

Ansford Parish Council – Risk Assessment 2026

A 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.

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

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) identified	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 (monthly) budget update information. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year. 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 demanded from Somerset Council. The figure is submitted by the RFO in writing.	Existing procedures ensure that an accurate Precept is requested.
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements. The Council engages an independent and competent Internal Auditor to check the records.	Regular review of Financial Regulations undertaken. Existing procedures meet requirements.
Bank and banking	Lack of control over banking / procedures / checks	L	The Council has Financial Regulations which set out banking requirements, including Monthly bank reconciliation, to be checked and signed off by someone other than the RFO	Existing procedures ensure that banking controls are followed.
Reporting	Reporting	L	Financial reporting is a quarterly agenda item at	Relevant procedures in

and auditing	Information communication		minimum (normally monthly). Members have the opportunity to discuss, question, review financial matters during the regular Parish Council meeting.	place.
Grants	Receipt of grants	L	Grant applications/procedures are followed, and decisions shared with members as and when relevant.	Relevant procedures in place
Grants and support payable	Authorisation of Council to pay	L	All such expenditure must adhere to the Council's process of approval, be minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedures meet requirements.
Best value accountability	Work awarded incorrectly.	L	Financial Regulations followed. Quotations/estimates obtained where required. Financial controls to be undertaken and monitored.	Existing procedure adequate.
	Overspend on services.	M	Procurement procedures to be followed. Regular monitoring of the budget spend to date.	Procedures are included in Financial Regulations.
Salaries and assoc. costs	Salary paid incorrectly.	L	Contract of Employment in place for all employees. All payments are reported to the Council. Annual review of salaries to be undertaken before Annual Precept is set.	Existing procedures cover all Risks.
	Unpaid Tax/NI to Inland Revenue.	L	HM Revenue and Customs REAL TIME procedures followed for NI and PAYE. Annual returns completed online within the required timescale. Competent Internal Auditor engaged.	HM Revenue and Customs controls and checks
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered	Existing procedures meet

	Health and safety	L	<p>to with regards to fraud. Finance reports presented to Council. End of Year information reported. Internal and external audit controls.</p> <p>All employees to be provided adequate direction and safety equipment needed to undertake their roles</p>	<p>requirements.</p> <p>Regular monitoring of health and safety requirements Employment insurance cover monitored annually.</p>
VAT	Reclaiming/charging	L	<p>The Council has Financial Regulations which set out the procedures to be followed. Reporting to council of VAT recovered.</p>	Existing procedures meet requirements
External Audit Annual Return	Submit financial documentation as required within time limits	L	<p>External Audit Annual Return completed and signed by the Council within the prescribed timelines. The RFO to ensure that further requests from the External Auditor are responded to promptly and reported to the Full Council.</p>	Existing procedures meet requirements
Legal Powers	Illegal activity or payments	L	<p>All activity and payments within the powers of the Parish Council to be resolved/approved at full Council Meetings. Control presented through monthly finance reports</p>	Existing procedures meet requirements
Minutes/ agendas/ Notices Statutory Documents`	Accuracy and legality relating to official business documentation Business conduct	L L	<p>Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are consecutively numbered with each individual page initialled by the chair and the final page signed and dated by the chair.</p> <p>Agenda displayed on website and noticeboard according to legal requirements.</p>	Existing procedures meet legal requirements. Members adhere to Code of Conduct

		L	Business conducted at Council meetings should be managed by the Chair	
Members interests	Conflict of interests	L	Declarations of interest by members at Council meetings.	Existing procedures adequate.
	Register of members interests	M	Register of members interests' forms reviewed regularly and passed on to the local authority. Clerk to ensure that Somerset Council has upload to the website.	Members take responsibility to update register when required.
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements to include: <ul style="list-style-type: none"> • Employers and Employee liabilities • Fidelity • Public Liability • Assets and Equipment 	Existing procedure adequate. Insurance reviewed annually.
	Cost	L		
	Compliance	L		
	Fidelity Guarantee	L		
Data protection	Policy provision	L	The Parish Council is registered with the Data Protection Agency	Ensure annual renewal of registration
Freedom of Information	Policy Provision	L	The Council has a Model Publication scheme in place. Fees for information should be based on time management in obtaining such information.	Monitor any requests made under FOI
		M		
PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage Risk/damage to third party(ies) property.	L	An annual review of assets is undertaken for insurance provision	Existing procedures meet requirements
Maintenance	Poor performance of	L	All assets owned by the Parish Council are regularly	Existing procedures meet

	assets or amenities. Risk to health and safety to the public.		inspected, reviewed, and maintained. All repairs and relevant expenditure relating to repairs are actioned / authorised in accordance with the correct procedures of the Parish Council. Reported faults/damage are dealt with promptly under the Clerk's delegated responsibilities. Assets are insured.	requirements
Noticeboards	Risk of damage	L	The Parish Council currently has five noticeboards, these are visited by members regularly. Faults and dealt with in accordance with Council procedures.	Existing procedures meet requirements
Meeting locations	Adequacy Health & Safety	L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public. The venue is compliant with Disability Laws.	Venue meets requirements.
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk & RFO. Records include historical correspondences, minutes, insurance policy and information, bank records, policies, data protection records, Member's declaration of interests. All documents are kept secure in a large waterproof box.	Damage (apart from fire) and theft is unlikely and so provision meets the expected requirements.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L	The Parish Council electronic records are stored on a cloud drive.	Existing procedures meet requirements

Approved at the Parish Council Meeting held on 13th may 2026