

# Parish Council of Coleford

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Miss V Watts  
Clerk to the Council  
Tel: 07971 516916  
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Gallant Hill Farm  
Foxcote  
Radstock  
BA3 5YB

## Risk Assessment Statement for Financial Year 2025/26

A statement must be provided that all the major risks to which the Parish Council is exposed are identified and fully reviewed to ensure that adequate systems have been established and put into place to mitigate such areas of concern and attention.

We are aware that local government organisations are always likely to be involved in particular areas of sensitivity. They are obliged to justify their actions and decisions to the satisfaction of parish residents but maintaining access of the public to those matters of statutory right whilst operating confidentiality in certain restricted areas.

All existing mechanisms of risk control will be recorded and carefully reviewed. These processes will be collated, formalised and documented for regular monitoring and up-dating review. As the Council's activities evolve, and as the political environment in which it is operating changes (for example through legal or social economic developments), so will the major risks to which the Council is exposed.

The statement about risk will need to be supported by evidence of the risk identification and management process. Councillors will include this as a regular item on their future meeting agendas and when risk issues are discussed they will be fully recorded and minuted. After identifying and evaluating risks Councillors will need to decide upon appropriate measures to take in order to avoid, reduce or control the risks or their possible consequences.

Councillors should maintain access to additional reference sources - in addition to using to best advantage their existing knowledge, qualifications and experience to establish a duty of regularly considering any area of future possible risk.

The risks facing the Council will exist, whether or not the elected or co-opted members choose to recognise and address them – it is better to identify them and manage them with confidence rather than be exposed to them unwittingly. We believe the above confirms that this matter has been already given full and proper attention and that our previous actions will be expanded and acted upon in the future.

Signed: ..... Chairman

Date: .....

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## Risk Identification

Risk	Internal Control – Action Required	Managing Risk
Protection of physical assets owned by the council – building, furniture, equipment (loss or damage)	<ul style="list-style-type: none"> <li>• Up to date register of assets</li> <li>• Regular maintenance arrangements</li> <li>• Annual review of adequacy of insurance cover</li> <li>• Report any problems to Councillors immediately</li> </ul>	Insurance taken out
Risk of damage to third party property or individuals as a consequence of the council providing amenities to the public	<ul style="list-style-type: none"> <li>• Regular inspection of equipment</li> <li>• Weekly visual inspection of play equipment</li> <li>• Annual visual and mechanical inspection and risk assessment of play equipment by ROSPA</li> <li>• Headstones in cemetery checked for safety every two years</li> <li>• Annual inspection of trees by Parish Council – every 3 years by a qualified specialist</li> </ul>	Insurance taken out – public liability
Risk to volunteers (Litter picks etc.)	<ul style="list-style-type: none"> <li>• Ensure that guidance is given for each role on how to stay safe and that volunteers sign to confirm receipt.</li> </ul>	Ensure Volunteers sign for receipt of guidance.  Provide Hi vis jackets to each volunteer.  Insurance taken out
Loss of money through theft or dishonesty	<ul style="list-style-type: none"> <li>• Close monitoring of expenditure</li> <li>• All payments require supporting paperwork</li> <li>• Appointed Councillor checks validity of invoice</li> <li>• Three signatories required to set up/approve online payments</li> </ul>	Insurance taken out – fidelity guarantee

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Clerk misuse access to internet banking.	<ul style="list-style-type: none"> <li>No payments to be made unless authorised at Parish Council meeting</li> <li>List of payments made to be minuted at next meeting</li> <li>Bank reconciliation checked at every Parish Council meeting</li> <li>Chair and Clerk to log on periodically each month to monitor account</li> </ul>	Insurance taken out - fidelity guarantee.
Cash misappropriated	<ul style="list-style-type: none"> <li>No cash transactions</li> <li>Precept received by Auto Transfer</li> <li>VAT refund received by Auto Transfer</li> <li>Grants received by cheque or Auto Transfer</li> </ul>	Insurance taken out – fidelity guarantee
Payments misappropriated	<ul style="list-style-type: none"> <li>No cash payments</li> <li>All payments agreed by full Council</li> <li>No blank cheques signed</li> <li>Cheques/Online payments signed/authorised by three signatories</li> <li>Cheque stubs initialled</li> <li>Invoices initialled by cheque signatories</li> <li>Clerk makes monthly expenses claims or more frequent</li> <li>All payments minuted</li> </ul>	Insurance taken out – fidelity guarantee
Short/long term loss of Clerk	<ul style="list-style-type: none"> <li>A Councillors to act as a temporary clerk</li> <li>A priority monthly task list to be provided upon request.</li> <li>Courses/training to be identified and reviewed annually.</li> </ul>	Volunteer to be nominated from within PC as temporary measure

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Loss of Electronic Records	<ul style="list-style-type: none"><li>• Clerk to complete regular back-up service.</li><li>• All important documents also held in hard copy.</li></ul>	Appropriate procedures already in place
Chairman or Clerk misuse access to internet banking	<ul style="list-style-type: none"><li>• No payments to be made unless authorised at Parish Council meeting</li><li>• Bank reconciliation checked by a non-signatory at every Parish Council meeting</li></ul>	Insurance taken out - fidelity guarantee.
<b>General Controls</b> The Annual Budget is agreed before Precepting. An Independent Internal Auditor has been appointed; the Internal Audit Systems are reviewed annually. All Councillors are aware of their responsibilities and have completed Registrations of Interests. The Council has insurance cover to include Fidelity, Officials Indemnity and Employers Liability.		
<b>Documents</b> Council's records are stored in the Clerks home.		