

**Waresley-cum Tetworth PARISH COUNCIL  
RISK ASSESSMENT AND MANAGEMENT 2025**

Risk	Level	Control
<p><b>Protection of physical assets</b></p> <p>Street furniture:</p> <p>12 Street lights</p> <p>1 bollard light</p> <p>4 salt bins</p> <p>2 cast iron signs</p> <p>1 stone seat</p> <p>8 stone bollards</p> <p>5 wooden bollards</p> <p>3 wooden seats</p> <p>2 Horse &amp; Rider signs</p> <p>4 Planters</p> <p>1 Traffic Mirror</p> <p>Millenium stone</p> <p>MVAS Sign</p>	<p>M</p> <p>M</p> <p>H</p> <p>L</p> <p>L</p>	<p>Parish council owns no buildings</p> <p>All assets insured to £10,000 but with an excess of £100</p> <p>In any case, damage to street furniture is most likely to be from vehicles, to be paid for on vehicle insurance in the best case scenario.</p> <p>Vulnerable to vandalism</p> <p>Damage from traffic or vandalism</p> <p>Insured to the value of the stone but historically irreplaceable. Protected by wooden bollards.</p> <p>These items are uninsurable. All we can do is maintain and protect them. Regular checks on status and renovation when necessary.</p>
<p><b>Listed items under responsibility of Parish Council</b></p> <p>Jubilee light</p> <p>Pump by Church</p> <p>Pump in Manor Farm Rd</p> <p>Milestone</p> <p>Cross in old Churchyard</p> <p>Old Churchyard</p>	<p>M</p> <p>H</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>Protected by stone bollards and wooden bollards.</p> <p>At risk from vehicles. Protected by stone bollards. Reviewed regularly and have taken all available action.</p> <p>Sheltered position</p> <p>Sheltered position</p> <p>Sheltered position</p> <p>Potential risk from falling branches – Regular check</p> <p>Tree Management Plan implemented to manage removal of dead wood/branches</p> <p>Church wall repaired.</p>

<b>Banking</b>	M	Bank account with Barclays
Risk of consequential loss of income	L	Insurance cover.
Potential security breach through errors by bank: 1. Reluctance to change contact address on change of clerk 2. Cheque card sent to a parish councillor	L	Bank's performance to be reviewed next year and if necessary consider change of bank.
Loss of cash through theft or dishonesty	L	Receipts issued
Financial controls and records	M	All transactions approved in parish council meetings and minuted. Two signatories on cheques. Internal and external audit. Cheque stubs initialled.
Comply with Customs and Excise Regulations	L	VAT claims calculated by Clerk.
Sound budgeting to underlie annual precept	M	Parish Council receives detailed budgets in late autumn. Precept derived directly from this and decided in parish council meeting.
Complying with borrowing regulations	L	Not applicable. Precept set to meet requirements, so borrowing has never been necessary.
<b>Risks to third party, property or individuals</b>  Parish Council has responsibility for the old churchyard  Attendees at parish council meetings	M	Insurance in place.  Checked regularly. Tree surgery performed recently. Gravestones not a threat as they have mainly been realigned against the perimeter and the remainder are small.  Meetings held in Village Hall. Insurance in place.
<b>Comply with employment law</b>	M	Membership of NALC
<b>Comply with Inland Revenue requirements</b>	M	Advice from clerk, internal auditor carries out annual checks
Ensuring activities are within legal powers	M	Clerk clarifies legal position on new proposals. Legal advice to be sought where necessary.
Proper and timely reporting via the minutes	M	Council meets 4 times a year or more if required. Minutes are read and approved at the next parish council meeting.

		Parish Council adopted the NALC code of conduct in 2012
Proper document control	M	Legal documents held in locked filing cabinets in Village Hall storeroom. Parish council approved a model publication scheme in 2008
Registers of interests and gifts and hospitality in place	L	All parish councillors have completed register of interests

This risk management paper to be considered by the Parish Council at the meeting on 22nd May, 2025 and to be reviewed again in twelve months.

Richard Jerman, Chairman