Charsfield Parish Council Risk Assessment **For the period 29/09/2025-28/09/2026**

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 Charsfield Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Subject	**Risk(s) identified**	**Low, Medium, High**	**Management/control of Risk**	**Review/Assess/Revise**
FINANCIAL AND MANAGEMENT				
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. 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 Suffolk Coastal District Council. The figure is submitted by the Clerk in writing. The Clerk informs the Council when the monies are received.	There is now a Budget Sub Committee.
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial regulations when necessary/annually

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Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements Monthly reconciliation by Clerk	Existing procedure adequate 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
Charges-rents receivable and payable	Payment of rents	L	The Parish Council does not presently receive or pay any rents.	Procedure would be formed if required
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
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 L	Clerks salary to be minuted at each meeting	Existing procedure adequate

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Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate
Annual Return	Submit within time limits	L	Employers Annual Return is completed and submitted online 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 unless the Council is exempt from a limited assurance review.	Ensure the Clerk is capable of fulfilling the duties and in a timely fashion
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, including reference to the power used under the Finance section of agenda and Finance report monthly.	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements.	Existing procedures adequate. Ensure the Clerk is capable of fulfilling the duties

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			Business conducted at Council meetings should be managed by the Chair	Members adhere to the Suffolk 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.
Data protection	security	L	The Parish Council is registered with the Information Commissioner's Office (ICO)	The Parish Council complies with the 8 principals of the Data Protection Act.
Compliance with the requirements for GDPR	See Internal Register of Processing Activities and lawful Basis for Processing Data		See Internal Register of Processing Activities and Lawful Basis for Processing Data	Existing Procedures adequate
Freedom of Information	Policy Provision	L M	To date there has been no requests under FOI. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours	Monitor any requests made under FOI
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	Existing procedures adequate

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			expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	
Notice Board	Risk of damage Risk to Health	L	The Parish Council currently has one notice board. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council. Suitable action taken as appropriate	Existing procedures adequate
Village Hall	Risk of damage Risk of personal injury Risk to Health	L	The village hall is maintained by a Management Committee who report back to the Parish Council as necessary. The Committee also undertake the necessary risk assessment, action works identified, and require appropriate action of hall users. Adequate insurance cover is maintained by the Parish Council	Existing procedures adequate
Village bench	Risk of damage Risk to Health	L	Inspected and maintained by volunteer Suitable action taken as appropriate	Existing procedures adequate
Fido Bins	Risk of damage Risk to Health	L	Inspected and maintained by volunteer Suitable action taken as appropriate	Existing procedures adequate
Village Sign	Risk of damage Risk to Health	L	No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance with the correct procedures of the Council.	Existing procedures adequate

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			Suitable action taken as appropriate	
Telephone Kiosk	Risk of damage Risk to Health	L	No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance with the correct procedures of the Council. Suitable action taken as appropriate	Existing procedures adequate
Defibrillator	Risk of damage Risk to Health	L	Inspected and maintained by volunteer Suitable action taken as appropriate	Existing procedures adequate
Speed Indicator Device (SID)	Risk of damage Risk of theft Risk of personal injury	L M L	SID to be positioned only in situations identified to minimise risk (consider vandalism, collisions, wide vehicles, junctions etc) The SID to be securely attached to a fixed object The siting of the SID to take account of risk to motorists and pedestrians using approved Community SpeedWatch locations The re-siting of the SID to be undertaken by a volunteer, preferably in daylight and when traffic volumes are low. The efficacy and condition of the SID to be regularly monitored by a volunteer. Appropriate maintenance to be undertaken. The location of any monitoring and subsequent maintenance undertaken should be such that it does not cause risk to the operative. The weight	Existing Procedures adequate

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			and bulk of the SID should be taken into account before attempting manual handling. Re-charging of the battery should only be undertaken in dry conditions, following good practice. (If the carriageway has to be entered Hi Viz clothing to be worn). Adequate insurance cover is maintained by the Parish Council	
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 historic Parish Council records are stored in a locked cupboard in the Village Hall. Current records are stored at the home of the Clerk.	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 Parish Council laptop held by the Clerk at her home. Backups of everything is held on Microsoft One Drive.	Existing procedures considered adequate

Reviewed at Parish Council Meeting **29th September 2025, Minute 8.1**