

Risk Assessment Form Farnsfield Parish Council

Organisation: Farnsfield Parish Council	Date Assessed: August/September 2025	Assessed by: Cllrs Sally Savage, Joyce Shakeshaft, Lesley Healy. Judith Alcock Clerk/RFO. MoP – Linda Cracknell
Location/Task/ Activity: Governance	Review Date: Next formal review August 2026.	Reference Number:.

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
PRECEPT	<p>Insufficient Precept demand</p> <p>Delayed payment of Precept by District Council</p> <p>To ensure that the annual precept results from an adequate budget forecast, which is evidenced to the Council</p> <p>Lack of knowledge of budgetary</p>	Chair Clerk/RFO Councillors	<p>All Cllrs to complete an introduction to finance online training. Chair, Chair of F&G and Clerk/RFO complete additional training (budget and precept) as required.</p> <p>b. BPP meeting held in November to discuss indicative costs for the following year that require costing ahead of preparation of a draft budget</p> <p>Clerk/RFO ensures all necessary information received from the district council regarding submission of the precept demand before the Budget presentation to the Full council in November</p> <p>c. Clerk/RFO completes budget update to the end of the previous month before the working party meets</p> <p>d. Draft budget, precept demand and rationale to be presented at the full Council meeting in November</p> <p>e. Clerk/RFO submits precept demand to the District Council before the end of January and</p>	2	3	6M	Existing Procedures require some actions

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	process and council regulations		records the receipt of the precept in the cashbook and notifies the councillors f. Involve all councillors in the budgetary process and encourage training as necessary				
Financial Records	Incomplete or inaccurate records Financial irregularities	Cllrs Chair Clerk/RFO	Control systems and accounting records detailed in the Council's Financial Regulations Selected Cllrs, Chair and Clerk/RFO complete additional training where necessary Budget monitoring reports and commentary on significant variance shared with councillors monthly Bank reconciliations completed monthly by the Clerk/RFO for approval by a nominated named Councillor Annual internal and external audits conducted, findings reported to the Cllrs and recommendations implemented following resolution by the Full council	3	4	12H	Existing Procedures need to be applied consistently A number of recommendations require action during 2025/26 Council internal audit of financial monitoring to be developed and implemented
Banking	Inadequate checks Mistakes BACS online payments made without Council approval To ensure that the banking facilities of	Cllrs Chair Clerk/RFO Banking Signatories Internal Auditor F&G Committee	The Council's Financial Regulations govern the banking arrangements and authorisation of payments Online banking ensures a Cllr verifies / authorises payments processed by Clerk/RFO All payments included in full council meeting agendas for approval and receipts noted	3	2	6M	Looking at a further instant access savings account so money can be transferred quickly in to the current account if necessary, without having to wait for a minimum of 1 calendar month on the current 3 reserve accounts before the money is transferred.

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	<p>the council are secure and offer value for money</p> <p>Loss though theft or dishonesty</p> <p>Misuse of Credit Card</p> <p>Illegal payments or spending</p> <p>Bank charges unnecessarily incurred</p> <p>Clerk/RFO taken ill or leaves without a replacement</p> <p>Internal controls not in place or not operated.</p>		<p>Clerk/RFO checks bank statements against cash book monthly and internal audit undertaken by two nominated Cllrs every 6 months</p> <p>No petty cash is held by the council</p> <p>Use of the Clerk/RFO's and 1 other authorised holder's credit cards is restricted as per the Councils Financial Regulations</p> <p>Balances on Credit card payments are made at the end of each month, recorded in the cashbook and include in full council meeting agendas</p> <p>Regular checks by Clerk/RFO and internal auditor</p> <p>To keep number of accounts to a minimum but ensure that any large credit balances are deposited in an interest bearing account to comply with the FSCS Scheme limits</p> <p>Changing accounts may also incur some risks</p>				
Financial Reporting	<p>Insufficient information</p> <p>Ensure payments made from council funds and the use of assets represent value for money, are adequately managed and comply generally</p>	<p>Cllrs</p> <p>Clerk/RFO</p> <p>Auditors</p>	<p>Clerk/RFO reports payments and receipts to Cllrs at each full council meeting</p> <p>Additional financial information e.g. budget updates and variances to reported by the Clerk/RFO to Cllrs at full council meetings</p> <p>Annual internal and external audits conducted, findings reported to the Cllrs and recommendations implemented</p>	1	2	2M	<p>Existing Procedures adequate</p> <p>Consider having dedicated sessions to share financial information with residents at least annually during the period of public rights.</p>

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	<p>with the wishes of the residents</p> <p>Maximise rental income</p> <p>Ensure year end accounts are prepared on the correct accounting basis, on time and supported by an adequate audit trail</p>		<p>following resolution by the Full council</p> <p>Financial documents, including AGAR, end of year bank reconciliations and cashbook, explanation of variances, end of year accounts, public rights together with budget and precept are published on the council's website</p> <p>Ensure that effective lines of communication take place with residents through website etc</p> <p>Charge appropriate rates.</p> <p>Review lettings potential of facilities on longer terms</p>				
Grants awarded to Council	Not receiving grants applied for	Clerk/RFO Cllrs	<p>The annual budget excludes any grants not yet awarded to ensure no future initiatives commence until confirmation has been received that the grant will be awarded</p> <p>Clerk/RFO and F&G committee ensures all grant applications meet the specified criteria and that all grant payments are made to the council, according to the terms of the grant, at the correct times</p>	1	1	1L	Existing Procedures adequate
Grants Paid by the council	Unauthorised payment of grants	Clerk/RFO Cllrs	Clerk/RFO and the F&G committee determines the maximum amount of money that can be spent under Section 137 each year to ensure it does not exceed the statutory limit set by the Government per electorate	1	5	5L	<p>Existing Procedures adequate</p> <p>Revised grant application process to be approved by full council and published</p> <p>Establish process for section 137 grants.</p>

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			S137 budget cost centre to be included in the draft budget resolution to be presented to the full council Clerk/RFO notifies qualifying organisations and distributes application forms and guidance notes (approved by the full council) to organisations Any applications made to be included in the next full council agenda and payments recorded in the cashbook				
Rents receivable	Payment of rents to the council	Clerk/RFO Cllrs	The parish council collects a peppercorn rent from the allotment association annually and rental income from the library quarterly	1	1	1L	Existing procedures adequate
Best Value accountability	Charges to the council are too high	Clerk/RFO Cllrs	The council's Financial Regulations set out the requirements and procedures for both regular revenue payments and capital items. Clerk/RFO usually obtains 3 or more quotations or estimates from appropriate suppliers as per Financial Regulations. Estimates/quotes are included in agendas for full council approval	1	1	1L	Existing Procedures adequate
Salaries and Associated costs	Salary paid incorrectly Incorrect or unpaid tax deductions	Clerk/RFO Cllrs NALC	Salaries determined by NALC recommended rates each year and be proposed by Staffing Committee in October of each year. Payroll, payslip and HMRC payments generated monthly	1	1	1L	Existing Procedures adequate

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			Payment made by BACS before the end of the month as per banking controls above				
Employee Health and Safety	Staff and public not adequately protected from harm	Staff, Cllrs and Public	All employees to be provided with adequate direction and any safety equipment needed to undertake their roles. Health and safety training to be provided and updated as required.	5	1	5L	Existing procedures adequate
VAT	VAT on payments remains unclaimed	Clerk/RFO Cllrs	Clerk/RFO submits VAT returns quarterly (if the amount of VT paid exceeds £100 that quarter) VAT is recorded separately in the cashbook and VAT refunds reconciled to VAT payments Receipts for VAT refunds are reported to the full council meeting	1	1	1L	Existing Procedures adequate
Insurance	Inadequate cover Costs are too high Compliance	Cllrs Chair Clerk/RFO VC Users	Usually 3 year annual cover in place, which is reviewed annually. Updated Asset register shared with insurers ahead of renewal Employers and public liability included in the cover Quotes obtained before renewal of 3 year renewal and presented to the full council for resolution Clerk/RFO and F&E committee checks insurance cover of all contractors to ensure adequate public liability insurance	2	3	6M	Currently one year proposed due to late submission of insurance quote from current provider Proposal for ongoing insurance cover to be presented to Full Council in January or February 2026 for approval.

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Election Costs	Inadequate reserves	Cllrs Clerk/RFO	Adequate reserves in savings accounts towards election costs When and elections is due the Clerk/RFO will obtain an estimate from the District Council in advance so that it can be considered when setting next year's precept	1	1	1L	Existing Procedures adequate
Data protection	Failure to comply with statutory guidance	Clerk/RFO Cllrs Residents	Policies and procedures in place	4	3	12H	Current policies and procedures are out of date and require updating to comply with statutory requirements and best practice. Training needs of paid staff and councillors to be identified and suitable training opportunities made available
Location/Task/ Activity: Governance		Review Date:		Reference Number:			

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Failure to meet Statutory obligations	Lack of knowledge of regulations and Code Absence of Standing orders	Clerk/RFO Chair Cllrs Notts ALC	a. Ensure all Cllrs have copies or access to relevant information through Notts ALC, Councils own policies relating to Freedom of Information, Data Protection, protection of children and vulnerable people, Equality of opportunity, Racial equality and Disability legislation plus the Good Councillors Guide b. Ensure Standing orders are produced, understood by Cllrs and reviewed at least once a year	3	3	9M	Existing Procedures adequate Chair to establish a process for identifying training needs of the Clerk/ RFO and Cllrs Allocate an experienced Cllr to act as a mentor to new Cllrs for at least the first three months in office. Policies and procedures to be up-to-date and published on website

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	<p>Actions by the council outside its powers</p> <p>Lack of Commitment to regulations and Procedures</p> <p>Items purchased without proper tendering procedures</p> <p>Lack of control of signatories on cheques</p> <p>Compliance with Acts of Parliament, other legislation the Councils Standing Orders, Financial Regulations and Code of Conduct</p>		<p>c .As "a" above but ensure powers are highlighted or extracted into an effective summary</p> <p>d. Regular reference to appropriate regulations in agenda items. Appropriate delegation of responsibilities to Cllrs and committees. Compliance with appropriate procedures</p> <p>e. Ensure all Cllrs are aware of regulations regarding estimates and full tendering procedures. Estimates to be provided for all purchases over an agreed figure as over the Financial Regulations</p> <p>f. Keep authorised signatories to a minimum but consistent with practicalities</p> <p>g. Ensure appropriate publications are held and that the Clerk/RFO has a good knowledge of the regulations</p>				
Identify and regularly review Council's Priorities and risks	Lack of knowledge of setting objectives, setting priorities and identifying risks to their achievement	Chair Clerk/RFO Cllrs NSDC	a. All Cllrs to be made aware of need for objectives and identification of risk. Attend Training courses and refresher training as required.	4	2	8M	Ensure Risk assessments are taking place and regularly reported to full council Follow up within 6 months

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	<p>Lack of commitment by Council members</p> <p>No risk analysis carried out</p> <p>No steps taken to combat identified risks</p> <p>An inadequate complement of Cllrs to manage business of the council</p>		<p>b. Add risk assessment to agenda quarterly, reviewing particular items and results against these items</p> <p>c. As "a" above and ensure risk assessment is given priority as a requirement of the Audit Commission</p> <p>d. As "b" above</p> <p>e. All Cllrs to strive to work in a constructive manner in accordance with the Code of Conduct and to welcome and encourage new Cllrs. All Cllrs to cooperate to share the workload</p>				
Influence other local councils and other Government organisations to recognise the requirements and interests of the local population	<p>Lack of effective lines of communication with other organisation</p> <p>Lack of effective lines of communication with parishioners</p> <p>Lack of preparation on subjects requiring influence</p>	Chair Clerk/RFO Cllrs	<p>a. To note all communication lines which are essential or beneficial and establish and maintain contacts by name and where possible face-to-face</p> <p>b. To make sure the Council website provides key information to residents in an accessible and effective way</p> <p>c. Take every opportunity to publicise role of Parish council using the Farnie, notice boards, "flyers" and the Annual Parish Meeting. Use key issues to raise</p>	3	3	9M	<p>Existing Procedures adequate</p> <p>Website requires further development</p>

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	Lack of confidence by Parish Cllrs		<p>the profile of the PC and test parishioners' views.</p> <p>c. Ensure all Cllrs are aware of need for careful research and are guided as to where to obtain relevant information</p> <p>d. Experienced Cllrs and Clerk/RFO to assist newcomers to understand roles and responsibilities, to establish essential contacts and gain procedural awareness</p>				
Members Interests	<p>Conflict of Interests</p> <p>Breach of required standards in public life</p>	Cllrs Clerk/RFO	<p>a. All Cllrs to return register of members' interests forms when elected or coopted.</p> <p>b. Members interests forms to be reviewed annually</p> <p>c. Members to declare any interests in agenda items at the beginning of each meeting</p> <p>d. All Cllrs sign to confirm that they will conform to the Council's Code of Conduct.</p>	2	2	4L	<p>Existing Procedures adequate</p> <p>Cllrs to be reminded of their responsibilities in relation to declarations of interests</p> <p>Clark to ensure all entries on the Newark and Sherwood register are up-to-date and are refreshed at least annually</p>
Agendas and Minutes	<p>Notice Period not adhered to</p> <p>Inaccurate minutes</p>	Chair Clerk Cllrs	<p>a. Agendas are produced in the prescribed manner by the Clerk and adhere to legal requirements that they are published with 3 clear days public notice before the meeting</p> <p>a. Minutes are approved at the next meeting of the council or</p>	1	2	2L	Existing Procedures adequate

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			committees and signed by the Chair				
Conduct	Inappropriate conduct at meetings	Cllrs Chair	a. Cllrs sign to confirm they will conform to the Councils Code of Conduct b. Standing Orders set out rules of debate and acceptable conduct to be adhered to. c. Business conducted at Council meetings is managed by the Chair in accordance with the Standing orders.	1	2	2L	Existing Procedures adequate
Location/Task/ Activity: Assets & Health & Safety		Review Date:		Reference Number:			
Council Assets	Identify, value, and maintain all the assets of the Parish council Assets lost or misappropriated Inadequate or inaccurate valuation of the council's assets	Cllrs Chair Clerk/RFO	a. Ascertain and record all significant assets for which Parish council is responsible b. Establish and maintain a permanent asset register c. Establish who is responsible for security and maintenance of each asset. d. Regular monitoring of location and use of assets by Cllrs. e. Arrange for periodic review of valuations and arrange professional valuations where necessary.	1	1	1L	Existing Procedures adequate Need to allocate specific areas of responsibility to named Cllrs

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	Asset register not established or inadequately maintained		f. Create asset register in accordance with Audit Commission requirements				
Checks in respect of safety, licencing and integrity of all Council Buildings	<p>Lack of or inadequate programme of regular safety checks</p> <p>Lack of inadequate licensing of council buildings e,g PRS music licence</p> <p>Excessive utility bills caused by water leaks, electrical appliances unnecessarily left switched on. Property Damage caused by leaks</p> <p>Building safety hazards</p> <p>Compromised building security e.g broken window</p>	Cllrs Clerk/RFO Facilities Manager	<p>a. Ensure that all necessary checks are properly performed by suitably accredited people in a timely manner in accordance with an agreed schedule</p> <p>b. Ensure that the hot water temperatures are not excessive</p> <p>c. Ensure that all necessary licences are listed on a schedule and reviewed in a timely manner.</p> <p>d. Regular checks by Cllrs and paid staff</p> <p>e. Clerk/RFO to monitor utility bills to assess consumption levels</p> <p>f. Prompt attention to minor repairs and leaks</p> <p>g.Regular property checks by Facilities Manager and nominated Cllrs. Prompt attention to hazards / problems once identified</p> <p>h. Prompt attention to issues raised by building users, officers and contractors</p> <p>i.As "g" above</p>	4	2	8M	Existing Procedures adequate

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	<p>or integrity such as leaking roof</p> <p>Inadequate winter preparations causing freezing of pipes and water damage</p> <p>Inappropriate heating of water</p> <p>Fire risk in the village centre (including taking account of revised guidance following the Grenfell disaster)</p>		<p>j. As "g" above</p> <p>k. Water heating to be in accordance with current advice to minimise the risk of a Legionella outbreak. Regular checks to confirm settings are maintained at appropriate levels</p> <p>Statutory fire risk assessment to be undertaken and required actions undertaken.</p>	5	3	15H	Further assessment to be undertaken by appropriately qualified expert to identify any actions that we are required to take to maintain the safety of the building in the light of the most recent routine risk assessment.
To carry out adequate safety and integrity checks on facilities in the village	<p>Lack of inadequate programme of regular safety checks e.g. trip hazards</p> <p>Damage to the Sports Facility due to compromised security</p> <p>Pavillion Facility</p>	Users of the facilities Cllrs Facilities Manager Bowls club Tennis Club	<p>a. Regular checks by the Facilities Manager and other officers.</p> <p>b. Prompt attention to hazards once identified</p> <p>c. Prompt attention to issues raised by facility users, Officers and contractors</p> <p>d. As "a, b and c" above</p> <p>e. As "a, b and c" above</p>	1	2	2L	Existing Procedures adequate

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To carry out adequate safety checks on public open space and street furniture owned by the council	Lack of or an inadequate programme of maintenance	Cllrs Chair	a. Regular checks by Facilities Manager, other officers and Cllrs b. Prompt attention to hazards / problems once identified c. Prompt attention to issues raised by all users d. Engagement of suitable contractors to conduct ongoing maintenance work (including periodic professional checking of trees and a 5 yearly tree survey)	1	1	1L	Existing Procedures adequate
	Risk of fire and broken glass in Millenium Wood		Fire and High Wind signs are in place and relevant policies on the website.				
	Risks of disease from animal faeces/urine and ticks		Signage in place indicating dogs are not allowed in play areas				
			Dog walkers encouraged to pick up dog foul and bins provided across the village				
			Ticks are very difficult to monitor but the Council will follow any local and national advice and work with Public Health England should any local outbreaks of disease such as Lymes or Weil's Disease occur locally.				Regular monitoring of known areas of woodland where broken glass evidenced. Cllrs and feedback from the public.

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	Car parking on Wilson's Field		Currently managed by the Cricket Club	5	1	5L	Joint risk assessment to be undertaken in order to clarify responsibilities and liabilities.
To carry out adequate safety checks on the children's play areas operated by the council	<p>An inadequate programme of safety inspections and maintenance (or vandalism) resulting in an accident and/or an award of damages</p> <p>Lack of or inadequate programme of maintenance of the immediate surrounding areas allows persistence of a safety hazard e.g. faulty gate or sharp object</p>	<p>Facilities Manager</p> <p>Cllrs</p> <p>Playground inspectors</p> <p>Property Services</p> <p>Contractors</p> <p>Public Users</p>	<p>a .Weekly safety inspections by local staff, Contractors and Cllrs backed up by an annual inspection by an accredited playground inspector</p> <p>b. Prompt attention to hazards / problems once identified</p> <p>c. Ongoing maintenance</p> <p>d. Professional specification and installation of equipment</p> <p>e. An ongoing programme of equipment replacement as necessary</p> <p>f. Regular checks by the Facilities Manager, other Officers and Cllrs</p> <p>g. Prompt attention to hazards / problems once identified</p> <p>h. Prompt attention to issues raised by all users</p> <p>i. Engagement of suitable contractors to conduct ongoing maintenance works.</p> <p>j. Weekly visual checks of planting to monitor growth</p> <p>h. Ensure planting plan of areas surrounding play areas limits plants that are thorny or irritant</p> <p>i. Stinging nettles and brambles are strimmed/cut back as required</p>	1	2	2L	Existing Procedures adequate

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Defibrillators	Failure to maintain defibrillators	Public	Regular checks undertaken by volunteers within the village Procedures for ordering new pads and replacing batteries in place	5	1	5L	Existing procedures adequate

Risk Matrix

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

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