RISK ASSESSMENT June 2026

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify 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 Tongham 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	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept for the Council to carry out its Statutory duties	L	An annual budget is prepared considering planned spending and including a contingency amount. Quarterly Variance reports are reviewed	Existing procedure adequate.
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
Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking requirements Monthly Financial Statement approved at the relevant meeting BACS payments are authorised by Finance chair and full records kept. The Clerk is aware of how to access the bank details should the Finance Chair be incapacitated.	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. Annual internal and external audits take place.	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	Payment of rents	L	The Parish Council collects Allotment rents in April each year. Allotment holders have agreements, and rental charges are reviewed regularly (latest review in April 2026).	Existing procedure adequate
Grants and section 137 payments	Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, is minuted and listed accordingly if a payment is made using S137 powers of expenditure. The TPC grants policy is published on the Parish website.	Existing procedure adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, where 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. Unpaid pension	L	Clerk's salary administered by the Finance Chair. HMRC payments by Direct Debit. Payroll outsourced to Mulberry Services.	Existing procedures adequate.
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	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, 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 manner 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. Business conducted at Council meetings is managed by the Chairperson.	Existing procedures adequate. Members adhere to Code of Conduct
Members interests	Conflict of interests Register of members interests	L L	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. Adequate public liability insurance is included.	Existing procedure adequate. Insurance reviewed annually. Current contract to end June 2026. At that point, it will be reviewed.
Data protection	Policy provision	L	Conduct regular data audits, review data protection/privacy policy. Provide training for councillors. All council data is stored securely in the Cloud. Website accessibility check run annually. A data audit is completed annually.	Existing procedures adequate.
Freedom of Information	Policy Provision	L M	To date there have been no requests under FOI. The Parish Council is aware that if a substantial request came in it could create several additional hours work. The Parish Council can request a fee to supplement the extra hours.	Monitor any requests made under FOI

Staffing	Resignation/ill health of Clerk	M	In the event of the incapacity or departure of the clerk, all paperwork is readily available stored in the cloud – DROPBOX the Finance Chair has access. All password and access information is also stored in the cloud - DROPBOX	Existing procedures considered adequate
Loss of Chairman	Resignation of Chairman	L	A Vice chairman is routinely elected and would become Chair in the event of the Chairman's resignation or incapacity.	Existing procedures considered adequate
Assets	Loss or damage Risk/damage to third party property	L L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate 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 correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate
Notice Boards	Risk of damage	L	The Parish Council currently has three locked notice boards. 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. The Clerk ensures that out of date notices are promptly removed and agendas etc. are displayed as required.	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the public.	Existing procedures adequate Existing procedures adequate
Council records – paper	Loss through: Theft Fire Damage	 L M L	The Parish Council historical records are stored at the Parish Office in the community centre. Archives are stored in the attic. Current and recent paperwork is all stored electronically in the cloud – DROPBOX. Both the clerk and the Finance Chair have access.	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	The Parish Council electronic records are stored in the cloud – DROPBOX. No records are stored directly on the parish laptop. The parish laptop is used by the clerk and is stored at the clerk's home.	Existing procedures considered adequate
Badge of office	Loss through theft, fire.	L	Covered by annual insurance. The Chain of Office is kept in a locked safe by the Chairman at the Chairmans home.	Existing procedures considered adequate
Asset Maintenance	Damage & wear and tear of assets	M	Playground & Gym equipment inspected monthly and subject to Annual ROSPA inspections.	Existing procedures considered adequate

Review Date: May 2027