

BROAD TOWN PARISH COUNCIL

Risk Assessment March 2026

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 enables Broad Town Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

Adopted at Parish Council meeting 13th April 2026

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget updates, financial statements and bank reconciliations from the Clerk. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Wiltshire Council. The figure is submitted by the Clerk electronically. The Clerk informs the Council when	Existing procedure adequate when budget and precept submitted together at January meeting. The Parish Council will maintain a target of six - months operating costs in its financial reserves.

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			the monies are received.	
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations that set out the requirements	Financial Regulations readopted Feb 2025
Bank and banking	Inadequate checks Bank mistakes	L L	The Council has Financial Regulations which set out banking requirements. Formal review every two years.	Financial Regulations readopted Feb 2025. Formal review in accordance with 2019 NALC guidelines completed in 2025.
Reporting and auditing	Inadequate information and communication	L	Financial information is a regular agenda item and discussed/reviewed and approved at each meeting.	Existing procedure adequate.
Grants	Failure to understand, seek secure and spend grants	L	Regular financial reporting to the Parish Council by the Clerk. Attendance at area board and LHFIG to check grants.	Existing procedures adequate.
Charges-rents	Payment of rents	L	The Parish Council does not presently collect rents.	Procedure would be invoked if required
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required council process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
Value for money/accountability	Work awarded incorrectly. Overspend on services	L M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems	Existing procedure adequate.

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			encountered with a contract the Clerk would investigate the situation and report to the Council.	
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue	L	The Parish Clerk presents salary and expense payments, including the amount owing to HMRC for formal approval at Council Meetings.	Reports to HMRC available to members for inspection.
Employees	Fraud by Staff and Parish Councillor Health & Safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. The clerk has PPE if required for work off site.	Existing procedures adequate. Monitor health and safety requirements and insurance annually. Review H & S risk assessments as and when required.
VAT	Reclaiming	L	VAT is reclaimed once a year by the Clerk and reported to the Council. Any VAT reclaimed on items purchased for community fund awards to be returned to the community fund account.	Procedure adequate. Procedure updated on financial regulations Feb 2025.
Annual Return	Submit complete and approve within time limits	L	Annual Return is completed and submitted to council for approval and signature by the Chairman. It is submitted to the Internal Auditor for completion and signed off within the set time limit. According to the size of the Council.	Existing procedures adequate. The Parish Council resolves its exemption from External Audit procedures at the beginning of each new financial year.

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Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power where appropriate.	Existing procedures adequate.
Minutes/agendas/ Notices Statutory Documents	Accuracy and legality	L	Minutes and agendas are prepared in accordance with legislation. Agendas are prepared in time to give the three clear days' statutory notice and displayed within the legal requirement. Final minutes posted on the website. Minutes are signed at the following council meeting. The business on the agenda is managed by the Chair and the Clerk offers legal advice where required at the meeting.	Existing procedures adequate. Members abide by their own adopted code of conduct.
Members Interests	Conflicts of interest Register of Members' interests	L M	Declarations of interest by members are made at each council meeting (where necessary). An agenda item also prompts members to do so. The Register of members interests is reviewed annually. Members are able to update their interests online via Wiltshire Council monitoring officer.	Existing procedures adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.
Data Protection	Policy Provision	L	The Parish Council is registered with the ICO. Consent statement is on the bottom of communications and people can opt out at any	Parish Council currently compliant with GDPR legislation as advised by

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			point. The Parish Council website meets data protection requirements and a privacy statement is available on the website.	SLCC.
Freedom of Information	Policy Provision	M	In the financial year to date there have been no FOI requests. Any requests involve extra work for the clerk and there is provision in the budget to cover payment for additional hours. The Parish Council has reviewed and adopted the publication scheme and this is available on the website.	Monitor and review publication scheme annually. Monitor requests for FOI and the Clerk will report to council.
Transparency and accountability	Policy Provision	M	The new transparency code for Smaller Authorities in accordance with the Local Audit and Accountability Act 2014. The Parish Council has reviewed and adopted the requirements of the Transparency Code for Smaller Authorities 2014 and this is available on the website.	Existing procedures adequate. The Parish Clerk will monitor any changes to the Transparency Code

PHYSICAL EQUIPMENT OR AREAS

Assets	Loss or damage Risk/damage to third party(ies) property	L L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the PC are regularly reviewed and maintained. All repairs and	Existing procedures adequate

			relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	
Meeting Locations	Adequacy Health & Safety	L M	Parish Council meeting are held in the Village Hall and the facilities are considered adequate for the Clerk, Members and the general public.	Existing provision is adequate
Notice Board	Risk of damage	L	Councillors inspect the notice board when pinning up agendas and minutes. Any defects would be reported and attended to in accordance with council procedures.	Existing provision is adequate
Play Area Open Recreational spaces	Risk of damage Injury to users Access for emergency vehicles.	M M	The play area is subjected to a ROSPA inspection each year. Any defects are assessed and repairs/remedial work carried out by an authorised play equipment installer. Visual checks using a checklist are carried out periodically by councillors and the Clerk. The gate is locked and a record of the key holders is kept by the Parish Council and advised of on the noticeboards.	Ensure the ROSPA report is an agenda item and any defects reported and repaired correctly. ROSPA guidelines advise that yearly official check of equipment and monthly checks by Councillors is adequate. Residents and emergency services can gain access to the site in case of emergency by contacting the keyholders.
Council records - paper	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council records are stored at the home of the clerk. Records include historical correspondences, minutes, insurance, bank records. Some records are stored in lockable	Documents/minutes last taken to county archive January 2024.

			fireproof cabinets. Records sent to county archive Swindon every few years.	
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Council records – electronic	Loss through: theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the Parish Council laptop with back-ups of electronic data made at regular intervals. Cloud storage login details notified to Clerk and Chairman.	Provision has been improved by purchase of a new laptop in Password protected laptop and cloud storage in place.