West Monkton Parish Council

Risk Assessment and Management

(Reviewed and Adopted 12th May 2026)

Area	Risk	Level	Who / what	Measures to manage / control
Assets				
HP pavilions/Dell laptops plus mouse & mouse mat, filing cabinets	Theft / damage	Minor	WMPC	• Insurance cover – within contents max cover, and listed on asset register • Kept in PDH/domestic security/clerks Wi-Fi or securely kept at BACH • Full back up provided for Dell laptop by supplier (QSS IT). • Files saved to Cloud storage and onto memory sticks. • Reserves in bank to replace if necessary • Use of Kensington Locks on Parish Council devices to enhance security.
Seats and noticeboards other street furniture	Theft/damage (vandalism)	Moderate / high	WMPC	• Insurance/public liability • Regular repairs, inspection and maintenance • Residents vigilance/PCSO (infrequent) • Regular inspection by Clerks/Cllrs
Outdoor gym equipment/table tennis table play equipment in Parish is property of Somerset Council, Meadway, Acacia Gardens, Farriers Green, St Quintins.	Damage to person or equipment/theft	Minor	WMPC	• Regular safety and maintenance inspection carried out by Somerset Council (public liability) • Outdoor gym inspection by users covered by WMPC insurance, regular ROSPA inspections by Somerset Council
Grit bins/litter bins/dog bins	Theft/damage (vandalism) Value of replacement bin in event of insurance claim very close to excess	Moderate / high	WMPC	• Regular inspection by Clerks/Cllrs/Lengthsman • Grit bins fixed to ground where possible build replacement costs into budget rather than increase insurance excess.

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Other assets as listed in Asset register (Country Park, BACH and Hyde Park Sports Ground have separate risk assessments in place)	Theft /loss/damage	Moderate	WMPC	• Insurance/public liability • Regular inspection by Clerks/Cllrs/Lengthsman • Repairs and maintenance as appropriate • Vigilance by residents/PCSO/Lengthsman/BACH committee - for BACH contents
Finance				
Cash	Loss through theft or dishonesty	Minimal	WMPC	• No payments made in cash • No petty cash held • Cash from community events counted and tallied by at least two employees / councillors and signed. Banking takes place as soon as possible after event. Cash stored securely until banked.
Banking	Loss/theft/fraud/collapse of bank/ 85k guarantee	Minor	WMPC	• Insurance policy has fidelity guarantee • Cheques require two signatories • Monthly bank reconciliation/quarterly detailed reconciliation inspected by Audit Working Party
Banking reserves	Loss/theft/fraud/collapse of bank/85k guarantee	Minor	WMPC	• High street banks/building society/investment fund used up to maximum guaranteed refund (£120k)/regular bank reconciliations • Try to keep balance at bank below £120k, not always practicable (large CIL monies). • Use of CCLA PSDF to reduce risk for reserves.
Income	Consequential loss and under-collection	Minor	WMPC	• Insurance cover reviewed annually. • Interest bearing accounts used to hold funds until required. • Failure to collect income streams (allotments/BACH hirers) • BACH bookings and deposits regularly reviewed and reported to WMPC monthly and BACH Cttee.
Financial controls and records	Inaccuracies/ Misstatements	Minor	WMPC	• Accounts presented monthly to PC for approval, detailed accounts presented to Audit Working Party quarterly. • Financial reporting BACH and WMPC budget check every PC mtg/ Audit Working Party accounts open to inspection. • All Councillors have access to view the electronic accounting system (Scribe) which is updated weekly. • Check Declarations of Interest at every meeting.
	Misuse of public funds/fraud	Minor	Clerk/Asst Clerk	
	Corruption	Minor	Councillors	

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				• Code of Conduct. • Standing Orders and Financial Regulations adopted and reviewed annually. • Scribe accounting software in place • VAT regulations understood and applied • Internal Auditor reviews accounts annually • Clerks have CiLCA/PC declares GPoC annually
Sound budgeting to underlie precept	Precept insufficient to meet expenditure or adding to reserves unnecessarily	Minor	WMPC	• Budget presented for approval by PC in late autumn, based on itemised expenditure of previous year • Precept application (based on budget) made in Jan to comply with Somerset Council timescale. • Income and Expenditure to date presented at every meeting for monitoring against budget. • Reserves Policy in place.
Liability				
Seats and noticeboards	Risks to third parties	Moderate	WMPC	• Regular repairs/maintenance • Public liability insurance • Regular inspection by Clerks, Councillors, Lengthsman
Play equipment and play areas (none owned by Parish Council, Heathfield Gardens insured / maintained by Management Co)	n/a	n/a	Somerset Council	• (public liability insurance) • (regular grass and surface maintenance) • (annual ROSPA /other inspection)
Outdoor gym	Dangerous/unsafe conditions/theft/damage	Moderate	WMPC	• In ownership of WMPC : regular inspection by Somerset Council for ROSPA: maintenance by Somerset Council and Lengthsman reported by Clerk or Councillors
Litter	possibly hazardous	minor	Somerset Council	• Bus shelters cleaned by PC • Litter pickers at key locations by PC • Use of Somerset Council litter pickers for volunteers on occasions • Provision of litter bins/regular emptying
Streetlights	Non-functioning/crime deterrent	Minor	Somerset Council	• In ownership and care of Somerset Council • reported by Clerk or Councillors
BACH	Slip / trips by users of the hall.	Minor	WMPC	• Risk Assessment in place • Monthly checks of hazards conducted to identify / rectify any issues.

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Maidenbrook Country Park				Separate risk assessment in place.
Hyde Park Sports Ground				Separate risk assessment in place.
Dog waste	Hazardous/environmental health	Minor	WMPC/ Somerset Council	• Provision of dog bins by PC and cost met for emptying • Contract with Somerset Council for regular waste collection (all bins weekly/52 weeks per year) • Regular contact with Dog Warden/Environmental Health at Somerset Council
Employer Liability				
Comply with employment law	Financial penalties	Minor	WMPC	• Membership of SALC/SLCC • Contract of employment for all employees.
Comply with HM Revenue and Customs	Financial penalties	Minor	WMPC	• Monthly real time reporting to HMRC using Basic Tools • Internal and external auditor check
Health and Safety	Risk to Clerks (homeworking)	Minor	WMPC	• Clerks apply COSSH guidelines • Health and Safety policy in place. • DSE Screen Assessments carried out.
Auto-enrolment workplace pension	Financial penalties	Minor	WMPC	• Tailored auto enrolment maintain system and ensure WMPC is complaint with legislation
Legal Liability				
Ensure activities are within legal powers	Actions are ultra vires Illegal activity or payments.	Major	WMPC Councillors Clerk/Asst Clerk	• Standing Orders and Financial Regulations in place • Clerk clarifies legal position on new proposals • Legal advice sought from SLCC /SALC. • All activity and payments within the powers of the Parish Council resolved and minutes at Parish Council meeting.
Proper and timely reporting via minutes		Moderate	WMPC Clerk/Asst Clerk	• PC meets x24 per annum and approves minutes • Minutes/notes taken at additional public meetings • Annual Parish Meeting held • Annual Report sent to residents via Village News and website • Minutes available for inspection on website
Litigation	Potential risk of legal action being taken against the council.	Minor		• Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against. • Insurance is adequate for requirements but there is still risk of other claims.

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IT and Data				
Council records – paper	Loss through: Theft, fire or damage.			• The Parish Council's current records are stored at the clerk / assistant clerk's home address and on the council laptops. • Historic records (historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc.) are stored at Brittons Ash Community Hall. • Damage (apart from fire) and theft is unlikely and so provision adequate. • Deeds/leases are copied and electronic version kept.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer			• The Parish Council's electronic records are password controlled and stored on the Council's laptop computers. • Back-ups of the files are backed up to 'Dropbox'. • Computer maintenance is carried out. • Access to CCTV images and recordings is password protected and accessed only with the approval of and in the presence of the Clerk. • IT Policy in place. • Anti-virus software in place on all laptops.
Councillor Propriety				
Declaration of Pecuniary Interest	Corruption	Major	WMPC Councillors	• DPI forms and Declaration Book available at every PC meeting • Training given Somerset Council • Code of Conduct issued to all Councillors • Regular supply of information as issued
Gifts and hospitality	Corruption	Minor	WMPC Councillors	• Code of Conduct issued to all Councillors
Council Reputation				
Councillors and Clerks Actions	Bringing the council into disrepute (inappropriate behaviour not in accordance with Standing Orders or Code of Conduct)	Moderate	WMPC Councillors and Employees	• Councillors understand and receive training on the Code of Conduct. • Code of conduct is approved and dictates councillor behaviour. • Training events are shared and Councillors encouraged to identify training needs.

- In the event of any other activity taking place or organised by the Parish Council, the Risk will be assessed.

- In the event of categorisation becoming necessary, the criteria given in tables 1 and 2 below will be applied.

Table 1	**Definitions of Likelihood**
Descriptor	**Description**
A- Almost certain	Likely to reoccur on many occasions/a persistent issue
B - Likely	Will probably re-occur, but not a persistent issue
C - Possible	May occur occasionally
D - Unlikely	Do not expect it to happen again but it is possible
E – Rare	Cannot predict it will ever happen again

Table 2	**Definitions for consequences - guidelines only**
1 - Catastrophic	Unexpected death, suicide, homicide, abduction, road traffic accident resulting in death, fire/explosion in which building becomes unusable etc
2 - Major	Possible permanent injury/ill health/damage/loss of function/serious breach of security, serious damage to property, medical device failure, serious assaults, attempted suicide etc
3 - Moderate	Possible semi-permanent injury/ill health/damage/loss of function/breaches of security, violence and aggression/high degree of self-harm, para-suicide etc
4 - Minor	Non-permanent injury, buildings left unsecured, self-harm, manual handling, slip/trip/fall with no severe damage
5 - None	No obvious injury or adverse outcome