

RISK ASSESSMENT

TINGEWICK PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT 2026

RISK	LEVEL	CONTROL
<u>Assets</u>		
Protection of physical assets	M	Buildings insured. Value increased annually by RPI.
Security of buildings, equipment etc	M	Pavilion securely locked.
Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis.
<u>Finance</u>		
Banking	M	The Parish Council holds no investments. Parish Councils funds are deposited in a High Street Bank. The Parish Council holds no funds over £85,000 and hence all funds are protected by the Financial Services Compensation Scheme.
Loss of cash through theft or dishonesty	L	Insured to a sum of £150,000
Financial controls and records	M	Monthly reconciliation prepared by the Clerk. Two signatories on cheques / online payments only made after approval at Council meetings. Internal and external audit.
Comply with VAT Regulations	L	The Parish Council makes no vatable supplies. All VAT due to the Parish Council is reclaimed at regular intervals by the Clerk.
Sound budgeting to underlying annual precept	M	The Parish Council receives a detailed budget in December/January. Precept derived directly from this. Expenditure against budget reported to Parish Council.
Complying with borrowing restrictions	L	The Parish Council has no borrowings.
<u>Legal Liability</u>		
Risk to third party, property or individuals	M	Insurance in place in the sum of £10,000,000.
Legal liability as consequence of asset ownership	H	Insurance in place. Checks undertaken in accordance with

		Asset Register & Maintenance Schedule.
<u>Employer Liability</u>		
Comply with Employment Law	M	Insurance in place. Clerk has a valid employment contract and the protection of the relevant legislation.
Comply with HMRC requirements	M	Clerk uses 'Basic PAYE Tools' provided by HMRC to ensure accurate calculations and reporting. Internal and external auditor carries out annual checks.
<u>Legal Liability</u>		
Ensuring activities are within legal powers	M	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
Proper and timely reporting via the Minutes	M	Parish Council meets monthly and receives and approves Minutes of meetings held in interim. Minutes made available to the public via the noticeboard and via the web site.
Proper document control	M	Leases and legal documents in Clerk's possession. Limited data storage which complies with the General Data Protection Regulation.
<u>Councillor Propriety</u>		
Compliance with Code of Conduct	M	Declarations of interest declared at each meeting.

This risk management paper was considered and approved by the Parish Council on 22nd April 2026 and will be reviewed again in 12 months.