

# Plenmeller with Whitfield Parish Council

## Risk Assessment

<b>Item</b>	<b>Risk</b>	<b>LEVEL</b>	<b>Action/Comments</b>
1	Are all insurable items fully covered by current insurance policy? Insurable items:  Public liability	Low	<p>Check policy annually and review list of insurable items in case of changes.</p> <p>Check that any contractors which are engaged on behalf of the Council have their own valid public liability insurance certificate before work is carried out. In particular, this relates to work involving strimming of roadsides, where there is potential danger from traffic.</p> <p>All speed signs are added to insurance policy.</p>
2.	Absence of Clerk due to illness or holiday – or sudden resignation.	low	<p>All work is backed up on a memory stick which the clerk's husband will had over to Cllr Johnston or another designated member.</p> <p>In the event of a protracted illness or sudden resignation the designated member would fill in until a replacement could be found or the Clerk was well again.</p>
3.	Are the records kept in a safe place which is easily accessible to someone other than the Clerk? Is anything vital kept on computer, what plans are in place in the event of a breakdown?	Low	<p>The current clerk uses her own computer to run the payroll and produce documents which are all backed up and stored in a metal box. This also applies to accounts information.</p> <p>The clerk keeps records at her home address. All Councillors may request access to documents.</p> <p>Minutes are held at Woodhorn with a scanned signed copy of them kept digitally.</p> <p>Documents are uploaded onto Google Drive and an external hard drive.</p>
4.	Financial Security: what arrangements are in place to ensure that finance matters are conducted properly and securely?	Low	<p>All cheques written are accompanied by an invoice for the same amount as the cheque. The invoice is initialled by a councillor at the meeting of approval, alternating between members.</p> <p>Except in an exceptional emergency (i.e. insurance cover renewal received between meetings and cover expiring before next meeting) all cheques are presented with invoices during the course of a meeting for signature by any three of the council, who initial the cheque stubs after signing.</p> <p>Online banking will need an authorisation for payment by one</p>

			of two councillors. The clerk sets the payment up and emails the list out to both councillors to check and for one to authorise. The list of payments approved at the meeting is signed by two members.
5.	Legal issues: What protects the Parish council from litigation? Do we have access to legal services or advice?	Low	The NALC membership entitles the Parish Council to professional advice on legal matters.  The clerk is a member of SLCC which offers advice.
6.	Are there any local conditions which may cause risk to council property and strategies in place? i.e. Trees falling on bus shelter	Low	There are minimal risks to property in the Parish, as the Council owns very little property. The cost of insuring the bus shelters is not cost effective and, repairs are made when necessary, from Council funds.  The new speed signs are insured under Public Liability and are also insured against damage as they are expensive items to replace.  War Memorial insured.
7.	Continuation of Council:  Resignation by a Councillor.	Low	In the first instance, notify NCC who advertise for residents to put forward nominations. If there are more than the number of vacancies, an election will be held.  If no-one is nominated, NCC will inform the council and, The Council can seek an appropriate replacement for co-option from previous applicants/interested parties. Advertise locally (notice boards, Hexham Courant).
8.	Contingency fund for extra-ordinary expenses	Low	The Council keeps a reserve in the bank account to cover some minimal extra-ordinary expenses without having to increase precept. This would for example cover the cost of an election should one be necessary.
	Do the council consider this risk assessment to be a full appraisal of risks facing the council at this time		Prop: Cllr V Harmer  2nd: Cllr J Johnston

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Minute ref: 08/26.01

Signed..... J Blakett-Ord.....chair.....