

All Saints Parish Council

RISK ASSESSMENT REPORT – Revised May 2025

Approved at Council Meeting on 6 May 2025 Minute (AM22/25 f.)

“....the greatest risk facing a local authority is not being able to deliver the activity or service expected of the Council by the public....”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the premises or practices. Based on the recorded assessment, the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces in the provision of its statutory obligations as a “Smaller Authority” and to satisfy itself that it has taken adequate steps to minimise them. In creating this report, the following steps were undertaken;

- Identify areas to be reviewed
- Identify what the potential risk might be
- Evaluate the management and control of that risk and record all findings
- Regularly review, assess, and revise this report as required.
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ITEM / SUBJECT	RISK PROBABILITY	RISK CONTROL	DATE REVIEWED
PHYSICAL RISKS			
Village Hall (this is not an ASPC asset, however the PC meetings with the Public in attendance are held in the VH).	Low	Insurance, including Public Liability Cover, arranged by All Saints and District Village Hall Committee together with maintenance and repair of the building.	Confirmation of renewal for insurance cover received from Village Hall Committee Q3/2024. Maintenance and repair undertaken by Village Hall Committee on a regular basis.
Pavilion / Rec. Field (This is not an ASPC asset, however it does lease these facilities from Salisbury Diocese for public events).	Medium	Insurance provided by Parish Council. Significant maintenance improvement has been undertaken during 2024/25 to improve the condition of the building, and this will continue for 2025/26.	Indemnity Cover in place until May 2025. EICR Certificate renewed April 2024.

Benches on Pavilion field	Low	These are owned and maintained as required by ASPC.	Three picnic benches acquired in 2022 and situated at Recreation Field.
Parish Notice Boards	Low	Visual inspection by Clerk who would report any defects. Key to locked section held by Clerk. Further replacements are required and planned for 2025/6	Noticeboards for Alston and Smallridge Lane, were installed in May 2024. Further replacements due in 2025/6.
Footpaths and signage associated with.	Low	Parish benefits from volunteer footpath wardens who works in co-operation with Devon County Council via P3 scheme. Significant improvements were made during 2024/5 and a programme of further improvements for 2025/6 are planned	Annual review January 2025 to February 2025 when P3 survey and grant application completed and submitted. Please note the Grant from DCC for 2024/5 still not received.
Trees (in the sports & recreation field leased from the Diocese)	Low	Checked and maintained on a regular basis by volunteer Tree Warden.	Two additional trees planted in 23/24. Diocese opposed to any further tree planting.
Street lighting	Low	Maintained and insured by Devon County Council. Maintenance and repair contract with Electricity Contractor. Any damage / faults to be reported to Clerk on published contact number.	Ongoing
Street Signage	Low	Some place signage is owned by the Parish council. Clerk undertakes annual inspection and is notified of any defects if they arise. DCC responsible for Highways and other signage.	Annual Inspection completed March 2024. Ongoing checks. Some cleaning required by DCC and others by Parish Lengths man. Two 30mh signs need replacing. DCC aware.

War Memorial (Church)	Low	Covered by Parochial Church Council insurance policy. Maintenance undertaken by volunteers.	No review necessary as no direct Council responsibility. Ongoing
Parish Council Assets	Low	Annual review of assets required by Clerk. Regular publication of Asset register by RFO as part of internal financial controls	Annual review completed (May) each year. Ongoing publication of Asset Register on website. Review completed in March 2025 for Annual Accounts).
Defibrillator	Medium	Located at Village Hall. Unfortunately, during 2024/25 this was stolen / not returned but was quickly replaced. Now has tracker fitted.	Checked by Clerk and nominated representative weekly, monthly and annually for battery and pad expiry, readiness for deployment.
Meeting Venue for Parish Council	Low	Meetings take place in Village Hall and occasionally in Pavilion. Clerk has seen both insurance policies. Maintenance of ASVH as detailed above	Existing procedure adequate. RFO to review external policies as appropriate
Council's paper records	Low	Parish Council records are stored at the Clerk's office address. Archive / non-statutory materials are stored in sealed plastic containers and recent / statutory records are kept in lockable metal filing cabinet (Clerks own).	Damage (aside from fire) is unlikely. Property has smoke fire alarm in room files are kept. Most information is held on computer which regularly backed up.
Councils electronic records	Low	Parish Council "soft" records are stored on the Clerk's laptop. Back-up of the data is undertaken monthly, and PC is protected by up to date Anti-Virus software.	Files are backed up regularly. Existing procedures are considered adequate.

Clerk's Working Environment	Low	The Clerk or Proper Officer works from home office and thus is aware of their own risks in that environment. As an employer, the Parish Council has an obligation to consider H&S aspects of the work.	ASPC does have a H&S policy which incorporates home working and lone working sections. Existing arrangements are considered adequate.
FINANCIAL RISKS			
Non-negotiable Money Negotiable Cash/Uncrossed cheques held at Clerk's home	Low	Covered by Parish Council insurance policy up to £250,000 The Parish Council does not hold any Petty Cash and in the normal business of the council, the only monies received are by way of direct payments into the Council's bank account from other higher local authorities, or by way of crossed cheque remittances which the RFO would bank as soon as is practicable. Subject to Internal Financial Control as per adopted Financial Regulations	Council Insurance Policy covers such items and is reviewed annually. Cover runs from 1/6 to 31/5 annually. Existing procedures considered adequate.
Financial Records	Low	The Council's financial records and bank documents are kept in accordance with Council's paper records (as above)	Existing procedures considered adequate
Financial Regulations	Low	Council has adopted a set of Financial regulations which are available to the public and which are regularly reviewed by full council.	Annual review. Resolution to adopt in May each year at Annual Meeting
Public & Employers Liability	Low	Covered by Parish Council insurance policy (see attached).	Renewal due May 2025, and cover amended re: new recreation area risks.
Libel and Slander and other Litigation	Medium	Covered by Parish Council insurance policy for council business but excess is very high and does not cover spurious or frivolous claims. Councillors	Renewal due May 2025. Councillors aware of rules pertaining to Libel and Slander whilst acting as members of

		advised of discretion in the course of their participation at meetings and in correspondence.	Council. LTN30 was be considered and reviewed at AM May 2024.
Legal Expenses	Low	Covered by Parish Council insurance policy	Renewal due May 2025
Legal Documents	Low	Parish Council has none. Signed lease document for field from Diocese Solrs. held here.	Copy of signed Lease document for Pavilion and field held on computer.
Precept	Low	To determine the precept demand necessary for the financial year, the Council meets to discuss its forthcoming budgetary needs. RFO provides all relevant data. A formal resolution of Council is then sought to support the submission of Precept Demand in writing to the Billing Authority (EDDC) within the timescales allowed. Clerk informs council when monies received from Billing Authority – 2 instalments, usually APR and SEP.	Budget / Precept discussions scheduled November-December each year for approval at Jan PC meeting. Precept for 2025/26 completed and submitted to EDDC in Jan 2025. Precept for FY25/26 is £17,000. Existing procedures considered adequate
Bank Account & Banking	Low	Council has adopted financial regulations which cover aspects of this risk. RFO is responsible to provide regular reconciliations to Council to be verified as per the regulations. RFO also checks bank statements for accuracy upon receipt and reports any anomalies to Council.	Existing procedures considered adequate New banking mandates applied for to reflect departing and incoming Cllrs as required.
Loss of Bank Signatories	Medium	Council has 4 bank signatories. Council is in accordance with its obligations.	Existing procedures considered inadequate

Reporting and Auditing	Low	<p>RFO regularly provides financial reports and monitors and bank reconciliations to Council as part of internal financial controls.</p> <p>Internal Auditor also verifies these controls independently. Compliance with these regulations affords cover under insured Fidelity Guarantee.</p>	<p>Existing procedures considered adequate, Financial Regs. are reviewed annually</p> <p>Internal Auditor reports at least annually and is reappointed annually.</p> <p>Annual Return and Governance Statement completed annually and Entered into public domain.</p>
Council Expenditure	Low	All Council Expenditure must be supported by relevant documentation and covered by existing Financial Regulations or by a minuted resolution of Council.	Existing procedures considered adequate.
Grants payable and/or receivable.	Low	<p>All Grants made by the Council must be in accordance with the adopted Grant Application Policy.</p> <p>The Clerk / RFO will conform with all necessary legislation and requirements of any organisations from which the Council seeks Grant Funding in order to support the business of the Council.</p>	<p>Existing procedures considered adequate.</p> <p>Grant Application Policy is reviewed annually.</p>
VAT	Low	<p>RFO keeps financial records of VAT paid on expenditure in relation to Council business.</p> <p>A VAT reclaim in accordance with Financial Regulations is regularly made. VAT refund paid into bank account upon</p>	<p>Subject to annual review of Financial Regs.</p> <p>VAT reclaim made in accordance with HMRC requirements.</p>

		receipt.	
Election Costs	Low	Risk is HIGH in an election year, but risk still exists as current legislation allows for a bye-election in the event of a casual vacancy on the council. RFO can obtain indicative costs from the District Council of such an event and a suitable amount can be precepted each year and then ring-fenced in specific reserves to cover such costs if and when they arise.	As part of precept discussions and with a small earmarked reserve already identified, and given the overall level of reserves, no further need for earmarked funds was required for such an event.
PAYE / NI; payment of	Low	RFO makes the necessary payments to HMRC as per the calculations of the desktop software provided by HMRC for this purpose. Financial records of all payments made are kept in accordance requirements and an annual return is also made, which generates an official HMRC personal statement for each employee which can be used to reconcile all other records.	Existing procedures considered adequate
Internal Auditor	Low	Internal Auditor (IA) is appointed by way of a resolved engagement at Council, reviewed annually. Internal Auditor is supplied with all necessary records by the RFO and IA completes and signs relevant section on Annual Return.	Paul Russell was appointed in February 2024 for the Financial Year 2023/4 and has been retained for 2024/25.
Annual Return	Low	Annual Return is completed within legislative timeframes and according to ASPC Standing Orders and Financial Regs. This is then submitted to Internal Auditor for their completion and signature and then signed by RFO and Chairman and submitted to External Auditor within time limits, and subject to	Existing procedures considered adequate. Council qualified for External Audit exemption for 2023/24 financial year and will do for 2024/25. Exemption qualification for year end 31/3/2025

		provisions of Public Exhibition legislation.	now confirmed. AGAR2 required,
Insurance	Medium	Annual review of insurance is undertaken prior to renewal date and all statutory insurances are included. RFO to ensure that Council is never uninsured. Policy also includes suitable Fidelity Insurance.	Insurance renewed 1 st June 2024. Long term agreement active until 1 st June 2027.
Members Allowances	Low	Members are entitled to draw an allowance at rates set by EDDC. Currently, no members draw this allowance, however a formal resolution is required each year to support this position.	RFO to ensure that May AGM 2025 includes a suitable agenda item to formalise arrangement. Similarly, matter of Chairman's Allowance.
Loss of Key Personnel	Medium	Clerk / RFO is the only employee and relatively new, and the Council is aware of the risks involved in the event of sickness / absence / suspension / resignation etc. and the impact this would have on Councils financial position.	No specific reserves exist to cover this situation i.e. Locum costs. Councillors could provide short term cover, and currently one is a qualified accountant.
Business Continuity	Medium	All Saints Parish Council does not have a specific Business Continuity Plan in place currently. In the event of catastrophic / tragic events, no plan exists to respond / ensure the onward operation of the Council.	The recent COVID 19 pandemic proved that even without a dedicated Business Continuity Plan the Parish Council managed to function and meet its obligations successfully. Council to consider this further in 2025/26.
Contracts	Low	The necessary procedures for the advertising, tendering & awarding of contracts at each level of financial exposure are detailed in the adopted Financial Regulations of ASPC.	Review annually. Existing procedures considered adequate.

ASPC Major Policy Documents	Low	<p>These are regularly monitored by the Clerk.</p> <p>Reviewed by Internal Auditor each year.</p>	All major policy documents are reviewed annually. Next due at May 2025 PC meeting or at an EM Policy meeting, called for the single purpose, i.e. Policy Review.
MANAGEMENT RISKS			
Councillors / Members	Low	<p>If a casual vacancy arose, the Council would still effectively be quorate until the casual vacancy was filled. Same applies to 2 casual vacancies simultaneously.</p> <p>However, if more than 2 casual vacancies existed at the same time, then EDDC would invoke their legal powers to appoint members and ensure continuity of legislative process / conformance.</p>	<p>Existing procedures considered adequate.</p> <p>There are 4 co-opted members and 1 elected member currently on the Council.</p> <p>Council's request for an additional member was declined in 2023 by EDDC CEO via Community Governance Review</p>
Minutes / Agenda & other Statutory Notices	Low	<p>Minutes and Agendas (summons) are produced by the Clerk and adhere to the legal requirements and best practice guidelines.</p> <p>Minutes are reviewed, approved, and signed at the following Council meeting.</p> <p>Minutes and Agenda are displayed according to legal requirements.</p> <p>Business at Council is in accordance with the prescribed agenda and is managed by the Chair.</p>	<p>Existing procedures considered adequate.</p> <p>Public Participation at Council meetings is encouraged and minuted.</p> <p>Members to conform to adopted Code of Conduct when in Council is in session.</p>
Members Interests	Low	<p>Members are reminded of the need to declare any pecuniary / personal interests as per the adopted Code of Conduct at the start of every Council meeting.</p>	<p>Existing procedures considered adequate.</p> <p>Onus is on members to conform.</p>

Acceptance(s) of Office	Low	All relevant paperwork is in order and is held by Clerk for inspection.	Existing procedures considered adequate.
Data Protection Act / GDPR 2018	Medium	Council is registered with DPA	ICO membership Jan23 but inception of GDPR affected Council's admin. requirements. From 25/5/18. Council fully compliant with current regs. for Parish Councils.
Freedom of Information Act	Low	ASPC has an adopted Publication Policy in place to enable the provision of information that is available to the public if requested.	Review Publication Policy and re-adopt annually (due May/June 25)
Emergency Plan	Medium	Emergency Plan drafted in 2016.	Council looking at adopting a Community Resilience Plan to replace the outdated unadopted Emergency Plan, which the Clerk is in the process of drafting.
Website	Low	<p>Council pays an annual fee to secure the website domain name.</p> <p>All content on the website is approved by Clerk and is processed by a volunteer WEBMASTER under the overall control of the Clerk.</p> <p>New content is reviewed before "going live" and site conforms to the requirements of the newly created TRANSPARENCY CODE and ACCESSABILITY CODE for Smaller Authorities.</p>	<p>Website is under constant review and is in the public domain.</p> <p>Parish council has limited Social Media status.</p> <p>New GOV.uk website established in 2023 to conform with new Accessibility Regulations.</p>
Emails	Low		

		<p>Clerk circulates externally received emails to members as required / in accordance with relevance and importance.</p> <p>Clerk signs all official Council correspondence to 3rd parties as Clerk / RFO in accordance with good practice.</p> <p>Email account is password protected and is covered by a valid Anti-virus software package.</p>	Current procedures considered adequate.
Village Plan	Low	Current adopted plan needs updating at some point although recent decision to NOT proceed with NHP and to undertake Community Survey negates need for another VP while Local Plan in force.	No action required.
Planning: Consultee Comments	Low	<p>The Parish Council is a statutory consultee in respect of planning applications within the Parish and is also consulted on major applications in adjacent parishes and is advised of any changes in planning legislation by other 3rd parties such as EDDC, LGBC, DCC, BDHAONBP etc.</p> <p>The Parish Council attempts to offer a consensus of views, balanced between members and the residents of the Parish</p> <p>The EDDC Ward member has final say over planning decisions (in conjunction with EDDC Officers) and Council should always seek the WM opinions if decision is likely to be contentious or at odds with parish opinion and views.</p>	<p>Each application is considered by members and discussed prior to comments being submitted either supporting or objecting.</p> <p>Comments are submitted within the established time parameters and these comments are available for public view either via the LPA website or via the Clerk</p>