members interests	Conflict of interests Register of members interests	L	Declarations of pecuniary and non pecuniary interest by members at outset of every Council meetings. Register of members interests forms reviewed and updated as necessary	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place	Existing procedure adequate. Insurance reviewed annually.
Data protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency	Ensure arrangements are in place to comply with GDPR
Freedom of Information	Policy Provision	L M	The Council has a Model Publication scheme in place. To date there has been no requests under FOI. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work.	Monitor any requests made under FOI
<b>PHYSICAL EQUIPMENT OR AREAS</b>				
Assets	Loss or damage Risk/damage to third party (ies) property	L L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate

Notice Board	Risk of damage	L	The Parish Council currently has one notice board. No formal inspection procedures are in place but any reports of damage are faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L	The Parish Council meeting is held in a venue used by the WI considered to have appropriate facilities for general public.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	M	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records. These are to be reviewed to comply with LPC data audit policy	Damage and theft is unlikely and so provision is adequate other than risk from fire
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L	The Parish Council electronic records are stored on the Clerk’s laptop held with the Clerk at his home. Back ups of electronic data is made at regular intervals. Parish Council laptop is to be purchased which will store only parish data. Privacy statement to be issued to parishioners and others as required by GDPR	Plans in place to improve existing procedures