

## Cam Vale Parish Council - Risk Assessment 2025/2026

<b>LIABILITY</b>				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Ensure established with clear terms of reference.	Existing procedure adequate.
	Working Parties taking decisions	L		Monitor on a monthly basis.
Minutes/Agendas/ Notices/Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate. Guidance/training to Chair should be given (if required). Members to adhere to Code of Conduct.
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessments regularly carried out to comply with requirements.	Existing procedures adequate. Ensure risk assessments are carried out.
Employer Liability	Non compliance with employment law	L	Undertake adequate training and seek advice from the Dorset Association of Local Councils.	Existing procedures adequate.
Legal Liability	Legality of activities	M L	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves Minutes at bi-monthly meetings. Retention of document policy in place.	Existing procedures adequate.
	Proper and timely reporting via Minutes Proper document control	L		

<b>COUNCILLORS' PROPRIETY</b>				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Members interests	Conflict of interest Register of Members interests	M M	Councillors have a duty to declare any interests at the start of the meeting. Register of Members Interest forms to be reviewed regularly by Councillors.	Existing procedure adequate. Members to take responsibility to update their Register.

<b>FINANCE AND MANAGEMENT</b>				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	All files and recent records are kept at the Clerk's home. The Clerk makes regular back-ups of files to an external hard drive. Google One drive now in place to backup all files.	Existing procedures adequate. Review when necessary.
Precept	Adequacy of precept Requirements not submitted to MBC Amount not received by MBC	L L L	The Council reviews the Precept requirement annually at the November meeting and reviews the presented budget update information, including actual position and projected position to year end and estimated figures for the next financial year. With this information the Council then agrees the amounts set for the specific budget headings for the following year, the total of which is resolved to be the precept amount to be requested from Dorset Council. This figure is submitted by the Clerk in writing to Dorset Council. The Clerk informs Council when the monies are received (approx April time).	Existing procedure adequate.
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations that set out the requirements.	Existing procedure adequate.

Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L L L L	The Council has Financial Regulations that set out the requirements for banking and reconciliation of accounts. The Clerk reviews the Councils banking arrangements regularly. Online banking now set-up and will be reviewed	Existing procedure adequate. Monitor the bank statements Monthly. Dual payment authorization in place for Councillors & Clerk under the Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 (s.150(5) of the Local Government Act 1972 repealed)
Reporting and auditing	Information communication Compliance	L M	A full list of payments and receipts is provided at the meeting including retrospective payments; financial records including a breakdown of receipts and payments balanced against the bank statement are presented at each meeting. Council should regularly audit internally to comply with the Fidelity Guarantee.	Existing communication procedures adequate.
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Incorrect electronic payment Unpaid invoices	L L L L L	The Council has Financial Regulations that set out the requirements. At each Council meeting the list of invoices awaiting approval is distributed to Councillors, and considered. Council approves the list of retrospective and intended payments.	Existing procedure adequate. Dual payment authorization to eliminate errors Review the Financial Regulations when necessary.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure or General Power of Competence	Existing procedure adequate.
Best value Accountability	Work awarded incorrectly Overspend on services	L M	As per Financial Regulations normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Review Financial Regulations regularly.
Salaries and assoc. costs	Salary paid incorrectly Wrong deductions of Tax & Unpaid Tax	L L L	Salary rates are assessed annually by the Council and applied when national pay agreement settled. Salary is paid monthly by standing order. The Tax and NI contributions due are reported to the Council and signed off bi-monthly. PAYE is accounted for monthly and reported via the analysis of expenditures	Existing appointment and payment system is adequate.
Clerk	Loss of Clerk Fraud Actions undertaken Health & Safety	L L L L	The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Include in financial statement when setting precept. Clerk CILCA qualified. Existing procedure adequate. Monitor working conditions, safety requirements and insurance regularly.
Election costs	Risk of an election cost	L / M	Risk is higher in an election year. The Parish Council make provision by annual contribution to an election Reserve Fund	Existing procedure adequate.
VAT	Reclaim correctness & completeness	L	The Council has updated Financial Regulations that set out the requirements.	Existing procedure adequate
Annual return	Submit within time limits	L	Employer's Annual Return is completed and submitted online and to the Inland Revenue within the prescribed time frame by the Clerk. Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate

Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	All activities and payments minuted.
Council records - paper	Loss through: theft, fire, damage	L M L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books and copies, documents for ownership of property, records such as personnel, insurance, salaries etc.	Damage (apart from fire) and theft is unlikely and so provision adequate. Deeds/leases kept off site
Council records - electronic	Loss through: Theft, fire, damage Corruption of computer	L M	The Parish Council's electronic records are stored on a Council computer at the Clerk's home. Back-ups of the files are taken at regular intervals on to external hard drive. Google One drive back up from Sept 2023.	Existing procedure adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and the clerk's time.	Monitor and report any impacts of requests made under the FOI Act.
Meeting location	Adequacy Health & Safety	L M	The Parish Council Meetings are held at the Cam Vale Community Hall The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.	New location from March 2023.

### ASSETS

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Street Furniture, Play Area Equipment	Loss or Damage Risk/damage to third party(ies)/property	L L	Separate risk assessment for play rea	Existing procedure adequate. Review insurance requirements annually.
Noticeboards	Risk/damage/injury to third parties Road side safety	L L	Parish Council has three notice boards inspected regularly by Councillors- any repairs/maintenance requirements brought to the attention of the Parish Council. .	Existing procedure adequate.
Berkley Field – licensee responsibilities	Fallen Tree Livestock issues Mud on road	L L L	Insurance cover managed by Glanvilles Wootton Parish	Existing procedures adequate
SID operation A352 Longburton	Safety of operatives moving the equipment – road hazard/lifting injury	M	Dorset Council now complete rotations on a sub-contract basis. Risk Assessment in place	Modified procedures adequate

### Cam Vale Parish Council Risk Assessment for Cam Vale Community Hall Play Park

Subject	Risk(s) Identified/ Injury	H / M / L	Management/Control of Risk/ Remedial action as required to reduce risk.	Risk after control H/M/L	Review/Assess/Revise
Access to Play park	Gate not secure Risk of children leaving park without supervision and also stray dogs entering.	M	New gates & fencing in good condition with gate closer spring	L	Weekly inspection of gate and fencing

Equipment safety	Risk of falls/injuries arising from misuse of equipment or equipment failure .	M	Supervision and instructional use of equipment from supervisor i.e. (Parent) Sign at pp entrance states that Persons using this Play Park do so entirely at their own risk. Children MUST be supervised at ALL TIMES New equipment installation March 2023 – warranties given. Equipment risks very low	L	Weekly safety inspection by appointed Councillor Annual safety check conducted Defects to be reported to the Parish Council Clerk immediately
Play area surface	Injuries/trips arising from damage to Tiger Mulch surface Litter & bio hazards	L	New installation under warranty	L	Weekly check of area for debris which could cause injury. Safe disposal of debris.
Road crossing	Danger to children crossing with main A352 or Wildewood Rise to reach Play Park	M	Primarily parental responsibility Clear signage in place marking presence of play park Potential consideration for pedestrian crossing measure	M	Adequate signage to be requested. Speed Indicator Device in use at 3 village locations (Longburton)
<b>Dog Fouling</b>	Risk of catching Toxocariasis (Round Worm) which can cause blindness in children	L	Fences & gate to exclude stray dogs Clear signage - Dogs should not enter the play park - .	L	Weekly Inspection of park. New signage in place

David Green - Parish Clerk 05/04/2026