



Bourn Parish Council

Parish Clerk / RFO – Jo Perez

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Risk Assessment Management May 2025

Review Date – May 2026

Area	Risk	Level	Control and Agreed Improvements
Finance	Banking	M	The Parish Council's accounts are the responsibility of the RFO, Current account is held with Lloyds Bank. Money is protected under FSCS for Parish Councils as under £85,000. Payments are made with three approvers – the Clerk and two Cllrs.
	Financial Controls of Cash	H	Cash transactions are discouraged, any cash to be paid into the bank account as soon as possible via the Post Office, Receipts issued when required.
	Financial Controls and Records	M	Monthly bank reconciliations and Financial Officers Reports are prepared by the RFO and presented to Cllrs at the PC meetings.
	VAT Regulations	H	VAT claims made bi-annually, calculated by the RFO and reported to Cllrs at PC meetings. Internal Auditor check.
	Budgeting to Underlie with Annual Precept	M	RFO to prepare draft budget in late autumn, Precept derived from this, and draft budget is presented at November's meeting ready for approval at January's meeting.

			Expenditure against budget is presented to Cllrs quarterly. Risk assessment of general ear-marked reserves considered to ensure sufficient funding level in case of emergency.
	Complying with Borrowing Restrictions	L	Council to be made aware of borrowing regulations if considering borrowing in the future.
<u>Assets</u>	Protection of Physical Assets	M	Pavilion, street furniture, villages signs, speed signs and playground equipment insured.
	Security of Pavilion and Equipment	M	Ensure adequate systems are in place. Contents and building insured.
	Maintenance of Assets	M	Assets currently maintained on an ad hoc basis. Need to look at inspecting play equipment and building every month. Annual Playground Inspections is carried out by David Bracey.
	Defib	M	Defib needs to be checked once a month, check to see if pads and battery have expired.
<u>Liability</u>	Rish to Third Party, Property or Individual	M	Public Liability Insurance is in place, Open Spaces need to be checked regularly, Pavilion risk assessment to be carried out monthly, Play areas risk assessment to be carried out monthly, Risk Assessments to be carried out for any event, Work carried out as recommended.
	Safeguarding Children and Adults at Risk	H	Safeguarding and Child Protection adopted. DBS checks on staff members or volunteers to be carried out when in contact with children or adults at risk.
	Legal Liability as consequence of asset ownership	H	Insurance in place, risk assessments to be carried out on a regular basis.
<u>Employer Liability</u>	Comply with Employment Law	M	Members of various national and regional bodies, employees issued with up-to-date contract and job description
	Comply with HMRC requirements	M	Payroll administrated by RFO using HMRC took kit, Internal auditor check, training when required.

	Safety of Staff	M	Lone worker policy adopted, Regular H & S checks to be carried out.
<u>Legal Liability</u>	Ensuring Activities are within Legal Powers	H	Clerk clarifies legal position on any new proposal, Legal advice sought when necessary
	Proper Document Control	M	Legal documents are held by the Clerk, other data storage to comply with current data protection legislation.
	Proper and Timely Reporting via the Minutes	M	Council meets once a month except from August and December and approve the minutes at the following meeting, Minutes are made available to the public from the clerk via the website (as per current data protection legislation.)
<u>Contractor Liability</u>	Proper Document Control, Risk to Third Party, Property, or Individuals	M	Ensure copies of relevant insurance cover held by contractors and sub-contractors obtained when carrying out work for the PC. Copies of training obtained where necessary.
<u>Councillor Property</u>	Registers of Interests and Gift Hospitality in Place.	M	Register of Interested completed, held by the Clerk and available at Council Meetings, Reviewed yearly in May.
<u>Vacancies</u>	Cllr / Staff Vacancies	M	To advertise vacancies as soon as positions become vacant.

Version	Description	Originated	Reviewed	Approved
Version 1	General Risk Assessment	24.04.2024	May 2024	May 2024
			May 2025	May 2025