Holland Fen With Brothertoft Parish Council - Risk Assessment September 2026

This document has been produced to enable Holland Fen with Brothertoft Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

No.	Subject	Risk Identified	Control of Risk	Review/Assess/Revise
			ASSETS	
1	Street Lights	Risk of damage	The asset is checked by the borough council upon reports for safety concerns or damage. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Existing procedures adequate
2	Litter Bin	Risk of damage	The asset is regularly checked by the clerk and councillors. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Existing procedures adequate
3	Speed Sign	Risk of damage	The asset is regularly checked by the clerk. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Existing procedures adequate
4	Noticeboards (2)	Risk of damage	The asset is maintained by the village halls. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Existing procedures adequate
5	Office Contents	Risk of damage/theft	All office contents are stored in a metal filing cabinet in the clerks home.	Existing procedures adequate
6	Defibrillator	Risk of damage/theft	The asset is maintained by the village shop. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Existing procedures adequate
7	Dog Waste Bin	Risk of damage/theft	This asset is emptied by the borough council.	To be added to insurance.
8	Laptop	Risk of damage/theft	This is kept securely at the clerks home.	Existing procedures adequate
			FINANCIAL	
9	PRECEPT	Adequacy of precept in order for the Council to carry out its statutory duties Amount not received from Borough Council	At the Precept meeting (January) the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Boston Borough Council. The Clerk informs Council when the monies are received (approx. April and October) Regular budget update (each meeting)	Existing procedures adequate
10	CHEQUE BOOKS	Un-authorised signatures	Two councillors always sign a cheque as per Financial Regulations.	Existing procedures adequate

11	ONLINE BANKING	Financial irregularities	Regular reconciliation (each meeting) The Parish Council Bank Statements/ Accounts are stored at the home of the Clerk Clerk and Chairman and any other signatories have authorisation, passwords etc	Existing procedures adequate
12	SALARIES	Irregularities in pay and income tax	The Clerk is the only paid employee, payroll is done via HMRC basic tools and all paperwork is held at the clerks home.	Existing procedures adequate
13	INSURANCE	Adeequacy	Annual review is undertaken (before the time of policy renewal. Employers and Employee liability insurance is a necessity.	Existing procedures adequate
14	ELECTION COSTS	Risk of an unexpected contested election cost	Risk is higher in an election year, a reasonable amount is held in reserves.	Reserve provided for yearly
TRANSPARENCY AND ACCOUNTABILITY				
15	TRANSPARENCY AND ACCOUNTABILITY	Policy provision	The Parish Council adopted the Transparency Code in accordance with the Local Audit and Accountability Act.	Existing procedures adequate, information produced on the Parish Council website and the noticeboards
16	PAPER	Loss through, theft, fire or damage	The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minutes, audit reports and are stored in a metal filing cabinet. Retention of these records is in line with GDPR regulation 2018.	Existing procedures adequate
17	ELECTRONIC	Loss through, theft, fire, damage or corruption of computer	The Parish Council electronic records are stored on the Computer at the home of the Clerk. Files are regularly uploaded to the parish website and a backup of electronic data is made on a monthly basis. Retention of these records is in line with GDPR regulations 2018.	Existing procedures adequate
18	BUSINESS CONTINUITY	Parish Council not being able to continue business due to tragic or unexpected circumstance		Review accordingly
Members Interests				
19	MEMBERS INTERESTS	Conflict of interest Register of members interests	Declarations of interest by Parish Councillors at meetings. Register of councillor's interests forms reviewed regularly.	Parish Councillors take responsibility to update register.