

CHALTON PARISH COUNCIL

C/O WYCH ELM, LUTON ROAD, CHALTON, BEDFORDSHIRE, LU4 9UG
LU5 9UE Tel : 07939 419 377 Email : clerk@chalton-pc.gov.uk

RISK ASSESSMENT AND MANAGEMENT

The below review of the risk assessment as set out was approved on the 15th September 25

Area	Risk	Level	Control
Assets	Protection of physical assets	M	Insurance in place
	Maintenance of assets	M	Equipment maintained on an ad hoc basis
Finance	Banking	L	
	Financial controls and records	L	Clerk emails payment requests, asking 2 Cllrs to acknowledge in their reply the approval of payment & detail of which Cllr to complete online banking authorisation process for release of payments. 2 Cllr Initials on related payment invoices. List of Payment approvals circulated on Clerk's correspondence before PC meetings. Internal & External Audit.
	Comply with Customs and Excise Regulations	L	VAT payments and claims calculated by clerk. Internal auditor provides double check
	Sound budgeting to underlie annual precept	L	Council receive budget. Precept derived directly from budgets
	Complying with borrowing restrictions	L	No new borrowing likely.
Liability	Risk to third party, property or individuals	M	Insurance in place
	Legal liability as consequence of assets ownership	M	Insurance in place. Regular checks on assets.
Employer Liability	Comply with employment law	L	Membership of various national and regional bodies including Employees Organisation
	Comply with Inland Revenue Requirements	L	Regular advice from Bedfordshire Association of Town & Parish Councils
	Safety of staff and visitors	L	Clerk works from home.
Legal Liability	Ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	Proper and timely reporting via the Minutes	L	Council meets virtually bi-monthly to receive and approve Minutes. Minutes made available to press

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	Proper document control	L	Documents held by clerk at home and on the councils laptop.
Councillor propriety	Registers of Interests and gifts and hospitality in place.	L	Registers of Interests completed by all Councillors online. Original documents held by Central Beds Council.

L – Low Risk M - Medium Risk