

## BRISLEY PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT POLICY

Adopted: 4<sup>th</sup> February 2026

Date of Review: Annually

Brisley Parish Council carries out an annual assessment of the risks it is exposed to and identifies any actions it considers necessary to minimise those risks.

The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and the Council may consider other risks not identified.

TOPIC	RISK IDENTIFIED	RISK LEVEL H/M/L	MANAGEMENT OF RISK	ACTION
PRECEPT	Not submitted to Breckland	L	Full Minute – RFO follow up	Existing procedure adequate.
	Not received from Breckland	L	RFO confirms receipt	
	Adequacy of precept	H	Review of budget (including actual & anticipated) at each meeting.	
OTHER INCOME	Cash handling – loss through theft or dishonesty.	L	Cash handling is avoided but where necessary appropriate controls are in place.	Existing procedure adequate.
	Cash banking	L	Check to bank statement. Regular bank reconciliations.	
	From Burials etc	M	Table of Charges reviewed annually by Council. Burial register kept up to date. Check of burial register to payments from undertakers etc.	
	From Allotments	M	Check allotment register to invoices.	

GRANTS - RECEIVABLE	Claims Procedure	M	Clerk/RFO check as required.	Existing procedure adequate.
	Receipt of grant when due	M		
GRANTS – PAYABLE	Expenditure not approved/illegal	L	All expenditure minuted. General Power of Competence adopted, renewed at Annual Meeting.	Existing procedure adequate.
SALARIES	Salary/hours/rate paid incorrectly.	L	Council authorises salary rate (using approved scale) – reviewed annually.	Existing procedure adequate.
	Unpaid or incorrect deductions – NI & PAYE		All calculations made using BASIC PAYE TOOLS programme – linked to HMRC. Reported and approved at council meetings.	
DIRECT COSTS, OVERHEAD EXPENSES & DEBTS	Goods not supplied but billed.	L	Procedure set out in Financial Regulations.	Existing procedure adequate.
	Invoice incorrectly calculated or recorded.  Cheque/Bank Transfers payable incorrect.  Unpaid invoices.		Reported and approved at council meetings.  Both signatories make checks and initials stub and invoice. Authorisation required for online payments. Procedure set out in Financial Regulations.  Pursued by Clerk and reported to Council.	
ELECTION COSTS	Risk of an election cost.	L/M	Risk higher in election year. When due Clerk will try to obtain estimate of costs for both full and uncontested elections. Reserves held are likely to be adequate but will be included within budget.	Existing procedure adequate.
VAT	Re-claiming/charging.	L	Procedure set out in Financial Regulations.	Existing procedure adequate.

REPORTING & AUDITING	Information communication.  Compliance.	L	Monitoring statement which includes bank reconciliation, comparison to budget and monthly balance is produced at each ordinary council meeting for approval.  Council should regularly audit internally to comply with the Fidelity Guarantee.	Existing procedure adequate.
RESERVES – EARMARKED	Adequacy	L	Consider at budget and review of final accounts.	Existing procedure adequate.
ASSETS	Loss, Damage etc.  Risk or damage to third party, property or individuals.	M	Regular inspections and insurance cover reviewed annually and, if necessary, at other times.  Review adequacy of Public Liability Insurance.	Existing procedure adequate.
STAFF	Loss of key personnel (Clerk).  Fraud by staff.  Actions undertaken by staff.	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate.  Role would be advertised and another appointment made. Locum can be appointed in meantime.  Fidelity Guarantee requirements adhered to. Provide Clerk with full training, reference books, access to assistance and legal advice (NALC or NPTS/SLCC).	Existing procedure adequate.
LOSS	Consequential loss due to critical damage or third party performance.	L	Review annually adequacy of insurance cover.	Existing procedure adequate.

MAINTENANCE	Reduced value of assets or amenities – loss of income or performance.  Risk to third parties.	M	Regularly inspected, maintenance carried out if required.  All assets are insured and reviewed annually.  All public access areas are inspected regularly by appointed parish councillors.	Existing procedure adequate.
FINANCIAL RECORDS	Inadequate records.  Financial irregularities.	L	Financial Regulations in place – reviewed annually. Internal audit review.  Records subject to regular monitoring, internal and external audit.	Existing procedure adequate.
MINUTES, AGENDAS, NOTICES & OTHER STATUTORY DOCUMENTS	Accurate and legal.  Business Conduct.	L	Produced by Clerk and adhere to legal requirements. Minutes approved and signed at next council meeting. Minutes and agenda are displayed accordingly to legal requirements.  Business conducted at council meetings should be managed by the Chair, as set out in Standing Orders.	Existing procedure adequate.
COUNCILLORS INTERESTS	Conflict of interest.  Register of Members Interests.	M  L	Declarations of interest to be documented/minuted and any conflict addressed, as set out in Standing Orders.  Councillors have responsibility of updating their register (via Breckland link).	Existing procedure adequate.
COUNCILLORS ALLOWANCES	Councillors overpaid - income tax deduction.	L	No allowances are paid to parish councillors.	N/A.

INSURANCE	Public Liability (statutory) Employers Liability (statutory) Money Fidelity Guarantee Property Loss of revenue Officials Indemnity Libel and Slander Personal Accident	L	Annual review carried out (before date of renewal).  Ensure compliance measures are in place.  Ensure Fidelity checks are in place.	Existing procedure adequate.
BEST VALUE ACCOUNTABILITY	Work awarded incorrectly.  Overspend on services.	L	Procedure set out in Financial Regulations.  Clerk to investigate and report to Council.	Existing procedure adequate.
LEGAL POWERS	Illegal activity or payments.	L	All activity and payments within the powers of the Parish council – to be resolved and minutes at Parish Council meetings. General Power of Competence adopted.	Existing procedure adequate.
DATA PROTECTION	Policy & Provision.	L	The Council is registered with the Information Commissioners Office – renewed annually.	Existing procedure adequate.
FREEDOM OF INFORMATION ACT	Policy & Provision	L	The Council has a model publication scheme for Local Councils in place.  No requests to date, however, a request can require many hours of additional work for the Clerk.  All requests reported to the Council.	Existing procedure adequate.
CODE OF CONDUCT	Failure to comply and thus be reported to the Standards Committee.	L	All new councillors are supplied with a copy of the Code of Conduct, Standing Orders and Financial Regulations.	Existing procedure adequate.

GENERAL COMPLIANCE WITH LAW AND REGULATIONS	Failure to comply.	L	Clerk to be qualified to CILCA level and undertakes regular training to keep up to date. All councillors are offered training. Clerk has access to NALC or NPTS and SLCC resources.	Existing procedure adequate.
ALLOTMENTS	Increase in net expenditure	M	Review allotment rents annually	Existing procedure adequate.
	Constant annual increase in expenditure combined with empty plots.	L	Consider closing site or discuss alternative funding.	
	Risk/damage/Injury to public due to unsafe areas.	M	Continue regular inspections (monthly) Regular grass cutting in place. Appropriate insurance cover is in place.	
CHURCHYARD	Loss of adequate space	M	Not yet an issue – monitored by Clerk.	Existing procedure adequate.
	Risk/damage/Injury to public due to loose headstones, broken kerb stones, broken glass and debris from wall or fallen trees.		Continue with existing policy to approve all new applications. Continue regular inspections (monthly). Regular grass cutting in place. Appropriate insurance cover is in place.	
	Increase in expenditure		Review fees annually – to be approved at council meeting.	

PLAY AREA	<p>Loss of use of play equipment.</p> <p>Risk/damage/Injury to public due to badly maintained equipment.</p>	M	<p>Continue regular inspections (weekly). Continue annual inspection by certified engineer.</p> <p>Remove any unsafe equipment from service until repairs are carried out.</p> <p>Health &amp; Safety statement displayed on notice board.</p> <p>Regular grass cutting in place.</p> <p>Appropriate insurance cover is in place.</p>	Existing procedure adequate.
ADULT EXERCISE EQUIPMENT	<p>Loss of use of equipment.</p> <p>Risk/damage/Injury to public due to badly maintained equipment or improper use.</p>	M	<p>Continue regular inspections (weekly). Continue annual inspection by certified engineer.</p> <p>Remove any unsafe equipment from service until repairs are carried out.</p> <p>Health &amp; Safety statement displayed on notice board.</p> <p>Regular grass cutting in place.</p> <p>Appropriate insurance cover is in place.</p>	Existing procedure adequate.
PATCH CORNER	<p>Risk/damage/injury to public due to deep water.</p>	H	<p>Continue regular inspections (monthly).</p> <p>Deep Water signage erected.</p> <p>Appropriate insurance cover is in place.</p>	

BUS SHELTER	Risk/damage/Injury to public due to unsafe structure.	M	Continue regular inspections (monthly)  Appropriate insurance cover is in place.	Existing procedure adequate.
	Compliance with smoking legislation.	L	No smoking sign erected.	
VILLAGE SIGN	Risk/damage/Injury to public due to unsafe structure.	M	Continue regular inspections (monthly)	Existing procedure adequate.
NOTICE BOARDS	Risk/damage/Injury to public due to unsafe structure.	M	Continue regular inspections (occasionally).	Existing procedure adequate.
BENCHES	Risk/damage/Injury to public due to unsafe structure.	M	Continue regular inspections (occasionally).	Existing procedure adequate.
BRISLEY GREEN HARPERS GREEN THE HILL AMENITY AREA	Injury to public due to overgrown areas, unsafe fencing, electric fencing, ragwort, livestock and pets, unsafe structures.	M	Continue with regular inspections (monthly). Notice board warnings if applicable (electric fencing etc). Regular grass and hedge cutting in place. Management document in place for Grazing Rights Holders to ensure legal requirements regarding access etc are adhered to.	Existing procedure adequate.
BRISLEY GREEN – VERMIN CONTROL	Injury due to vermin removal – firearms	H	Continue annual inspections of firearms licence and insurance of approved person.	Existing procedure adequate.
ALL COUNCIL LAND	Risk/damage/injury to public due to events held by external organisations.	H	Permission must be given by Parish Council to allow external organisations to use council land for events.  Ensure external organisation holds public liability insurance for event.	Existing procedure adequate.
STREET FURNITURE	Risk/damage/injury to public due to unsafe structures.	M	Dog Bins, Litter Bins - No formal programme of inspections – all reports of faults/damage to council are dealt with.	Existing procedure adequate.
SAM II SIGN	Roadside accidents Lifting Heavy Equipment	M	Risk Assessments carried out by operative. Personal Protective Equipment Issued. Public Liability Insurance in place.	Existing Procedures adequate.



BUSY BRISLEY AND OTHER VOLUNTEER ROLES	Risk/injury to public due to inadequate health & safety procedures.	M	Risk Assessment carried out by Chairman/Lead Councillor prior to each session.  Personal Protective Equipment issued where necessary.	Existing procedure adequate.
DEFIBRILLATOR	Defibrillator missing  Pads not in date nor fit for use  Battery out of charge	M	Regular visual check of the units by appointed person and Council advised of any issues (weekly).  Regular maintenance carried out by appointed person – as advised by supplier (including pads, battery etc).  Record of checks to be monitored by the Clerk on a regular basis.	Existing procedure adequate.
MEETING LOCATION	Adequacy/Health & Safety	L	All Council meetings are held at the Village Hall which is considered adequate for councillors, clerk and members of the public for health and safety and comfort aspects.	Existing procedure adequate.
COUNCIL RECORDS – PAPER	Loss through theft, fire or damage.	L	All records stored at Clerk's house in metal filing cabinet (not fireproof). Older more historical records are in the Norfolk Record Office. Deeds are in the care of Spire solicitors.	Existing procedure adequate.
COUNCIL RECORDS – ELECTRONIC	Loss through theft, fire or damage or corruption of computer.	L	All files held in the Cloud – Chairman has access link. Monthly back up to Hard Drive.	Existing procedure adequate.