

**BARKWAY PARISH COUNCIL  
RISK ASSESSMENT**

It is important that Barkway Parish Council has in place plans and procedures for the assessment and treatment of likely and foreseeable risks, which may from time to time face the Council and the community. Risk assessment is the first step in examining the conditions, activities and environment in which the Parish Council operates.

Identified risks should be recorded and the Parish Council should take steps to ensure that the risks are reduced or eliminated as far as is possible.

The plan below sets out the risks likely to face the Parish Council and, in turn, the community and the plans or procedures that are in place or need to be reviewed, devised and adopted to minimise the risks. The plan should be reviewed by the Parish Council on a half yearly basis.

<b>Financial and Management</b>					
<b>Subject</b>	<b>Initial Risk</b>	<b>Degree of Risk</b>	<b>Actions to Control Risk</b>	<b>Status</b>	<b>Degree of Residual Risk</b>
Business continuity	Parish Council not being able to function in the event of an unexpected disaster	Low	Parish Council to appoint person to devise business continuity plan	Parish Council to operate from still active Councillors' property with minimum quorum – temporary Councillors to be co-opted if necessary	Very low
Precept	a)Precept inadequate  b)Precept not applied for  c)Precept not received	a)Medium  b)Low  c)low	a)Precept is determined by producing regular budget control statements and amount requested is based on actual spend and estimated expenditure for the ensuing year b)Clerk to submit request to County Council c)Clerk to inform Parish Council when monies received	a)To be reviewed annually  b)Existing procedures adequate c)ditto	a) Low  b) Very low  c) Very low
Financial records	a)Inadequate records b)Financial irregularities	Low	The Parish Council has controls and procedures in place to ensure that requirements are met	Existing procedures adequate	Very low
Banking Cash	a)Inadequate checks b)Bank errors c)Loss of cheques/cash d)Unnecessary charges	Low	The Parish Council has controls and procedures in place to ensure that requirements are met	Existing procedures adequate	Very low

Reporting and auditing	a)Lack of information and communication  b)Compliance	Medium	a)A financial statement is produced at Parish Council meetings on a quarterly basis as an agenda item and is approved at the meeting b)internal audits to be carried out on a 6 monthly basis	Existing procedures adequate	Low
Costs and expenses Debts	a)Incorrect invoicing b)Cheques incorrect  c)Debts outstanding	Low	a)&b)All payments to be approved by Councillors at a meeting and all invoices to be checked and signed by the two authorised signatories who sign the cheques c)Any payment due to the Council to be obtained	Existing procedures adequate	Very low
Grants receivable	Non receipt of grants	Low	Receipt of one-off grants to be monitored by Councillor responsible for grants and Parish Clerk	Existing procedures adequate	Very low
Charges – Rentals payable	Non payment of rents/charges	Low	The Parish Council rents Barkway Village Hall from time to time. Invoices received to be dealt with under the existing system	Existing procedures adequate	Very low
Charges – Rentals receivable	a)Non receipt of rents  b)Insurance implication	a)Low  b)Medium	a)The Parish Council receives rent for the use of the Recreation Ground b)Insurance arrangements to be in place by users or covered by Parish Council's insurers in agreement with all parties	Existing procedures adequate	a)Very low  b)Low

<p>Work commissioned by Parish Council</p>	<p>a)Insufficient quotations obtained</p> <p>b)Work commissioned incorrectly</p> <p>c)Work goes over budget</p>	<p>a)Low</p> <p>b)Low</p> <p>c)Medium</p>	<p>a)Normal practice should require the Parish Council to obtain more than one quotation for any work. The Parish Councillor responsible for the project to check the quotations and research any problems and report to Parish Council</p> <p>b)&amp;c) Parish Councillor to manage the project effectively</p>	<p>Existing procedures adequate</p>	<p>a)Very low</p> <p>b)Very low</p> <p>c)Low</p>
<p>Remuneration and other costs</p>	<p>a)Remunerations calculated and paid incorrectly</p> <p>b)Tax and N I implications</p>	<p>Low</p>	<p>Barkway Parish Council has one regular employee, the Parish Clerk, although other people may be employed on an ad hoc basis. The Clerk's remuneration is reviewed annually and is based on industry remuneration scales. The Clerk's monthly fee is approved at each Council meeting</p> <p>b)Tax and N I matters are dealt with by the Clerk</p>	<p>Existing procedures adequate</p>	<p>Very low</p>

Councillors and employees	<p>a) Loss of key Councillors and contractors</p> <p>b) Fraud by Councillors and contractors</p> <p>c) Actions undertaken by Councillors and contractors</p>	Low	<p>a) This will be covered by the Business Continuity Plan</p> <p>b) Insurance requirements to be adhered to</p> <p>c) Adequate training to be arranged for Clerk and for Councillors to be provided with the necessary information for them to carry out their duties effectively</p>	<p>a) To be devised</p> <p>b) Existing procedures adequate</p> <p>c) Ongoing</p>	Very low
Election costs	Risk of an election cost	Medium	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the County Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled	Parish Council to set aside £2500.00 from precept	Low
VAT	Failure to maintain proper records and to reclaim VAT where appropriate	Low	The Parish Clerk reviews the position quarterly and makes a claim where necessary	Existing procedures adequate	Very low

Annual Accounts	Failure to submit within time limits	Low	The Annual Accounts are prepared by the Clerk and are completed and signed by the Council and submitted to the internal auditor for completion and signing and then checked and sent on to the External Auditor within the time limit	Existing procedures adequate	Very low
Legal powers	Illegal activity or payments	Low	All activity and payments within the powers of the Parish Council to be agreed and minuted at full Parish Council Meetings	Existing procedures adequate	Very low
Minutes/Agendas/Notices Statutory documents	a)Accuracy and legality  b)Business conduct	Low	a) Minutes and agenda are produced in the prescribed method by the Clerk and adhered to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements b)Business conducted at Council meetings is managed by the Chair	a)Existing procedures adequate  b)Councillors to adhere to Code of Conduct and Standing Orders	Very low

Members interests	a)Conflict of interest  b)Register of Members interests	a)Low  b)Medium	a)The declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda b)Register of Members Interest forms should be reviewed regularly by Councillors	a)Existing procedures adequate  b)Councillors take responsibility to update their forms and to be reminded at each Parish Council meeting	a)Very low  b)Low
Insurance	a)Inadequate cover b)Competitive costs	Medium	A review of insurance cover and premiums is carried out annually prior to renewal and at times of change of circumstances	Existing procedures to be reviewed	Low
Data Protection	Illegal usage of stored data	Low	Parish Council not registered	The need for registration to be discussed before 31 December 2010	Very low
Freedom of Information Act	Lack of policy and provision	Low/medium	Parish Council has not received request for information to date	Parish Council to be prepared to deal with requests for information and consider charging for work based on time involved in research	Very low
<b>Equipment and Areas</b>					
Assets	a)Loss or damage b)Risk/damage to third parties or their properties	Low	An annual review of assets is carried out in order to update insurance cover and to ensure that storage and maintenance of physical assets is maintained	Existing procedures adequate	Very low

<p>Maintenance of property for which the Parish Council is responsible eg Reading Room (<i>see section on meeting locations</i>), recreation ground and play equipment, pavilion, War Memorial, village pond, wagon wash (<i>see Water Features section below</i>)</p>	<p>a)Poor condition of property or amenities b)Potential loss of income c)Risk of injury or damage to third parties and/or their property d)Inadequate insurance cover e)Vandalism f)Security</p>	<p>Medium</p>	<p>All assets or property for which the Parish Council is responsible are regularly reviewed and maintained All repairs and relevant expenditure for these repairs are actioned/ authorised in accordance with the correct procedures of the Parish Council All assets &amp; property are insured and reviewed annually or when circumstances change All public amenity land is inspected regularly by the Parish Council or their advisers</p>	<p>Existing procedures to be reviewed  List of key holders for pavilion to be maintained</p>	<p>Low  Low</p>
<p>Notice boards</p>	<p>a)Risk/damage/injury to third parties b) Vandalism</p>	<p>a)Low b)Medium</p>	<p>Parish Council has three notice boards sited around the village. All locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk - any repairs or maintenance requirements brought to the attention of the Parish Council. Keys are held by the Parish Clerk and several Councillors</p>	<p>Existing procedures adequate</p>	<p>a)Very low b)Low</p>

Street furniture, signs, etc.	a)Risk/damage/injury to third parties b)Vandalism	a)Low  b)Medium	The Parish Council is responsible for two boundary signs, waymark signs, dog bins, various benches and the Parish map board	Existing procedures adequate	a)Very low  b)Low
Meeting location	a)Health & Safety  b)Security	a)Medium  b)Low	The Parish Council meets monthly in the Reading Room, Barkway. This room has been the subject of a project to bring it up to Health and Safety requirements in order for it to be used by the Council and public alike in a safe and comfortable way	a)Health and Safety inspection to be arranged  b)Entry system to be installed or locks to be changed. List of key holders to be created and maintained by Clerk and names to be advised to Police and insurance company	a)Low  b)Very low
Council records -paper	Loss through: Theft, fire, damage	Low	The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books and copies, legal documents, records, such as contractors, insurance, payments, etc.	Loss through theft or damage is unlikely. Consideration is being given to records being stored in a fireproof cabinet Any legal documents held will be copied and held at a separate location	Very low
Council records - electronic	Loss through: theft, fire, damage corruption of computer	Low/medium	The Parish Council's electronics records are stored on the Clerks computer	Back up procedures are being devised	Very low

Website	<p>a)Webmaster not being able to function</p> <p>b)Loss of passwords</p>	Low	<p>a)Webmaster and Parish Council Chairman are able to maintain website. Consideration should be given to a third Councillor/person being trained to maintain website</p> <p>b)Copy of all passwords used by barkway-village.co.uk to be kept by Clerk and Chairman</p>	<p>a)Existing procedures adequate</p> <p>To be reviewed</p> <p>b)Existing procedures adequate</p>	Very low
<b>Water Features</b>					
Village Pond	<p>a)Flooding</p> <p>b)Draining/Low water level</p> <p>c)Pond icing over during cold periods</p>	<p>a)Medium</p> <p>b)Low</p> <p>c)Medium</p>	<p>a)There is no over flow facility to the pond, any flooding would spill into street. However, historical water levels indicate there is very low risk of pond reaching capacity and overflowing. Water levels should be checked regularly, and if necessary pumped out</p> <p>b)Water levels should be monitored in dry periods to ensure adequate levels are maintained</p> <p>c)Warning signs to be installed including on jetty</p>	<p>Monitoring program to be devised</p> <p>c)Equipment to be purchased and installed</p>	<p>a)Low</p> <p>b)Very low</p> <p>c)Low</p> <p>d)Low</p>

	d)Risk/damage/injury/death to third parties or property	d)Medium	<p>d)Any maintenance work carried out to the structure of the pond must be conducted by professionally qualified and insured engineers</p> <p>Vegetation should be encouraged at manageable heights to reduce access to pond front by third parties.</p> <p>Jetty rails require to be raised to 1.2 metres to reduce risk of overbalancing and falling in. Current rail requires to be in filled with vertical rails to prevent infants passing between base and centre rail and into the water</p> <p>Kick boards required at each end of final jetty</p> <p>Step edge should be painted to highlight trip hazard.</p> <p>Anti slip surface should be replaced where missing.</p> <p>Life saving equipment (ring) required.</p>	<p>Advice from CMA to be sought on vegetation</p> <p>Jetty to be fully and properly modified to meet current safety requirements</p> <p>Equipment to be purchased and installed</p>	
Wagon Wash	<p>a)Flooding</p> <p>b)Draining / low water level</p>	<p>a)Low</p> <p>b)Low</p>	<p>a)Current overflow drain condition to be monitored</p> <p>Over flow drain to be cleared of debris and growth</p> <p>b)Non indigenous fish should be removed or relocated creating a situation that low water</p>	<p>a)Work to be carried out</p> <p>b)Fish to be moved</p>	<p>a)Very low</p> <p>b)Very low</p>

			<p>level is non critical</p> <p>Water level should be monitored regularly in dry periods until fish are removed</p> <p>Any maintenance work carried out to the structure of the pond must be conducted by professionally qualified and insured engineers</p>	<p>Work to be carried out</p>	
	c) Wagon Wash icing over during cold periods	c)Medium	c)Warning signs to be installed	Equipment to be purchased and installed	c)Low
	d)Risk/damage/injury/death to third parties or property	d)Medium	<p>c)Wall/kerb on overflow end should be cleared of all vegetation to make it clearly visible.</p> <p>Area above overflow drain should be free of all obstacles</p> <p>Disused bench should be removed, thereby reducing frequency of third parties need to access the area</p> <p>Vegetation should be encouraged to reduce access by third parties on the entrance slopes at each end</p> <p>Reflector posts should be installed at access slopes, to reduce risk of drive-ins</p>	<p>Third party asked to move obstructions</p> <p>Work to be carried out</p> <p>Advice from CMA to be sought</p> <p>Work to be carried out</p>	<p>d)Low</p>

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<b>Events</b>					
Bonfire on the « Rec »	a)Risk/damage/injury to third parties and/or property b)Potential loss of income c)Inadequate insurance cover	a)Medium  b)Low c)Medium	The Parish Council has controls and procedures in place to ensure that safety requirements are met	Procedures to be updated in the light of recent changes to health and safety issues	a)Low  b)Very low c)Low