

## Parish Council Risk Assessment – BEESTON REGIS PC.

### Notes

**“The greatest risk facing the parish council is not being able to deliver the activity or services expected of the Council.”**

This document has been produced to enable the Beeston Regis Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

### APPENDIX A

FINANCIAL AND MANAGEMENT				
Topic	Risk	H/M/L	Management/control of risk	Review/Assess/Revise
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	There is a plan in place. i.e. contact Norfolk Association of Local Councils or Norfolk Parish Training & Support for sudden loss of Clerk	Review plan when necessary
Precept	Adequacy of precept	L	At the Precept meeting the Parish Council receives a budget update report, including actual position and projected position to end the 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 the District Council. This figure is submitted by the Clerk in writing to the District Council. The Clerk informs Council when the monies are received (approx April & September).	Existing procedure adequate
	Requirements not submitted to District Council	L		
	Amount not received by District Council	L		
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
Bank and Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.  The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election.

			arrive, these are dealt with immediately by informing the bank and awaiting their correction.	Monitor the bank statements monthly. Maintain three signatories of which any two to sign
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked within 3 banking days. There is no petty cash or float.	Existing procedure adequate. Review the Financial Regulations when necessary.
Reporting and Auditing	Information communication	L	Bank Statements checked monthly. Bank Balances announced under Finance each month and original Bank Statement attested by Chairman or other Councillor not being a signatory	Existing communication procedures adequate.
	Compliance	M	Council should regularly audit internally to comply with the Fidelity Guarantee.	Council annually to appoint a Councillor Auditor for Fidelity Compliance.
Direct costs Overhead expenses Debts	Goods not supplied but billed	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Incorrect invoicing	L	At each Council meeting the list of invoices awaiting approval is distributed to Councillors, and considered.	
	Loss of stock		The Council has no stock.	
	Unpaid invoices	L L	Unpaid invoices to the Council are pursued and where possible, payment is obtained in advance.	
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, and listed accordingly if a payment is made using the General Power of Competence.	Existing procedure adequate.
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Charges – rentals payable	Payments of charges, leases, rentals	L	The Parish Council does not lease or rent.	Existing procedure adequate.
Charges – rentals receivable	Receipt of rental	L	The PC does not receive any rents.	
	Insurance implication		N/A	
Best value Accountability	Work awarded incorrectly	L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a	Existing procedure adequate. Include when reviewing Financial Regulations.
	Overspend on services	M		

			problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	
Salaries and associated costs	Salary paid incorrectly Wrong hours paid Wrong rate paid	L L L	The Parish Council authorises the appointment of all employees. Salary rates are assessed annually and applied on 1 April each year. BRPC pays according to National Joint Council scales	Existing appointment and payment system is adequate.
Employees	Loss of key personnel  Fraud by staff  Actions undertaken by staff  Health & Safety	L  L  L  L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. The staff should be provided with adequate direction.	Existing procedure adequate.  Purchase revised books. Membership of the Norfolk ALC. Monitor working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are allocated to Parish Councillors	No procedure required
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District 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.	Existing procedure adequate
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate
Annual Return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked. Parish Councils with a turnover of less than £25,000 can be exempt from External Audit . BRPC reviews this annually.	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	All matters minuted and approved.
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality   Business conduct	L   L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate. Guidance/training to Chair should be given (if required).  Members to adhere to Code of Conduct.

Members interests	Conflict of interest	L	Although not a requirement, 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.	Existing procedure adequate.
	Register of Members interests	M	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register.
Insurance	Adequacy	L	An annual review is undertaken before the time of the policy renewal of all insurance arrangements in place.	Existing procedure adequate.
	Cost	L	Employers and Employee liability insurance is a necessity and must be paid for.	Review insurance provision annually.
	Compliance Fidelity Guarantee	L M	Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Review of compliance. Review Fidelity Guarantee
General Data Protection Regulations	Policy Provision	L	The Council is registered with the Data Protection Agency The Council has a robust policy in place to comply with Current Data Protection rules	Ensure annual review of registration and rules
Freedom of Information Act	Policy  Provision of information Under Act	L  M	The Council has a model publication scheme for Local Councils in place. There have been no requests for information to date but the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the F of I Act.

## APPENDIX B GENERAL

All assets owned by the Parish Council 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 are insured and reviewed annually.

All land & assets are inspected regularly by parish councillors and clerk.

A record must be kept of all the required inspections when carried out by the Councillors and clerk.

<b>HEALTH &amp; SAFETY RISK ASSESSMENTS PHYSICAL ASSETS OR WORK</b>				
<b>ASSET or WORK</b>	<b>HAZARD AND PERSONS LIKELY TO BE AT RISK</b>	<b>H/M/L</b>	<b>MANAGEMENT/CONTROL OF RISK</b>	<b>REQUIRED ACTION TO REDUCE RISK</b>
Bus Shelters (2),	Injury from damaged shelter Everyone	L	The bus shelters on the A149 are inspected and cleaned regularly by the Clerk who will, in the event of any damage, take action to reduce risk of injury and report to the Chair	Existing procedure adequate.
Seats at Bus stops Including seat in brick shelter.(6)	Injury from damaged seats Everyone	L	The seat in the Bus shelter on south side of A149 and the seat adjacent to the bus shelter on north side of A149 are inspected regularly by the Clerk who will in the event of damage take action to reduce risk of injury and report to the Chair as above Free standing seats of A149 on south/north sides at Beeston Regis Holiday Park and on south/north sides at Church Close inspected every 6 months	Existing procedure adequate. Ensure inspections carried out.
Village Sign and integral seat	Injury from damaged sign or seat Everyone	L	Sign and seat to be inspected every 6 months	Existing procedure adequate
Seats at Britons Lane (2)	Injury from damaged seats Everyone	L	Seats to be inspected every 6 months	Existing procedure adequate
Notice boards (4)	Injury from damaged notice boards Everyone	L	Clerk to inspect when putting up notices and to take necessary action to repair damage	Existing procedure adequate.
Street Lighting (58) Owned by the Parish	Injury from damaged lampposts and lights Everyone	L	Regular maintenance of the street lighting is dealt with by Contractors TT Jones who are advised of any faults or damage reported to the Clerk by anyone. Commencing from April 2020 the lampposts and lighting will be inspected every 6 years in accordance with current Regulations.	Existing procedure adequate.
Street Lighting (6) Owned by Norfolk	Injury from damaged lampposts and lights	L	Regular maintenance of the street lighting is dealt with by Contractors appointed by the NCC who are advised of any	Existing procedure adequate

County Council(NCC)	Everyone		faults or damage reported to the Clerk by anyone. The lampposts and lighting are inspected every 6 years in accordance with current Regulations.	
Trees and Shrubs on land on Britons Lane	Injury from falling branches Everyone	L	Trees and shrubs to be inspected annually. Major cutting back in accordance with the Wildlife and Countryside Acts	Existing procedure adequate
Hedges at Daisy Green	Injury from overhanging growth Everyone	M	Hedge to be inspected at regular intervals and any remedial action needed is undertaken immediately. Major cutting back in accordance with the Wildlife and Countryside Acts	Existing procedure adequate
Picnic Bench and Seat at Daisy Green	Injury from damaged bench or seats Everyone	L	Picnic bench and seat to be inspected every 6 months	Existing procedure adequate
Hand rail and footpath at Daisy Green access to Beeston Common	Injury from damage to hand rail and tripping hazard Everyone	L/M	Hand Rail and footpath to be inspected every 6 months	Existing procedure adequate
Dog waste bins and Posts(5)	Injury from damaged dog waste bins and posts Everyone	L	North Norfolk District Council (NNDC)operatives to report any damage to Clerk who will take necessary action to rectify. Inspection by Parish every 6 months	Existing procedure adequate
	Injury or illness from handling waste. NNDC operatives	L	Dog waste bins owned by Beeston Regis Parish Council are emptied by operatives employed by NNDC the cost of which is passed to the Parish Council The Risk Assessment and waste handling is their responsibility.	
Sand & Grit Bins (2)	Injury from damaged sand and grit bins Everyone	L	Inspection to be carried out every 6 months	Existing procedure adequate.
Defibrillator and Decommissioned BT telephone Box.	Injury from damage to BT telephone box Everyone	L	The defibrillator and cabinet are inspected and tested weekly	
Vehicle Speed Activated sign (VAS)	Injury from damaged sign and post Everyone	L	The VAS is moved to a different location every 4 weeks by a nominated Councillor who will report any damage to the Clerk who will take the appropriate action. The Councillor will be responsible for his own risk assessment of the procedures in moving the sign and will advise the Clerk if there are any matters of concern	Existing procedure adequate
Council Meeting location	Risks of tripping and slipping Councillors, and other attendees	L M	The Parish Council Meetings are held at the Scout HQ The premises and the facilities are considered to be adequate for the Clerk, Councillors and others who attend from Health and Safety and comfort aspects. There are adequate fire escapes. All electric appliances are PAT tested in accordance with current rules. See Note below	Existing procedure adequate.
Council Litter Picking	Injury, slipping and	M	All participants to work in teams, wear Hi-viz jackets. Use	Existing procedure adequate

	tripping ,road safety All Councillors, Clerk and volunteers		gloves and a litter picking device. Any industrial, hazardous, contaminated waste or 'fly-tipped' material to be left in situ and reported to the Clerk who will advise the appropriate authority.	
Bus shelter cleaning	Injury ,slipping and tripping Clerk	M	In carrying out his duties the Clerk will only use normal domestic hand tools and cleaning materials in accordance with their instructions for use. The Clerk will report to the Chair should any 'sharps' be found. These must be removed under supervision of the Clerk who will arrange disposal in accordance with published regulations. The removal of any graffiti which cannot be cleaned by the use of domestic cleaners must be removed by specialist contractors.	Existing procedure adequate
Parish Clerk	Office within domestic residence. Normal Hazards. Employee	L	Clerk to advise the Chairman of the Parish Council of any perceived risks to his health and safety in his working environment. An independent annual Portable Appliance Test will be carried out annually at the Council's expense in accordance with current regulations.	Existing procedure adequate
Council records – paper	Loss through: theft fire and waterdamage	L M L	The Parish Council records are stored at the Clerk's house. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc.	Damage (apart from fire and water) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	LM	The Parish Council's electronic records are stored on the Clerks computer. Back-ups of the files are taken at regular intervals.	CD back-up of electronic files produced each meeting and given to Chairman.

**NOTE Parish Meetings** In the event of the West Runton Scout Headquarters are not available or fit for purpose the meetings of the Parish Council will be held at the Sheringham Community Centre , Holway Road , Sheringham NR26 8NP This will be subject to the Community Centre Hirer/User and General Information Manual approved by Sheringham Town Council March 2023

**Grass Cutting in the Parish.** The responsibility for this is devolved to the Parish Council under a contract by the Norfolk County Council. The work is carried out on behalf of the Parish Council by a contractor appointed who is solely responsible for Risk Assessment and Insurance.

**Maintenance of certain PROW footpaths within in the Parish .** This is devolved to the Parish Council under a contract with the Norfolk County Council The work is carried out on behalf of the Parish Council by a contractor appointed who is solely responsible for Risk Assessment and Insurance.

Reviewed July 2021

Reviewed December 2023