

EASTON PARISH COUNCIL

Risk Management Policy

	Risk	Risk Level	Management
Assets	Protection of physical assets from loss or damage	M	Ongoing review of risk and adequate insurance cover for all physical assets Children's Play Area monitored, periodic inspections actioned as necessary and reported to Council meetings. Annual play area inspection currently by Fenland Leisure Ltd
	Security of buildings	L	N/A no buildings
Finance	Banking	M	Account held with Barclays Bank UK PLC No petty cash. Two Councillors required to sign cheque payments
	Fraud	L	Fidelity guarantee covers money & property misappropriated by Clerk
	Financial controls and records	M	bank statement reconciled quarterly by RFO. Quarterly receipts and expenditure account circulated and approved by the Council at meeting. Annual internal and external audit
	Compliance with VAT regulations	M	Not registered for VAT. Reclaims submitted online annually with refund paid direct to bank account
	Compliance with HMRC regulations	M	N/A no employees
	Budget may be exceeded	L	Annual budget estimated and agreed at a Council meeting along with the precept being set. Expenditure against budget file reviewed by Council.
	Unexpected expense	L	Considered as required
	Budgeted income not received	L	Precept is main income.
	Compliance with borrowing restrictions	L	No loans and no new borrowing anticipated

Public Liability	Claim by member of public	M	Public liability insurance in place
	Legal Liability as consequence of asset ownership	M	Tree inspections if required carried out by qualified professional. Annual inspection of play equipment carried out.
Employer Liability	Compliance with Employment Law	L	N/A no employees
	Compliance with Inland Revenue requirements	L	N/A
	Safety of Employees	L	N/A
Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies position as far as possible on new proposals with legal advice sought as necessary from professional bodies.
	Proper and timely reporting via meeting minutes	L	The Council meets, receives and approves minutes of the previous meeting. Minutes displayed on website
Document control (current records)	Loss by fire or theft	M	Minutes from 2014 on Parish Council website with backup to laptop files on portable external hard drive
	Computer failure	L	All Council business conducted on Parish Council laptop
Document control (archived records)	Loss or damage	L	Additional old minute books and documents to be held by County Archives.
Councillor Propriety	Register of Interests	M	Huntingdonshire District Council Monitoring Officer requires Register of Interests to be completed by every Councillor for display on District Council website.

Easton Parish Council

30 July 2026

Next review 2027