



GOOD EASTER PARISH COUNCIL RISK ASSESSMENT

REFORMATTED AND AMENDED May 2025

APPROVED BY THE PARISH COUNCIL ON May 2025

Abbreviations

PC	Parish Council
CCC	Chelmsford City Council
RFO	Responsible Financial Officer
GESFA	Good Easter Sportsfield Association
GEVHMG	Good Easter Village Hall Management Group

Likelihood
1 = Unlikely
2 = Possible
3 = Quite Often
4 = Very Likely

Impact
1 = Minor
2 = Major
3 = Severe
4 = Critical

This document has been produced to enable Good Easter Parish Council to assess current and future risks and satisfy itself that it has taken adequate steps to remove or mitigate them.

Item	Subject	Identified Risk(s)	Likelihood (L)	Impact (I)	Risk (L x I)	Current Management of Risk	Review / Assess	Action By
1	Business Continuity / Parish Councillor	PC being unable to function due to unexpected or tragic event	1	3	3	A sudden tragic event could result in the postponement of the next PC meeting There is a reserve in place and insurances to cover unforeseen events	Procedure Adequate	Chair / Clerk
2a	Clerk's Role	Long term incapacity or resignation of the Clerk	2	3	6	Appoint Locum Clerk Advertise, interview and appoint a permanent Clerk.	Procedure Adequate	Chair
2b		Short term Clerk falling ill or incapacitated	2	3	6	The Clerk works from home A DSE assessment has been carried out	Procedure Adequate	Clerk

2c		Inability to access Clerk's laptop and /or online banking through lack of passwords or knowledge	2	4	8	The Chair of the PC holds a list of passwords in a sealed envelope. Policy/procedure to cover all eventualities in this regard is being prepared	Policy/procedure to be submitted and approved	Clerk
3	Parish Councillors Role	Long term incapacity of resignation of the Chairman	2	2	4	Temporarily replaced by Vice Chairman. A new Chairman will be appointed by councillors at the next meeting	Procedure Adequate	Vice Chair /PC
4		Long term incapacity of one or more councillors	2	2	4	New councillor(s) co-opted after advertisement and interview by the PC	Procedure Adequate	Chair / Clerk
5		Driving on PC business	1	1	1	Ensure MOT-Insurance –Driving licence appropriate for task-(If over 25,000 miles pa on PC Business advance driving course) If attending Training Courses over 4 hours driving plus course equals 10 hours, overnight accommodation must be provided.	Procedure Adequate	PC / Clerk
6	PC Legality	PC operating outside its remit	1	3	3	The clerk produces and agenda and minutes for each meeting which are approved by the PC. The minutes and signed by the Clerk and Chairman. The approved minutes and the agenda are displayed on the village website in accordance with legal requirements. The PC meetings are chaired by the Chairman, or in his/her absence, by the Vice Chairman. IF neither are available, the meeting chooses someone to preside	Procedures in in accordance with the PC Standing Orders / LGA	Clerk/Chair/ Councillors

7	Records Storage	Inadequacy of records storage	2	2	4	Paper records are stored in the clerk's home and shredded or archived at Essex Records Office in accordance with the Disposal and Retention Policy. Electronic records are stored on the PC Laptop and backed up weekly.	Consideration should be given to the purchase of a fire proof safe.	Clerk
8	PC Meetings	Inadequacy of meetings location	1	3	3	The PC meetings are held in the village hall where the facilities are considered adequate. PC meeting may also be held electronically via Zoom whereby the clerk controls the security of the meeting.	Procedure Adequate	
9	Precept	Inadequacy of precept	2	3	6	The PC reviews the revenue and capital costs for the following year by the end of November each year. This estimate will be based on the current year's budget, together with any anticipated expenditure for the following year. The clerk produces regular reports to the PC throughout the year to ensure that expenditure is managed and maintained within the precept.	Procedure is in accordance with the Financial Regulations	Clerk
10		Late or inadequate submission of Precept and confirmation of payment by CCC	1	4	4	The clerk will notify the PC of meeting and deadlines for the Precept to be discussed, agreed and submitted to CCC and the dates when the Precept payments have been received.	Procedure Adequate	Clerk

11	Financial Records	Inadequate records and financial irregularities	1	3	3	The clerk is the appointed FRO and will maintain all financial records during the year and will produce financial accounts at the end of the year for PC approval.		Clerk
12		Banking inaccuracies, charges and fraud	1	4	4	The clerk, as the RFO, reviews bank statements and charges to ensure that the accounts are healthy and that no errors have been made. The PC has three councillors as nominated signatories, of which two are required to authorise payments online Bank reconciliations are submitted to the PC monthly	Procedure Adequate	Clerk / Appointed Councillors
13		Misappropriation of cash through theft or dishonesty	1	3	3	No petty cash is held. All payments are made electronically with a three-tier process. The clerk is unable to authorise payments and the signatories are unable to load payments. Any receipt in cash is paid into the bank within three working days.	Procedure Adequate	Clerk / Appointed Councillors
14		Inadequate Reporting and Auditing of Payments	1	3	3	The clerk produces details of all receipts and payments for the previous period for approval, or in the case of contracted payments, noting.	Procedure Adequate	Clerk
15		Grants or support to be paid.	1	3	3	Grants are paid in accordance with the Grants Policy. Donations may be paid from S137 if appropriate	Procedure Adequate	Clerk

16		Insurance Provisions	2	3	6	The clerk, as RFO produces annually a costed schedule of all PC assets which require insurance. The clerk will seek insurance quotations for these are the appropriate time.	Procedure Adequate	Clerk
17		Best Value Accountability	1	3	3	To ensure best value for money, competitive quotations or tenders are sought for all works, services of goods procured by the council, unless by prior approval of the PC	Procedure is in accordance with the Financial Regulations	Clerk
18		Transparency of staff salary and expenses	1	3	3	The clerk is the only paid member of staff and is paid in accordance with the national local government pay scales and the number of hours worked are agreed with the chair. Staff salaries are reported in the AGAR.	Procedure Adequate	Clerk
19		Transparency of councillors' salaries and payments	1	2	2	PC councillors are not salaried. Expenses incurred by a councillor on PC business are submitted and approved by the PC prior to payment.	Procedure Adequate	Clerk
20		VAT	2	2	4	The clerk ensures VAT is submitted to HMRC and reclaimed at least annually	Procedure Adequate	Clerk
21		Provision for election costs	2	2	4	When an election is due in the following year, the clerk will obtain quotations from CCC for a full election and an uncontested election and include these figures on the following year precept.	Procedure Adequate	Clerk

22		Adequate audit provisions	2	3	6	An internal auditor is appointed to audit and approve the annual accounts produced by the RFO. External audit is not required	Procedure Adequate	Clerk
23	Code of Conduct	Illegal activity or payments	1	3	3	The PC is bound by the agreed Code of Conduct and all payments are recorded at PC meetings	Procedure Adequate	Clerk
24		Conflict of members' interests	1	3	3	Members of the PC are obliged to declare and interests in any relevant agenda item and are asked by the Chairman to leave the room during that agenda item. They may not participate in any vote pertaining to an agenda item in which they have declared an interest.	Procedure Adequate	PC
25	Assets	Loss and damage generally	2	3	6	An annual review of all PC assets is undertaken to ensure there is adequate insurance to cover the cost of repairs or replacement caused by fire, vandalism etc	Procedure Adequate	Clerk

26		Maintenance generally – risk to third parties	2	3	6	All assets owned by the PC are inspected regularly by a designated PC member. All repairs and relevant expenditure are actioned and authorised by the PC or responsible party (eg GESFA , GEVHMG etc) Any significant maintenance costs to be funded by the PC should be included in the precept. If a councillor carries out minor repairs / enhancements, they must ensure they are taking adequate steps to protect themselves and others from injury – i.e., appropriate clothing – Hi-Viz, other PPE	Procedure Adequate	PC
27		Notice Board	1	1	1	The PC notice board is fixed to the inside of the bus shelter and is lockable with a budget key. It is watertight and in reasonable condition.	Procedure Adequate	PC
28		Bench by village cross roads	1	2	2	This bench is in very good condition and only requires periodic maintenance.	Procedure Adequate	PC
29		Bus Shelter / Book Exchange	1	2	2	The bus shelter is located at the entrance to the Sportsfield. Minor repairs / enhancements are carried out by councillors conforming with item 26 above.	Procedure Adequate	PC

30	Open Spaces	Sportsfield / Play Equipment	2	3	6	Grass cutting is contracted out with other common grass land (village hall and Tye Green). The grass cutting contract is reviewed annually and included in the precept. GESFA are responsible for the upkeep and maintenance of the play equipment and undertake regular inspections in accordance with current standards. GESFA pay for an annual ROSPA inspection.	Procedure Adequate	PC GESFA
31		General upkeep and possibility of uneven ground due to wildlife	1	3	3	Regular inspection and mitigation measures by nominated councillor	Procedure adequate	GESFA councillor
32		Accidents from moving vehicles	1	4	4	Only vehicles permitted by the council or GESFA permitted Contractors to provide risk assessments to demonstrate safety to public	Procedure adequate	GESFA councillor/ Contractors
33		Hedges and overhanging branches	2	3	6	To be assessed regularly and trimmed by contractors when required	Procedure adequate	Councillors/ Contractors
34		Slips and trips	3	4	8	To be regularly monitored. The PC has a stockpile of bags of salts to treat icy paths	Procedure adequate	Councillors

35	Pavilion	Condition of Sportsfield Pavilion being unfit for use Short term (10 years) risk Long term (20 years) risk	1	4	4	The pavilion is located on the Sportsfield and is owned by the PC, but is managed by the GESFA. Since the insurance and utility bills for the pavilion are paid by the PC, there is some concern where the liability would rest in the event of an incident or a third-party claim. GESFA are engaged in a refurbishment and maintenance programme funded by themselves from fundraising events. The GESFA have their own constitution. The current insurance provisions are insufficient to cover the costs of building a new pavilion. The usefulness expectancy is assessed as between 10 and 15 years with ever increasing maintenance costs.	Further work is required to confirm liability of the existing sportsfield pavilion	PC/ GESFA
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36	Village Hall	Possibility of the Village Hall being unfit for use Short term (10 years) risk Long term risk (25 years)	1 3	4 4	4 12	- The village hall is owned by the PC and is located on land owned by the PC. The village hall is managed by the- GEVHMG The village Hall has full disabled provisions (ramp and toilets) and has regular fire inspections (means of escape, extinguishers, fire blankets etc). The building is in good condition, but in 2021 has reached its centenary and therefore has limited usefulness (say 20 years). The utility bills are currently paid by the GEVHC from proceeds of fund-raising events and rentals. The insurance premium is paid by the PC. There is no other facility in the village for the activities currently held in the village hall if, for any reason it became unusable. The rebuild cost for the Village Hall should be regularly reviewed and insurances should be checked to ensure the premium will cover the rebuild cost.	The long term provision for a new Village Hall / pavilion should be reviewed to ensure that there is some form of community building available to the residents when the existing pavilion and village hall are no longer usable	PC
37	Health & Safety	Possibility of Village Hall & Pavilion Asbestos	1	3	3	A survey was carried out on the 15th December 2020. 'Do not disturb' stickers were applied to areas identified to contain asbestos. No asbestos was found in the Pavilion	Procedure Adequate	PC

38	Covid-19	Failure to follow Health & Wellbeing guidelines	1	4	4	Government guidelines are followed at all times and reasonable measures taken to sanitise equipment wherever possible.	Procedure Adequate	PC
39	Litigation	Rick of legal action being taken against the Parish Council	2	3	6	Public liability insurance is in place to cover personal injury claims from the public	Procedure Adequate	PC
40	Data Protection	Loss of data or breach of data protection regulations	2	4	8	Risk mitigated through the PC data protection policy , private notice (website) and registration with the ICO	Procedure Adequate	Clerk