

This document has been produced to enable Hadstock Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

### Financial

Subject	Risk(s) identified	H/M/L	Management/ Control of risk	Review/Action/Scope
Precept	Adequacy of precept Submission in time	L	Draft budget carefully prepared and discussed in detail before agreeing. Clerk to keep aware of relevant announcements and key dates. Receipt of payment should be April and September	1) Receipt of Precept is noted in the Parish Council Minutes.
Budget	Adequacy of budget Election costs Reserves	L	Budget report prepared for each Council meeting. Sufficient reserves to be held to meet election costs. Scribe accounting used	1) Members to notify the Clerk in good time of any likely changes in expenditure. 2) Reduce unbudgeted expenditure by better awareness of costs such as maintenance. 3) Successful grant funding is helpful during the year but not included in budget
Financial records	Inadequate records Irregularities	L	Clerk to update records regularly, and Chair to review them for anomalies or irregularities. Paper and electronic records kept. Councillor [which is rotated] confirms and signs bank reconciliation at each meeting Laptop backed up Use of Accounting programme commenced for 2023/24 accounting	1) Bank reconciliation undertaken monthly and presented to Council. Certified by use of Scribe 2) Financial report and budget monitoring presented and discussed and confirmed at every meeting 3) HPC use Scribe for accounting from April 2023. This is backed up by server
Financial loss	Fraud Mistakes/oversight Bank charges Inadequate financial control	L	As above, and Clerk to keep aware of relevant changes in regulations or bank charges. Annual internal audit and review with auditor. Payments only made by cheque. 2 signatories required Revised Financial Regulations of 2024 reviewed by Clerk RFO for adoption 2025 Good Councillors guide to Finance 2025 distributed	1) Fraud within this Parish Council is not a concern. 2) Since initial consideration of changing to Unity the performance of facility has been found to be less than satisfactory. HPC have few payments and every sensible step is undertaken to prevent a risk of any description
Reporting and auditing	Communication to Council Information to auditor Annual Return in time	L	Financial Report submitted to each Council meeting. Clerk to meet with Internal Auditor in good time to prepare end of year accounts, and to circulate these to Council Members in time for them to examine them and approve the Annual Return at a Meeting.	1) On target to meet reporting and for the public to exercise their rights of inspection 2) Anticipated External audit via AGAR will be required at additional cost
Grants /Donations from Hadstock Parish Council			Allocated in budget	Updated during 2022/23 with grant policy and application form for approval by HPC

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Contracts	Competitive quotes Poorly specified contracts Overspend	L	Clerk to monitor expenditure on grass cutting and any one-off contracts. Clerk maintains copies of all contracts and associated correspondence.	<ol style="list-style-type: none"> <li>1) Competitive quotes to be obtained where practicable.</li> <li>2) Members to ensure Clerk has copies of all relevant documentation.</li> <li>3) Acceptance of quotes and verification of work prior to payment</li> <li>4) A proforma letter was presented to Councillors which combined [3] above, which can be adapted to suit. This will allow for work to be clearly defined prior to commencement and completed satisfactorily before payment, Clerk to use discretion in use of letter. RESOLVED 18/03/21c/d</li> <li>5) Insure Resolved decisions and following actions are informed to the Clerk to enable confirmation to be sent to contractor</li> <li>6) Contracts over £30,000 need to follow tender process as described in Standing &amp; Financial orders</li> </ol>
Pay & Taxes	Timely payments to HMRC	L	Payroll service to send salary and PAYE details to Clerk and Chair each month before payment is made. Financial regs allow Clerk to authorise HMRC payments and seek 2 signatories if required	<ol style="list-style-type: none"> <li>1) Late receipt of cheque for payment has not occurred in the current financial year.</li> <li>2) Steps have been taken to ensure cheque is prepared and therefore posted in good time</li> </ol>
VAT	Correct & timely reclaims	L	Reclaim to be made minimum once per year, or when amount reaches £200. HMRC allows claims to be made up to 3 years in arrears. Claims only VAT invoices/ receipts made out to Parish Council or councillor c/o Parish Council authorised by Clerk/RFO	<ol style="list-style-type: none"> <li>1) VAT claim from 2023/24 submitted and</li> <li>2) VAT reclaim received</li> <li>3) TO DATE JUST OVER £2100 check amount TO BE RECLAIMED 31/03/2025</li> </ol>
Insurance	Adequacy Competitive price	L	Clerk to review cover and premium annually and whenever there is a change in the Council's assets or liabilities. There is a choice in the market but in practice this is a limited market as it is a specialist area. *	<ol style="list-style-type: none"> <li>1) Review undertaken by Council &amp; Clerk all risk covered. To review asset, list some items likely to be removed from Recreation Ground with additions</li> <li>2) Addition of Monkey Challenge wall did not alter policy</li> <li>3) Reviewed for 2024 and fixed 3 year term undertaken</li> <li>4) HPC must be mindful of new equipment being installed balance of old and new</li> </ol>

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Banking	Security Telephone/online banking is available to Councils	M	Governed by Financial Regulations. Payment by cheque only. No petty cash. No telephone or online banking. Telephone/online banking is available to Councils but Hadstock Parish Council has resolved to continue with cheques	1) 2 signatories required with adequate signatories 2) Councillors do not sign cheques for their own repayment of expenses 3) The clerk/RFO has authority to seek information but not as a cheque signatory

Subject	Risk(s) identified	H/M/L	Management/ Control of risk	Review/Action/Scope
Emergency expenditure	Inadequate provision in Financial Regulations	M	Clerk can authorise expenditure up to £2000. Revised 2025 Delegation in place for Clerk/RFO	1) Reviewed Financial Regulations. 2025 2) Delegation where necessary is reported in minutes having been RESOLVED by the Council 3) Delegation by Standing & Financial orders no additional action required

#### Management

Subject	Risk(s) identified	H/M/L	Management/ Control of risk	Review/Action/Scope
Records	Loss of paper records Loss of electronic data	L	Records now on Council computer Regular backup to memory stick. GDPR Policy adopted	1) Clerk has given Chair copy of passwords in sealed envelope 2) Privacy Policy FOI and GDPR regulations adhered to. 3) No FOI's during year 2024/25 4) Passwords to be changed (routinely advised for security)

Subject	Risk(s) identified	H/M/L	Management/ Control of risk	Review/Action/Scope
Minutes, agendas, notices	Meet statutory requirements Accuracy Publication	L	Clerk responsible for issuing notices according to statutory requirements. Clerk to remain aware of statutory requirements and act as necessary.	<ol style="list-style-type: none"> <li>1) Clerk and Chair have key to notice board for publication of documents</li> <li>2) Web site runs smoothly with no admin concerns</li> <li>3) As a Parish Council with expenditure/income above £25000 a web site is a non-statutory requirement under the Transparency code for smaller authorities but is required for publication of financial records. The key difference re the website is that it is now not a responsibility of HPC and we could operate via another non HPC 'owned' website</li> <li>4) Council has a web coordinator</li> </ol>
Clerk	No disciplinary procedure Cover during absences Loss of clerk	L	Disciplinary procedure in Clerk's employment contract. Disciplinary panel to be constituted if and when required and advice sought from NALC or UDC legal officer.  Notify all necessary parties of absence.	<ol style="list-style-type: none"> <li>1) Hadstock Parish Council do not currently have a specific Policy to be reviewed. <b>Still needs to be actioned</b></li> <li>2) CLERK/RFO has successfully completed and passed CILCA qualification</li> <li>3) <b>Clerk/RFO Review</b></li> </ol>

#### Parish Land & Equipment

Subject	Risk(s) identified	H/M/L	Management/ Control of risk	Review/Action/Scope
Parish Land	Public liability	L	Adequate insurance cover.  Annual inspection and report. Regular checks of possible issues.	<ol style="list-style-type: none"> <li>1) Tree Policy was adopted <b>RESOLVED 18/06/16.00</b></li> <li>2) Reports are minuted.</li> <li>3) Cllrs report monthly. Recent tree work carried out on Recreation Ground. Parish Land /recreation ground project being undertaken <b>under Sustainable Hadstock under direction of HPC</b></li> <li>4) Tree inspection due October 2023 <b>recommended to HPC for 2025</b></li> <li>5) <b>Council will undertake tree survey accompanied by individual with some expertise</b></li> </ol>

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Recreation Ground	Safety of equipment Maintenance of equipment	M	Annual inspection and report on playground equipment by registered professional.	1) Play equipment is inspected visually each month and the report and actions within the minutes at each meeting 2) Hadstock Parish Council have recently appointed a contractor who will carry out routine safety and maintenance checks on the Recreation Ground. <b>REQUEST TO IAN BLACKMAN</b> 3) Additional Councillor will undertake informal routine inspections and report to HPC on a monthly basis. 4) <b>Annual Playground Inspection due APRIL 2025. NEW INSPECTOR TO BE APPOINTED</b>
Public footpaths & Len's Path	Public Liability Safety of volunteers using equipment	L	Risk Assessment and H & S documents held by Councillor responsible.  Len's Path leased to Hadstock Parish Council with responsibility for maintenance and insurance.	1) Maintenance of bridges, steps etc. as required. 2) Clerk to advise on Council's responsibility. 3) <b>Inspection of Parish land carried out in 2019 report presented to Council and in minutes INSPECTION REQUIRED</b> 4) Annual inspection of public footpaths was delayed due to pandemic but has now been progressed as minuted in May 2021 meeting. Split into 5 areas (one for each Councillor to undertake <b>TO UNDERTAKE IN 2025</b> ) 5) Members of the public often report repairs required to footpath bridges and steps work undertaken by Volunteers. Materials paid for by HPC. Annual walked inspection to be carried out spring summer 2023 weather permitting 6) Lens path vegetation included in grass cutting contract
Gang mowers	Theft Unable to cut churchyard Inadequate maintenance End of life replacement Risk of maneuvering along roads Local person will carry out repairs and maintenance	L   M M  <b>M</b>	<b>The Council owns 1 gang mower, left in the open during the cutting season.</b> <b>Annual inspection and maintenance.</b>	<b>1) Inform Neighbourhood Watch. Use social media</b>  <b>2) Budget process</b>  <b>3) Maintenance and servicing person.</b> <b>4) The gang mowers are near the end of use. This has been discussed by HPC. Increased risk to M. Will need to review November 2023 at budget setting.</b> <b>5) THIS IS BEING REVIEWED AS PART OF BUDGET PROCESS 2024/25</b>

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Strimmers etc.	Theft Inadequate maintenance End of life replacement	M	The Council has 2 strimmers 1 Stored in KN shed. And 1 stored in Grass cutters shed Fuel to be removed before storage Council Member to be responsible for ensuring necessary maintenance.	1) We have Improved storage security and for ease of access
Notice Board	Damage	L	Nothing specific.	1) Clerk finds key very difficult to operate 2) Still the case but chair kindly places notices as required
Defibrillator	Vandalism Failure/ battery replacement	L	Nominated responsible member. Inspection and maintenance according to Community Heartbeat Trust guidelines.	1) No notification of use 2024/25 2) Training of use to be arranged in 2024 with 2 courses well attended. 3) Councillor Wells remains as responsible councillor and checks undertaken monthly and minuted 4) No vandalism or use reported in last year 5) Cut and keep notification to be placed in Magazine, Hadstock Info and noticeboard 2025.
Telephone Box	Vandalism Damage caused by road traffic accident.	M	Nothing specific.	1) No damage has occurred within the year 2) This is a listed asset 3) Area around box trimmed to make accessible and safe 4) Cllr Wells cleaned and tied during 2024 to ensure defibrillator has ease of access with an additional shelf. 5) Phone box is due for repairing. [still outstanding] Will require substantial remedial work prior to painting

#### Regulation & Compliance

Subject	Risk(s) identified	H/M/L	Management/ Control of risk	Review/Action/Scope
Legal powers	Illegal activities Illegal decisions	L	Clerk has undertaken training. Clerk to keep aware of changes to legislation and advise members. General Power of Competence reduces risk.	1) Clerk CiLCA qualified in May 2023. Following elections GPC was confirmed and adopted as all councillors were elected

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Notice Board	Damage	L	Nothing specific.	1. Clerk finds key very difficult to operate Still the case but chair kindly places notices as required

Data protection	Compliance with statutory requirements Registration lapsed Members' compliance	L	Council registered with data Protection Registrar, renewed annually. [Currently no need for individual members to be registered.]	1) Renewal due August annually 2) Audit compliance with legislation. [Registering only is not enough.] 3) Continually assessed and monitored
GDPR	Parish Council as a body Councillors and Clerk individually responsible	L	Policy was prepared and adopted. However, the Council's affairs are sufficiently simple and can be controlled with low risk. All Councillors now have a separate Gmail address for parish use Fines are 4% of 'turnover'	1) Clerk followed advice from LCPAS and NALCover steps for compliance 2) Councillors aware of their responsibilities Councillors have dedicated email addresses for Council business 3) Clerk given delegated powers to oversee regulations/policies required and act as necessary 4) Policy is on web site 5) Updated on email 6) Separate risk assessment May 2018 7) No breach or request related to data received to date 2025.
Health & safety	Clerk Council meetings Volunteers	L	Nothing specific.	1) Public liability insurance 2) HPC has a proforma assessment as required. 3) Volunteers advised a risk assessment needs to be presented to Clerk prior to action 4) Continual evaluation 5) <b>Consideration of employees H&amp;S and working conditions</b>
Freedom of Information	No policy No procedure to comply with requests	L	Publication scheme available on website. The Council's affairs are transparent and well documented within meeting minutes that if there was a request this could be handled in a timely manner with advice from ICO, UDC's legal officer or NALC if required	1) Publication scheme available on the website this gives direction for all information HPC would hold.

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Notice Board	Damage	L	Nothing specific.	3) Clerk finds key very difficult to operate 1) Still the case but chair kindly places notices as required
Pensions	Compliance with new Workplace Pension legislation	L	Dependent on circumstances of Clerk	1) Clerk obtained advice. 2) Declaration of compliance submitted March 2020(as required by June 2020) no further action required Declaration to be reviewed in 2023. 3) Clerk/RFO confirmed status as required in 2023 4) <b>To be reviewed 2027</b>
Transparency Code	Compliance with new legislation	L	Clerk has been on training course. Grant received from EALC.	1) Compliancy achieved through the year in line with Transparency code but Income increased to over 25,000 2) Cllr Lockton appointed as website coordinator 3) Since website upgraded new accessibility requirements will come into force in October 2024 <b>2025 Clerk/RFO has sought advice from website provider who suggests costs to comply against need and use of website would be out weighed which has been minuted.</b>

Reviewed & approved 19 May 2019 **RESOLVED 19/05/14**

Risk Assessment Schedule amended by Clerk /RFO  
Hadstock Parish Council noted via email due to Legislation  
Reviewed by Internal Audit 20 June 2020

Risk Assessment Schedule amended by Clerk /RFO  
Hadstock Parish Council noted via email due to Legislation  
Reviewed by Internal Audit 03 June 2021

Reviewed & approved 07 July 2022. **RESOLVED 22/07/25**

Risk Assessment Schedule amended by Clerk /RFO April 2023  
Reviewed & approved 18 May 2023. **RESOLVED 23/05/15c**

Risk Assessment Schedule amended by Clerk /RFO March 2024  
Reviewed & approved 07 March 2024  
Reviewed & approved ..... 2025