

Shocklach Oviatt and District Parish Council  
1 April 2026 / 31 March 2027- Risk Assessment

The Parish council has a duty to have in place a system to help it to manage risk and to review the scheme from time to time. The following table outlines the areas of risk and the control and improvements required.

Area	Risk	Level	Control (and improvement)
Assets	Protection of physical assets.	Low	SODPC do not hold any assets
	Security of buildings, equipment.	Low	No building or equipment owned by the council (there is one noticeboard, one speed gun and one defibrillator which are classed as community assets)
	Maintenance of buildings, equipment etc.	Low	See above. SODPC pays for the insurance and annual calibration of the speed gun and upkeep of the defibrillator
Finance	Risk of loss of income.	Low	No income apart from precept.
	Loss of cash through theft.	Low	No cash handled.
	Financial controls and records.	Med	Financial regulations in place. Quarterly bank reconciliations. Two signatures required on cheques/online transactions.
	Comply with HMRC regulations	Low	VAT payments, and claims calculated by Clerk. Open to inspection by Members
	Budgeting to underline annual precept.	Med	Precept derived exactly from previous years spending and current budget.
	Complying with borrowing restrictions.	Low	No borrowing likely at present.
Liability	Risk to third party, property or individuals.	Low	Public liability insurance in place. Existing cover up to £5m.
	Speed Gun surveying	Med	Takes place on roadside. Controls in place covering the survey sites and activity in compliance with Police approvals, all surveyors trained prior to commencing, and high vis vests worn.
	Libel and Slander	Low	Members and Clerk - standard legal expenses in place.
	Comply with employment law.	Med	Advice sought from National Association of Local Councils when required. Legal expenses insurance cover in place.
	Safety of staff and visitors	Low	Very few visitors to parish council meetings. Clerk's office at home.
Legal Liability.	Ensuring activities are within legal powers.	High	Legal advice sought when necessary.
	Properly and timely reporting via the minutes.	Med	Council meets quarterly, receives and approves minutes which are circulated to all members.

Area	Risk	Level	Control (and improvement)
	Proper document control.	Med	Any Leases and legal documents in clerk's home. Key documents to be stored at bank or solicitors. Compliance with the data protection Act, Freedom of Information Act
Council Propriety	Register of Interests and gifts and hospitality in place.	Med	Register of interest completed. Members declare gifts and hospitality as received

Reviewed. At Annual Meeting 13 May 2026 for the year 1/4/ 2026 to 31/03/2027.