

Document History:

Adopted on 11 May 2015

Last Reviewed: 12 September 2025

To be reviewed: periodically

Hemswell Cliff Parish Council

Hemswell Cliff Parish Council Risk Register

All changes highlighted in red

Risk Level Key:

L = Low – the risk would have a minimal and/or it is adequately managed.

M = Medium – the risk is managed, but there may be limited scope for improvement or even if the risk arises it will have a minimal impact. In some cases, the risk is beyond the Council's capability to control, but there is a low probability of it happening.

H = High – the risk is not under adequate management. In some cases, the risk is beyond the Council's capability to control, but there is a low probability of it happening.

Risk Management Scheme

Area	Risk	Level	Control (<i>and agreed improvements</i>)
Assets	Not ensuring adequate protection of physical assets	L	Buildings, structures and assets insured and policy checked. Value increased annually by RPI for insurance purposes only.
	Maintenance and inspection of facilities and equipment, ball park, play parks, bus shelters, memorials, green spaces, trees, noticeboards etc.	M	Weekly check by the Village Facilities Inspector Other assets are visually inspected. Buildings currently maintained on an ad hoc basis.
	Failure to manage and identify the risks (and opportunities) associated with the development of allotments.	M	Committee established with clear terms of reference. Tenancy terms and conditions issued to tenants.
Finance	Failure to ensure adequate banking procedures.	L	Monthly bank reconciliations are carried out for the current account, play parks and reserves. Schedule of payments agreed at every meeting. Unity dual authorisation and cheque book is kept securely by the Clerk in a locked cabinet.
	Payments are made without prior approval.	L	Monthly contractual payments are delegated to the Clerk to pay and reported to every Parish Council meeting. Any other spend is reported to the Parish Council and minuted with additional checks on reconciliation against the invoice.
	Loss of cash through theft or dishonesty	L	No petty cash system in place so the risk is low. Will comply with adequate banking and budget monitoring procedures.
	Inadequate budget monitoring and or poor internal controls and record keeping in relation to finance.	M	Monthly budget monitoring which is duly considered at the monthly meeting. Compliance with financial regulations. Internal and external audits take place annually. S137 is recorded separately with

			the aggregate spend worked out on a monthly basis.
	Failure to comply with VAT Regulations	M	Use help line when necessary. Clerk attends update briefings provided by LALC. VAT payments and claims calculated by Clerk and checked by Council.
	Lack of robust budget setting procedure to determine the annual precept.	M	The Clerk produces information on previous year's spend, current year spend and things to consider for the following year by October every year which forms the basis of setting the estimate by the end of November. This is finalised by the end of January. Precept derived directly from this. Reserves agreed to deal with any contingency expenditure such as Contaminated Land checks as the area is an ex RAF base.
	Complying with borrowing restrictions	L	No borrowing likely in 2025/26
	Inaccuracies in the accounts, not kept up to date or payments not made.	L	The monthly reconciliation process provides a check and balance against the amounts paid etc which is a fully transparent process.
	Ensure that spending is value for money	L	Public bodies from the Local Government Act 1999 have a statutory duty to provide value for money. By seeking quotes and checking the market we can ensure any costs incurred represent value for money.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees/hedges investigated when damage reported. Bus stops and village signs regularly inspected. Monthly risk assessments at the Ball Park site and Memorial. Village Facilities Inspector carries out regular visual inspections.
	Legal liability as consequence of asset ownership	H	Insurance in place. Monthly risk assessments at the Ball Park site and Memorial. Written records kept. Annual checks by RoSPA of playground facilities at the Ball Park and Play Parks. Village Facilities Inspector carries out regular visual inspections.
	Failure to ensure that the website complies with the	M	Initial audit undertaken. To monitor regularly.

	recent Accessibility Regulations.		
Employer Liability	Failure to comply with Employment Law	L	Membership of various national and regional bodies. Indemnity for Clerk included in insurance. LALC provides advice and support. Written statement of particulars now produced for the Clerk and Village Facilities Inspector.
	Failure to comply with HMRC requirements	L	Internal and external auditor carry out annual checks. We have a third party company who specialise in payroll to ensure pay and tax is paid correctly to the Clerk and to separate the duties so the Clerk doesn't determine her own pay. Tax is paid monthly. The payroll company also advise on pensions. The current Clerk and VFI have opted out.
Legal Liability	Ensuring activities are within legal powers	M	Decisions are made through the Parish Council. Clerk clarifies legal position on any new proposal. Advice to be sought where necessary. Clerk has completed ILCA but not CiLCA so General Powers of Competence are not applicable Council has Standing Orders and Financial Regulations.
	Not providing proper and timely reporting via the minutes	M	Council meets once a month and receives and approves minutes of meetings held in interim. Minutes made available to on the Council's website.
	Proper document control	M	Leases and legal documents in Clerk's possession. Other data storage to comply with GDPR regulations and retention and disposal policy.
Councillor propriety	Registers of Interests listing gifts, hospitality and pecuniary interests in place and up to date	H	Register of interest completed. Gifts and hospitality policy adopted June 2024. A register is present at each Council meeting. In the future to be included as an agenda item in May and October.
Councillors	Not being able to recruit seven Cllrs.	M	Six Cllrs elected. Co-option policy to encourage additional Cllr to stand.
Business Continuity	Impact on continuing business of the parish council if the Clerk leaves/becomes ill on a long term basis	L	Chairman can temporarily support the Parish Council but help can be bought from the Lincolnshire Association of Local Councils until a Clerk can be appointed or if

			the current Clerk is on long term sickness absence. This is more acute when there is only one employee.
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Parish Council Risk Schedule			
Item	Frequency	Last Reviewed	Control/Comments/Action
Parish Council Insurance	Annual	May 2025	The current policy includes provision for up to £50K play equipment.
Inspections/Maintenance:			
Tree and hedge maintenance	Twice a year and as required	September 2025	Arboricultural Risk Report issued 21 st September 2023. Tree maintenance and removal carried out in September 2024 and April 2025. New policy adopted September 2025
Ball Park Maintenance	Annually	March 2020	Astro turf maintained in 2020 and continues to be maintained.
Green Spaces and playing fields	Twice a year		Village Facilities Inspector to check regularly.
Grit bins	Once a month from September to March	December 2019	New trugs in use to help move grit around more easily.
Bus Shelters and Parade Ground Memorial	Twice a year	March 2020	New bus shelter installed in March 2020 at Dog Kennel Lane.
Inspection of equipment at the Ball Park	Regular basis by VFI and Monthly by members	September 2025	See BP risk assessment. Risk assessment updated in September 2024. ROSPA inspection carried out in September 2025.
Inspection of equipment at the Play Parks Minden Road and Capper Avenue	Regular basis by VFI	September 2025	Risk assessment adopted 23 September 2024. ROSPA inspection carried out in September 2025.

Financial Matters:			
Banking Arrangements	Annual	April 2025	Change to Unity, dual authorisation and better banking options.
VAT Return Completed/Submitted	Twice Yearly	End of June and December	
Annual Salary Review	Annual	April 2025	Job descriptions were reviewed, no changes. Grading not reviewed.
Budget monitored and reported	Monthly	May 2024	
Budget set and precept requested	Annual	January 2025	
Financial Policy and Procedure Review	Annual	May 2025	Financial Regulations updated with recent changes
Bank Reconciliations Overseen by Councillors	Monthly	May 2022	Item on each ordinary meeting agenda.
Clerk's Salary Reviewed and Documented	Monthly	April 2025	No salary review at appraisal April 25. Salary in line with the current NJC scales
Internal Audit	Annual	Nov 2024 and April 2025	LALC now carry out the Parish Council's internal audit and report recently received.
External Audit	Annual	June 2025	External Audit
Internal Check of Financial Records	Annual	May 2019	The arrangements were found to be adequate to the Council's needs.
Record Keeping:			
Minutes properly numbered, stored, etc.	On-going	N/A	
Asset Register Available/Updated	Minimum twice a year	April 2025	Need to include cost at purchase plus current value to comply with audit requirements and the transparency code.

Standing Orders Available	On-going	May 2025	Reviewed at the Annual Parish Council meeting in 2025.
Back-up Taken of Computer Records	Weekly	N/A	Stored in Dropbox and on flash drive.
Archived Computer Records	Monthly	June 2017	
Employees and Contractors:			
Contracts of Employment	Annual	June 2022	Clerk and Village Facilities Inspector have contracts of employment and written statement
Written Arrangements with Contractors	On-going		Correct documentation for the tender and appointment of contractor for Grounds Maintenance all other contracts.
Members' Responsibilities:			
Code of Conduct Adopted	Reviewed once a year	May 2023	New code of conduct updated by WLDC adopted.
Register of Interests Completed and Updated	Twice a year	May 2025	Reviewed May 2025
Register of Gifts/Hospitality	On-going	N/A	Simple form available at each meeting.
Declarations of Interests Minuted	Monthly	N/A	Item to be included on each agenda.