

Hepworth Parish Council

Risk Assessment

The risk assessment, as documented below, was confirmed by HPC on 21 May 2026.

Financial and Management					
Topic	Risk identified	Risk level H/M/L	Management of risk	Staff action	notes
1. Precept	Not submitted	L	Budget planning is included on the agenda for November. At the meeting the Council receives a budget update report, including actual position and projected position to the end of the year and indicative figures or costings obtained by the Clerk. With this information, the Council maps out the monies required for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved by the precept amount to be requested. Budget minuted. RFO to follow up	Clerk - diary RFO to submit precept by January	Draft budget circulated to members for discussion at November meeting. Precept Application to be returned by 31 January
	Not paid by DC	L	Confirm receipt	Clerk/RFO to log receipt	
	Adequacy of precept	L	6 monthly review of budget to actual	Clerk - diary	

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1a. Other income	Cash handling	L	BACS is most commonly used for payments, but where necessary, appropriate controls are in place for banking cash.	Annual review of documented controls	No cash is used, all payments settled by BACS
1b. Other income	From Recreation Ground Committee	L	Annual peppercorn rent received from Hepworth Recreation Ground Committee for duration of the Lease at £0.25 per year.	Clerk/RFO to log receipt	
1c. Grants received	Claims procedure	L	Clerk/RFO check as required Grant applications considered at budget meeting in November	Clerk - diary	Grants include St Eds Locality Budget/SCC - Joanna Spicer
	Receipt of grant when due	L	Confirm receipt	Clerk/RFO to log receipt	
1d. Investment income/interest	Receipt when due	L	Regular check of bank statements. Regular bank reconciliation.	Clerk/RFO.	
2. Salaries	Wrong salary/hours/rate paid	L	Annual review of salary approved and recorded in minutes. Annual check of hours and rate to contract and SALC guidance. Annual review takes place in November.	Clerk	Salary paid on spot point. Clerk JD and CofE agreed by Council
	Wrong deductions – NI and income tax	L	SALC Payroll provide service	Clerk	

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3. Direct costs and overhead expenses	Goods not supplied to Council	L	Follow up on all orders	Clerk	
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliation on a monthly basis	Clerk/RFO Monthly finance report to council	
4. Grants & support	No power to pay or no evidence of agreement of Council to pay	L	Minute Council agreement with the power used to authorize payment	Clerk Member verify	
	Budget available	L	Advertise grant availability in September ready for November budget meeting	Clerk-diary	
5. Election cost	Invoice at agreed rate	L	Clerk/RFO check and consider budget	Clerk/RFO verify	
	Budget available	L	Elections amount included in reserves	Clerk-diary	£1,500 included in reserves
6. VAT	VAT analysis	L	All items recorded in cash book lists/financial spreadsheets	Clerk/RFO to check	
	Charged on purchases	L	Consider all items per cash book lists/financial spreadsheets All invoices requested in the name of Hepworth Parish Council	Clerk/RFO to check	
	Claimed within time limits	L	Conducted in April on an annual basis	Clerk/RFO to check	

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7. Reserves - general	Adequacy	L	Consider at budget setting meeting in November.	Clerk/RFO opinion	Budget planning Nov. Forward plan.
8. Reserves - earmarked	Adequacy	L	Consider at budget setting meeting in November and carry out review of final accounts.	Clerk/RFO opinion	
	Unidentified earmarked or Contingent liability	L	Review minutes/constitutions	Clerk-diary	
9. Litigation	Potential risk of legal action being taken against the Council.	L	Public liability insurance covers personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims – these cannot be insured against.	Insurance is adequate for requirements but there is still risk of other claims.	
	Risk or damage to third party property or individuals	L	Review adequacy of Public Liability Insurance	Diary	

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10. Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate. The Parish Council records are stored online via OneDrive. Passwords available in case of stand in member needed. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, asset registers, salaries etc. are stored in the loft at the Pavilion.	RFO/member review	
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually	
11. Councillors	Losing Councillors or having more than six vacancies at any one time	L	When a vacancy arises, there is a legal process to follow. This either leads to a bye-election or into a co-option process. An election is out of the Parish Council's control. The Co-option process includes an advert, acceptance of applications, consideration of candidates and co-option vote at a Council meeting then appointment.	Existing procedures adequate	

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12. Legal powers	Illegal activity or payment	L	Complex payment authorisation in place with 2 people always involved. Educate Council as to their legal powers. New members to receive training. Check budget against powers All activity and payments within the powers of the Council to be resolved and minuted at full Council meetings.	Diary – review as appropriate	
13. Financial records	Inadequate records	L	Clerk/RFO to report regularly and carry out internal audit checks.	Diary	
14. Minutes and agendas/ Notices and statutory documents	Accurate and legal Business conduct	L	Minutes and Agendas are produced by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. Minutes and Agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Cair.	Diary	
15. Members interests	Conflict of interest	L	Declarations of interest are documented/ minuted and any conflict addressed as appropriate.	Clerk to check	

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16. Reporting and auditing	Information communication	L	A monitoring report is presented to the Council, discussed and approved at the meeting. It includes bank reconciliation, budget update and a breakdown of receipts and payments balanced against the bank.	Clerk to present report at full meetings.	Clerks report
	Compliance	L	An Internal Auditor is appointed by the Council. The Annual Return is completed and signed by the Council and submitted within the time limit.		
17. Freedom of Information Act	Policy provision	L	The Council is aware of FOI Act procedure.	Ensure annual review of procedure.	
18. Data Protection - General Data Protection Regulations	Policy provision	L	Data protection included in Standing Orders. Clerk is Data Protection Officer	Annual review of procedure	
19. Assets	Loss or damage /damage to third parties	L	An annual review of assets is undertaken for insurance provision, storage and maintenance provision. Annual insurance review.	Clerk and members of Council Asset Register updated annually	

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20. Maintenance	Poor performance of assets or amenities/loss of income/risk to third parties	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually. All public amenity land is inspected regularly by a third party.	Members of Council. Annually	
21. Bus shelters 1 and 2	Damage/injury to third parties/road side safety	L	The Parish Council is responsible for two bus shelters. Both have insurance cover. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with.	Existing procedure adequate	
22. Street furniture	Damage/injury to third parties/road side safety	L	The Parish Council is responsible for street furniture as listed in the Asset Register. All have insurance cover. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with.	Existing procedure adequate Sign restored 2015	

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23. Grit bin 1 - 7	Damage/injury to third parties/road side safety	L	The Parish Council is responsible for seven grit bins. All have insurance cover. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with.	Existing procedure adequate	
24. 11 x meeting tables/60 x chairs/2 x metal cupboard.	Damage/injury to third parties	L	The Parish Council is responsible for eleven meeting tables, 60 chairs and two metal cupboards stored at the village hall. All have insurance cover. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with.	Existing procedure adequate.	
25. Wood Lane interpretation panel	Damage/injury to third parties	L	The Parish Council is responsible for one interpretation panel and base. It has insurance cover. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with.	Existing procedure adequate.	
26. Notice boards	Damage/injury to third party/unable to display notices as per legal requirement	L	The Parish Council is responsible for two notice boards. It has insurance cover. Regularly checked by Clerk.	Existing procedure adequate.	Installed Wood Lane

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27. Laptop and speakers	Loss through damage/theft/fire/loss of information	L	The Parish Council is responsible for a laptop and speakers. The items are insured and stored in a locked cupboard at the village hall. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. Visual inspection carried out annually.	Existing procedure adequate Clerk - diary	Stored with Art Group, Village Hall
28. Screen	Damage/theft/injury to third parties	L	The Parish Council is responsible for one screen stored in the village hall. The item is insured. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with.	Existing procedure adequate.	Village Hall
29. Projector and case	Damage/theft/injury to third parties	L	The Parish Council is responsible for one projector and case stored in a locked cupboard at the village hall. The item is insured. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. Visual inspection carried out annually.	Existing procedure adequate. Clerk - diary	Stored with Art Group, Village Hall

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30. Speed gun	Damage/theft/injury to third parties	L	The Parish Council is responsible for one speed gun. The item is insured. The item is calibrated every 3 years, calibrated on purchase in February 2018. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. It is kept in an adequate locked store and used by trained members of the village speed watch team.	Existing procedure adequate	Stored with Speed Watch Coordinator
31. 2 x warning signs – Speed Watch.	Damage/theft/injury to third parties/road side safety	L	The Parish Council is responsible for two speed watch warning signs. The items are insured. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. The item is kept in an adequate locked store and used by trained members of the village speed watch team. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with.	Existing procedure adequate	Stored with Speed Watch Team

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32. 10 x high vis jackets	Damage/theft/road side safety	L	The Parish Council is responsible for ten high visibility jackets. The items are insured. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with. The items are kept in an adequate locked store and used by trained members of the village speed watch team.	Existing procedure adequate	Stored with Speed Watch Team
33. Laptop	Loss through damage/theft/fire/loss of information	L	The Parish Council is responsible for a laptop for sole use of the Parish Clerk. The item is insured and stored at the home address of the Parish Clerk. No formalised programme of inspection is carried out, all reports of damage or faults are reported to the Council and dealt with.	Existing procedure adequate	Stored at Parish Clerk's home address
34. Council records - paper	Damage/theft/fire/ Data Protection/business continuity	M	Recent Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, asset registers, salaries etc. are stored in the loft at the Pavilion.	Damage (apart from fire) and theft is unlikely and therefore existing provision is adequate.	Current records stored at Clerks home. Archived records stored in loft at village hall.

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35. Council records - electronic	Damage/theft/fire/Data Protection/business continuity	M	The Parish Council electronic records are stored on One Drive. Clerk's computer is password protected.	Existing procedure adequate	
36. Meeting Hall	Unable to access for meetings/prohibitive cost	L	The village hall is booked in advance on an annual basis. Changes to meeting dates are agreed in advance and bookings are altered accordingly. Alternative arrangements can be made for Extra-ordinary meetings where necessary. Costs of hire are agreed at the annual November budgeting meeting.	Clerk - diary	