Ickleton Parish Council Risk Assessment February 2024

Risk	Minimisation	Comments
Non-financial		
Damage/harm to public on property belonging to the Council or using assets owned/controlled by the Council. Property includes benches, Coploe Pit, churchyard and wall, cemetery chapel, cemetery, recreation ground including play area and war memorial.	Visual check weekly of play area by T Pavelin. Maintenance & tidying. Users for example sports clubs, fete, litter picking must have their own risk assessments in place which includes minimising risk to participants, the public and adjacent properties. Wicksteed annual inspection of play area and skate park. Annual inspection of all assets.	Problems are reported back following maintenance and regular monitoring. Representatives of the organisations involved must report any problems encountered so that appropriate action can be taken. Sporting fixtures are not covered by Parish Council public liability insurance.
Flooding	Sandbags kept and maintained by Lewis Duke.	Sandbags deployed by residents with experience if SCDC/Environment Agency are not available.
Damage/harm caused by or to sub-contractors.	Ensure sub-contractors have adequate insurance (where appropriate) and experience of job and undergo suitable training for example manual handling. Any incidents to be reported to the Clerk.	Gallagher (our insurance brokers) aware that we use sub-contractors.
Health and safety problems affecting employees/sub-contractors.	Regular reviews to monitor health and safety risks. Any issues to be reported to the Chairman at once or at the next meeting (whichever appropriate) – action to be recorded in the minutes. Parish Clerk assessment of job and working environment in essentially domestic setting raises no particular risks.	
Emergency Situations For example flood/Storm/Cold weather/Fire etc impacting on the community.	Produce with SCDC an Emergency Plan which as well as highlighting what to do and how to respond will highlight any actions required to minimise risk.	Last reviewed in September 2022.
Lone working	Mobile phones should be on person & accessible at all times (Parish Clerk/Contractors). Let	Parish Clerk will put in writing to contractors.

		<u> </u>
	responsible people know	
	where you are working and	
	expected time of return.	
Parish Council meetings	No particular risk in Village	At least one Parish Councillor
	Hall.	is a first aider. A mobile phone
	First Aid kit in Village Hall	to be available at all PC
	kitchen and defibrillator by	Meetings (Clerk to check).
	main entrance.	g: (1 1 1 1)
Footway lighting	Footway lighting has safety	The Clerk reports any
1 Joens y Harrening	implications for	problems with lights to the
	pedestrians/motorists.	appropriate Authority.
	Ickleton has for its size good	appropriate Authority.
	coverage for footway lighting.	
Ashastas		Inspections to date of all
Asbestos	Assessment before any	Inspections to date of all
	repairs/works are	Parish Council properties have
	commenced.	not revealed any asbestos.
Financial		
Inadequate experience/	Training courses or seminars	Many of the Councillors have
incompetence of Council	as appropriate.	extensive experience either in
		council, professional, business
		or other fields. The Parish
		Council is a member of
		CAPALC, whose
		communications are circulated
		electronically to all members.
Conflict of interest	All interests relating to	
	planning & other Council	
	decisions/discussions to be	
	disclosed and minuted.	
Regulatory non-compliance	Internal and external audit.	Clerk (Responsible Financial
, s s p p		Officer) regularly checks for
		compliance with all
		relevant regulations.
Audit of accounts	Monthly reporting including	Results of annual audit are
Addit of accounts		recorded in minutes and
	bank positions (recorded in	
	the minutes).	publicised.
	Council review budget	
	quarterly. Precept adoption by	
	full Council.	
	Internal audit by unconnected	
	qualified auditor (appointed by	
	Parish Council and recorded in	
	the minutes).	
	External auditors PFK	
	Littlejohn.	
Financial irregularities -	All income reported and	Number of cheque
Funds unavailable due to	expenditure are approved at	transactions limited. All
Clerk's mismanagement	monthly council meetings.	transactions and bank
and/or fraud.	Online banking for virtually all	balances are monitored and
	transactions reduces risk of	minuted monthly by
	extractive fraud. Payments out	Responsible Financial Officer
	Extractive fraud. Fayineitts out	veshousing Linguitial Officei

	are authorised by two Councillors who can perform spot checks at any time. Two nominated Councillors sign all cheques.	(the Clerk). There is no petty cash.
HM Revenue & Customs PAYE and VAT irregularities	Detailed financial records kept. VAT claims submitted twice a year. PAYE outsourced.	
Accounting risk - inappropriate or improper financial policies	Internal and external audit	Regular internal & external audits have indicated no substantial issues in the last 10+ years. Continue Audit promptly at year-end.
Document retention	Relevant documents retained and filed by Parish Clerk.	Documents shredded before disposal.
Document loss	Documents normally held by other Authorities/bodies. Unique documents (Burial Books) should be duplicated and stored elsewhere.	Copy of Burial Books on village website.
Computer failure Virus/hacker	Parish Clerk & Village website have conventional anti-virus software. Backup is essential and is achieved with the use of One Drive. The website is considered low risk and routinely checked by website manager and additional precautions do not seem appropriate.	Parish Council's operations are heavily dependent on computers. Keep website security under review.
Icene village magazine/website Libel/suing issues	For Icene the editor backed up by proofreading by Councillor T Sadler before Publication. Website is to be regularly monitored to remove any content that may be construed as inappropriate or defamatory. Insurance cover for such risks under Libel & Slander section.	Based on previous experience, this should prevent these issues arising.

As a prudent Parish Council whilst trying to minimise the risks above, we also maintain public liability insurance, and financial and management insurance cover with Gallagher. This is reviewed annually.