WEST HALTON AND COLEBY RISK ASSESSMENT 2026-2027

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	L	To determine the precept amount required, the Council regularly receives budget update information monthly. At the precept 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 maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from North Lincolnshire Council. The figure is submitted by the Clerk in writing. 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
Bank and banking	Inadequate Checks Bank mistakes	L	Monthly reconciliation Reported at each Parish Council meeting	Existing procedure adequate

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
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	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	The Chair and Vice Chair are responsible for allocating Clerks salary which is approved by Parish Council.	Exisiting procedure adequate.
Annual Return	Submit within time limits	L	Annual Return is completed and submitted with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	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.	Existing procedures adequate
Minutes/agendas/ Notices Statutory	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the	Existing procedures adequate.

Documents`	Business conduct	L	legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Members adhere to Code of Conduct
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of members interests forms reviewed regularly.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.
Special Events	Generic risk assessment may not be sufficient to cover special event	M	Council to review each special event (e.g. Field Carol Service, Act of Remembrance etc and where required review and write event specific risk assessment for sign off	Review event specifics and drawn up exclusive risk assessment ahead of event
PHYSICAL EQUIPMENT OR AREAS				
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	Existing procedures adequate

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			correct procedures of the Parish Council. Assets are insured.	
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	 L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records. The documents are stored in a lockable cabinet.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	 L M	The Parish Council electronic records are stored on the Council laptop held with the Clerk at her home.	Existing procedures considered adequate
Football Pitch playing area	Long grass – danger of slipping Line Marks Goal posts Football nets – tripping/ tangling	L L L	The Parish Council has insurance to cover all activities taking place on the village field. Each individual football team has its own insurance cover to cover their players. Long grass – ensure grass is cut regularly to suitable length Line marks – utilise only approved football marking paint Goal Posts – regular asset inspections to ensure that posts are not damaged/broken/ no sharp edges etc Football nets – ensure nets pegged down securely at all times. Regular inspections to ensure no loose nets/fraying edges	Existing procedure adequate. Continuous monitoring throughout the year – policy review not limited to annual review

Signed *Trevor Davey* Position CHAIR Date 13th July 2026