Langriville Parish Council - Risk Assessment September 2026

This document has been produced to enable Langriville 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	NOTICE BOARDS	Risk of damage	The asset is regularly checked by the clerk 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
4	BENCH	Risk of damage/Injury	The asset is regularly checked by the clerk 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
5	DEFIBRILLATORS	Risk of damage/theft and risk of injury if in bad condition.	The asset is regularly checked by the clerk , it is registered with circuit and maintained periodically.	Existing procedures adequate
6	SPEED MONITOR UNITS	Risk of damage/theft	The asset is regularly checked by the clerk and councillors 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
7	CHRISTMAS DECORATIONS	Risk of damage/theft	The asset is checked by the clerk during the Christmas period 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
8	SPEED MONITOR UNITS	Risk of damage/theft	The asset is regularly checked by the clerk and councillors 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
9	Tables	Risk of damage/injury	The asset is regularly checked by the clerk and councillors 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 adequat
10	OFFICE CONTENTS	Risk of damage/theft	The asset is kept securely at the clerks home.	Existing procedures adequate
			FINANCIAL	

11	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
12	CHEQUE BOOKS	Un-authorised signatures	Two councillors always sign a cheque as per Financial Regulations.	Existing procedures adequate
13	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
14	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
15	INSURANCE	Adeequacy	Annual review is undertaken (before the time of policy renewal. Employers and Employee liability insurance is a necessity.	Existing procedures adequate
16	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				
17	TRANSPARENCY AND ACCOUNTABILITY	Policy provision	Langriville 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
18	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

19	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
20	BUSINESS CONTINUITY	Parish Council not being able to continue business due to tragic or unexpected circumstance		Review accordingly
MEMBERS INTERESTS				
21	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.