



Gateforth Parish Council

RISK ASSESSMENT

DOCUMENT CONTROL

Approved: 13/03/23

Minutes Ref: 17581

Next Review: March '25

Version ID: RA.03.23

CONTENTS

RISK ASSESSMENT 3

RISK ASSESSMENT

The table below outlines the perceived risks for Gateforth Parish Council as at March 2023.

Service Area	Risk	Action
Insurance	Public Liability (Statutory)	Continue existing cover (£10M)
	Employers Liability (Statutory)	Continue existing cover (£10M)
	Money	Continue existing cover (£250K)
	Fidelity Guarantee	Continue existing cover (£150K)
	Property	Existing cover for outdoor assets (bus shelter, benches, bins) £3,291.90 All risks cover £5K (includes Defibrillator)
	Business interruption	Continue existing cover (£10K)
	Officials indemnity	Continue existing cover (£500K)
	Liber and Slander	Continue existing cover (£250K)
	Personal accident	Continue existing cover (£50K)
Staff and Payroll	Loss of data	Data also held by 3 rd party payroll provider. Council PC backed up regularly
	Loss of staff	Immediately advertise any vacancy. Use YLCA locum service if necessary
Administration	Payment arrangements	Budget minute recorded for each payment. Payments reported to Council. Cheques signed by 2 Councillors with stubs initialed
	Reconciliation	Carried out on receipt of Bank Statements
Precept/ Budget	Level of precept inadequate	Detailed budget considered before setting precept
	Inadequate performance monitoring	Finance report considered at each Council meeting
	Illegal expenditure	Use of General Power of Competence, and awareness of limitations.
	Revenue reserve	Monitor annually as part of budget process

Service Area	Risk	Action
	Excessive capital balance	Ensure expenditure is appropriately categorised Regularly review potential for capital projects.
Accounting	Non-compliant records kept	Continue to require adequate, complete and statutory financial records and accounts
	Non-compliance with statutory deadlines for the completion, approval, submission and advertising of Financial Return.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.
	Non-compliance with internal audit requirements	Appoint Internal Auditor and review annually
Contracts	Ensure continued value for money coupled with continuity of work	Appoint contractors in line with Financial Regulations
	Liability	Ensure contractors hold appropriate insurance
Village Green	Misuse/ illegal use of Green	Monitor activity and seek legal advice/ action where necessary
	Trees – loss of branches etc	Survey on a regular basis, and take action in accordance with advice
Bus Shelter	Problems of structure and surrounds	Quarterly inspections by Clerk
Defibrillator	Not working or damaged	Routine inspections (at least quarterly) by Clerk and Councillors
Electricity supply	Not working or damaged	Quarterly inspections by Clerk. Meter read quarterly by supplier.