

Chapel Allerton Parish Council

Risk Assessment and Management 2025-26

Area	Risk	Level	Control (and agreed improvements)
Assets	Protection of physical Assets	M	Notice Boards insured. Asset's list updated March 2026 for insurance purposes.
	Security of buildings, equipment etc	L	N/A
	Maintenance of buildings etc	L	N/A
Finance	Banking	M	As of 30 th March 2026: £19,289.72
	Loss of cash through theft or dishonesty	L	No cash held by Clerk
	Financial controls and Records	M	Monthly reconciliation prepared by Clerk, checked by a Councillor, and reported to the Council at monthly meetings. Two signatories on cheques and Payment Sheet for Internet banking. Internal audit. All transactions approved by a second signatory.
	Comply with customs and Excise Regulations	M	VAT payments and claims calculated by Clerk.
	Sound budgeting to underline annual Precept	M	Council receives detailed budgets in December/January. Precept derived directly from this. Expenditure against budget reported to the Council periodically
	Complying with borrowing restrictions	M	N/A
Liability	Risk to third party, property or individuals	H	Insurance in place
	Legal liability as consequence of asset ownership	H	Insurance in place
Employer liability	Comply with employment law	M	Membership of various national and regional bodies SALC & SLCC.

	Comply with HMRC	M	Regular attendance to HMRC webinars. USE of HMRC tools
	Safety of staff and visitors	L	N/A
Legal liability	Ensuring activities are within legal powers	H	Clerk clarifies legal position on any new proposal. Legal advice is sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets 11 times a year, receives and approves minutes of meetings held in interim. Minutes made available to public via website or by contact with the clerk
	Proper document control	M	Leases and legal documents in Clerk's office /house. Archive Loans to Public Record Office.
Councilor propriety	Registers of interest and gifts and hospitality in place	H	Register of interests completed by all cllrs and sent to the Electoral Services. Link available on CAPC website to Somerset Council website.

This Risk Assessment & Management document was reviewed and approved by Chapel Allerton Parish Council on the 30th March 2026.

Signed Chair

Date: