



Lighthorne Parish Council

Risk Assessment

Area	Risk	Level	Control
Assets	Protection of physical assets	M	Pavilion Café building insured by tenant. Rebuild cost reviewed every three years. Last review in 2016 (delayed update due to Covid, update required) Village Hall the responsibility of the Village Hall Committee.
	Security	H	Pavilion Café security is the responsibility of the tenant. Vehicular access gate is kept locked when café is closed.
	Maintenance of buildings	M	Ad-hoc minor maintenance carried out by tenant with major items reported to Parish Council.
Finance	Banking	M	Accounts held with Lloyds, protected by dual councillor signature requirement.
	Consequential loss of income	M	Annual review of broker and cover provided.
	Loss of cash through theft or dishonesty.	H	No cash handled.
	Financial controls and records.	M	Monthly reconciliation prepared by the Clerk. Internal and external audit.
	HMRC compliance	H	VAT payments and claims calculated by Clerk, reviewed by annual audit.
	Budget set appropriately as justification for precept.	M	Budget reviewed at monthly meetings, with full review before end of financial year prior to setting precept.
	Borrowing restriction compliance.	L	No borrowing anticipated.
Liability	Risk to third party, property or individuals.	M	Insurance in place. Play area and open spaces checked regularly. Trees managed appropriately.
	Legal liability as consequence of asset ownership.	H	Insurance in place. Regular checks of playground, noted in minutes. Annual checks by ROSPA of playground.

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Employer Liability	Employment Law compliance.	M	Membership of WALC provides access to professional advice.
	HMRC compliance.	M	Change of Clerk registered with HMRC as appropriate. Internal and external audit.
	Safety of Staff and visitors.	M	Fire procedures observed at public meetings. Other H&S risks assessed by the Village Hall Committee.
Legal Liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets monthly and receives and approves Minutes of meetings held in interim. Minutes made available to public via notice board and web site.
	Proper document control	M	Deeds and related documents for Village Hall stored with Wadworths Solicitors, Solihull. Other legal documents stored in locked filing cabinet in Village Hall. Other data storage to comply with GDPR.
Councillor propriety	Registers of interests, gifts, and hospitality.	H	Register of interests completed and kept up to date with Stratford District Council by all councillors. No gifts or hospitality accepted by councillors in exchange for Parish Council influence.