DYMOCK PARISH COUNCIL RISK ASSESSMENT

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

The council has broken down the risks it faces into three categories – Financial and Management, Operation Management and Assets. The risks are identified and described together with an evaluation of their significance (High, Medium or Low) and arrangements are described for how the council proposes to manage or control the risk to what it considers it to be a satisfactory level.

FINANCE AND MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Clerk's home or Parish Hall. The Clerk makes regular back-ups of files to an external hard drive. Annual subscription held with GALC to provide temporary Clerk cover as necessary.	Existing procedures adequate. Review when necessary.
Precept	Adequacy of precept Requirements not submitted to FoDDC Amount not received by FoDDC	L L L	The Council regularly receives budget updates through the year to check the adequacy of the precept. At the precept meeting council receives a budget report, including actual and projected position to year end. With this information council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings. The total is resolved to be the precept amount requested from Forest od Dean District Council. The figure is submitted in writing to FoDDC. The Clerk informs Council when precept income is received	Existing procedure adequate.
Financial records	Inadequate records Financial irregularities	L L	The Council has adopted Financial Regulations that set out the requirements. Financial report presented at every scheduled Council Meeting	Existing procedure adequate. Review the Financial Regulations when necessary.
Bank and banking	Inadequate records Bank mistakes Loss Charges	L L L	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. The Clerk reconciles the bank accounts once a month when the statements arrive. The Clerk reviews the Councils banking arrangements regularly.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list annually. Monitor the bank statements monthly.

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FINANCE AND MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations that set out the requirements for handling cash. No Petty Cash or cash float is held by any staff or Parish Council. The Council's insurance policy has a Fidelity Guarantee.	Existing procedure adequate. Review the Financial Regulations when necessary. Ensure Fidelity Insurance is adequate.
Reporting and auditing	Information communication Compliance	L M	A budget monitoring statement is produced quarterly and reported for approval at full Council meeting. A full list of payments and receipts is provided at each full council meeting with a bank reconciliation to balance against bank statements. These are checked by a Councillor at each meeting. Council should regularly audit internally to comply with the Fidelity Guarantee.	Existing procedures are adequate.
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Unpaid invoices	L L L	The Council has Financial Regulations that set out the requirements. At each Council meeting the list of invoices awaiting approval is distributed to Councillors and considered. Council approves the list of requests for payment. Unpaid invoices (if any) to the Council are pursued and where possible, payment is obtained in advance.	Existing procedure adequate. Review the Financial Regulations when necessary.
Grants Payable	Is there a Power to Pay? Authorisation of Council to pay properly Recorded?	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedure adequate. .Parish Councillors request a copy of S137 rules if required.
Grants Receivable	Receipts of Grant	L	The Council has Financial Regulations which set out the requirements and procedures for receiving grants. Any grants received by the Parish Council would be itemised explicitly in the accounts presented to Council.	Receipt of one-off grants would be recorded through the council meeting minutes and financial records for approval.
Receipt of Rentals payable	Payments of leases/rentals	L	The Parish Council receives monthly rent from the Landlord of the Beauchamp Arms.	Existing procedure adequate
OPERATIONAL MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Best value Accountability	Work awarded incorrectly Overspend on services	L M	The Council has Financial Regulations which set out the procedures for procuring goods and services. If problems are encountered with a contract or service, the Clerk would check the circum and report to council.	. Review Financial Regulations regularly. Existing Procedures are adequate.
Salaries and Associated Costs	Salary paid incorrectly Wrong hours paid Wrong rate paid Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L	The running of PAYE is contracted out to an independent payroll agent who submit the required analysis to HMRC. Monthly pay analysis forms part of the financial report presented at each Council meeting. The Council has Financial regulations which set out requirements and procedures.	Existing procedure is adequate.

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OPERATIONAL MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Employees	Loss of Key Personnel Fraud by Staff Actions undertaken by Staff Health & Safety	L L L L	The council will convene to agree interim arrangements if key personnel are absent without notice. The Council carries Fidelity Guarantee insurance with regards to Fraud or staff actions. The Clerk is provided with access to relevant training, reference books, and legal advice required to undertake the role. Volunteers e.g for a litter-picker are provided with adequate direction and safety equipment needed to undertake the role, ie. Protective clothing and training.	Existing procedure adequate. Review insurance cover annually. Purchase reference books where necessary Annual subscription to GAPTC Existing procedure is adequate.
Councillor allowances	Councillors over-paid Income tax deduction	L	The Chairman has no budgeted annual allowance. Any expenses are claimed by presenting the relevant receipt to the Council for approval. Expenses are monitored to ensure budget control. No allowances are allocated to other Parish Councillors.	Existing procedure adequate.
Election costs	Financial Risk to the council of an election	L	Risk is higher in an election year, an earmarked financial reserve is retained should an election be necessary.	Existing procedure adequate.
VAT	Re-claiming/charging	L	The Council has Financial Regulations that set out the requirements and procedures. The Clerk records VAT on the accounting software and a VAT return is completed Quarterly.	Existing procedure adequate
Annual return	Submit within time limits	L	Annual Return is completed and submitted to the council within the prescribed time frame by the clerk. Return is submitted to the internal auditor for completion, signed by the council and sent on to the External Auditor within time limit.	Existing procedures adequate.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	All activities and payments appropriately Minuted.
Council records - Paper	Loss through: Theft Fire Damage	 L M L	The Parish Council records are stored at the home of the Clerk and at the Parish Hall. Historical records are stored in the home of the Clerk or at Gloucestershire County Council archive.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - Electronic	Loss through: Theft, fire, damage Corruption of computer	 L M	The Parish Council's electronic records are stored on a Council laptop at the Clerk's home. Back-ups of the files are taken at regular intervals on to external hard drive.	Existing procedure adequate.

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OPERATIONAL MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Minutes/Agendas/ Notices and Statutory Documents	Accuracy and Legality	L	Minutes and Agendas are produced in the prescribed manner by the Clerk and adhere to legal requirements. Minutes are approved and signed at the next full council meeting Minutes and Agendas are available to the public in compliance with legal Requirements.	Existing procedure is adequate Training is available via GAPTC Members adhere to the Code of Conduct and Standing Orders
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken prior to renewal of all insurance arrangements. Employers and Employee liability insurance is a necessity. Ensure compliance measures are in place. Ensure insurance covers a Fidelity Guarantee.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Data protection	Policy Provision	L	The Council is registered with the Data Protection Agency-ICO.	Ensure annual renewal of registration.
Freedom of Information Act	Policy Provision	L L M	The Council has a model publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and the clerk's time. The council and clerk are aware that if a substantial request came in it could generate a number of additional hours work. The parish council can request a fee to supplement the additional hours.	Monitor and report any impacts of requests made under the FoI Act.
PHYSICAL ASSETS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Meeting locations	Adequacy Health & Safety	L L	The Parish Council Meetings are held at the Parish Hall. The premises and facilities are considered adequate for those attending with regards To Health and Safety and accessibility	Existing location adequate. Clerk to check insurance provision at any venue used annually.
Injury	Injury to employee, member or third party	M	All assets and equipment are insured and adequate public liability insurance is held to cover injury.	Existing procedure is adequate.
Website	Out of Date Hacked by a Third Party	M L	Clerk ensures content is updated following each meeting The site is maintained by a reputable local web service	Existing procedure is adequate
Assets	Loss or Damage Risk/damage to third parties/property	L L	An annual review of assets is undertaken for insurance provision and maintenance purposes	Existing procedure is adequate

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PHYSICAL ASSETS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Street Furniture, Play Area Equipment and Open Spaces including Wintours Green and Winding Pool	Loss or Damage Risk/damage to third party(ies) /property	L L	Regular checks made of all equipment by Members of the Parish Council or Clerk. Monthly risk assessment of Play Area equipment made by a nominated party and annual inspection carried out by registered play inspection company. Annual inspection of the trees on Wintours Green and the Parish Hall car park by a professional contractor. Grass mown by outside professional contractors	Existing procedure adequate. Review insurance requirements annually. Play equipment condition and risks monthly and Record. Play area equipment inspected annually by competent authority Other items inspected bi-annually.
Noticeboards Telephone boxes	Risk/damage/injury to third parties Road side safety	L L	Parish Council has a noticeboard sited in Dymock Village and 4 telephone Boxes in the Parish. All locations have approval by relevant parties, insurance cover, inspected regularly by the nominated persons - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by a nominated Councillor and the Clerk.	Existing procedure adequate. Review insurance requirements annually. Assess condition and risks bi-annually and record.
War Memorial	Risk/damage to third parties climbing steps	L	Regular checks to ensure stonework is fixed, solid and safe	Review insurance requirements annually Existing procedure is adequate
Public Toilets	Risk of injury to users Risk to health	L L	Health risk - Contractor is employed to clean toilets. Public Liability insurance in place	Review insurance requirements annually. Contractor to assess condition and risks monthly and report to the Clerk.
Winding Pool Car Park Parish Hall Car Park	Risk/damage to third parties	L L/M	Car park constructed to local authority standards in Winding Pool area. Parish Hall Car Park solid surface, regular checks for tree root damage completed by a nominated Councillor and reported to full council as necessary	Review insurance requirements annually. Existing procedure is adequate
Winding Pool footpath	Risk/damage to third parties	L M	Footpath constructed to local authority standards. Risk of tree root damage to the surface. Public Liability Insurance in place	Existing procedure is adequate
Beauchamps Arms	Electrical equipment owned by Dymock PC Fire and burglar alarm, cctv Building condition Loss or damage to Fixtures & Fittings owned by Dymock PC	M M L	Electrical equipment owned by Dymock PC /Fire and burglar alarm, cctv Building condition regularly monitored and recorded at full council. Building and Contents insurance in place, reviewed annually. Internal fixtures and fittings owned by t**hird parties.** Repairs and replacements brought to attention of PC for approval	Review insurance requirements annually. Annual PAT inspection and other statutory Checks completed. Existing procedure is adequate

ADOPTED: 5th March 2024

Reviewed and adopted: 9th September 2025

Reviewed and adopted 13th October 2026

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TO BE REVIEWED ANNUALLY OR AS RISKS CHANGE.