

# **Theydon Mount Parish Council**

## **Annual Risk Management Scheme**

**Reviewed 29<sup>th</sup> Sept 2025**

**Approved 29/09/2025**

**Date of next review May 2026**

### **Introduction**

- The Parish Council is responsible for establishing arrangements for the management of risk.
- Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that enable the Parish Council to identify any and all potential risks inherent in the place or practices.
- This document has been produced to enable the Parish Council to assess the risks that it faces, and to satisfy itself that it has taken adequate steps to minimise those risks.
- Based on the assessment the Council will take all practical and necessary steps to reduce or eliminate the risks.

## **Policy and Procedures**

1. The management of risk requires assessment of the likelihood of an incident occurring, and its impact if it does occur. This assessment uses 'High', 'Medium' or 'Low'. If the likelihood is 'High', special measures will be taken to reduce the level of risk, or the High risk activity will be removed completely.
2. If the score is low or moderate, measures may be sufficient to control or eliminate the risk.
3. When considering any new activity, the Clerk will prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.
4. Risk policy statements and consequential risk management arrangements will be reviewed by the Council annually.

**Theydon Mount Parish Council: Risk Assessment 2024/2025**

**Approved: 29<sup>th</sup> Sept 2025. Reviewed 29<sup>th</sup> Sept 2025**

**Date of next review: May 2026**

## FINANCIAL AND MANAGEMENT

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess /
Covid Restrictions	Paying cheques Request to pay invoices online although TMPC currently does not have that facility	L	Increasing number of signatories (All Cllr's now signatories) so 2 are always available to sign cheques.  Setting up online banking facility	As soon as pandemic over
Risk of Council not being able to continue it's business due to an unexpected or tragic circumstance	Unavailability of signatories	L	Increasing number of signatories (All Cllr's now signatories) so 2 are always available to sign cheques - cheques require only two signatories	Annually
	Non-Quorum	L	Rearrangement of meeting if necessary –To inform Clerk of non-attendance in advance and Clerk to rearrange meeting	Annually
Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	Parish Clerk not available for meeting	L	Member to take on role temporarily. Locum clerk available through EALC	Annually
	Parish Clerk not available and unable to access information	L	Information is kept on Parish Laptop computer and backed up on memory stick. Hard copies of financial documents kept as backup	Annually
Precept	Precept is too high/Adequacy of precept	L	Precept based on sound financial budgeting and set by end of December each year, forwarded to EFDC in January each year	Annually
		L	Detailed justification for precept setting	
Financial	Inadequate records/ financial irregularities Invoices received late or incorrect	L	RFO to reconcile bank statements monthly. Financial records to be presented quarterly at meetings for members acceptance	Viewed quarterly at meeting

Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess /
Financial	Errors with regards banking e.g. charges, cheques not cashed	L	Members receive all information and view bank statements quarterly	Annually
	Loss of cash through theft or Dishonesty	L	Bank statements/budget reviewed quarterly by members or Internal auditor	Annually
Reporting and auditing	Not observing requirements for information, communication and compliance	L	Internal audit recommendations always implemented No external audit	Annually
Best value Accountability	Work awarded incorrectly	L	Normal Parish Council practice would be to seek, if possible, 3 quotations for any substantial work required to be undertaken or goods. Always undertaken.	Annually
	Overspend on services	L		
Salaries and assoc. costs	Salary paid incorrectly	L	Clerks salary paid yearly by cheque	Annually
	Unpaid Tax & NI contributions to the Inland Revenue	L	Parish obligation (If applicable)	Annually
Employees	Loss of key personnel	L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Existing procedure adequate.
	Fraud by staff	L		Reviewed annually
	Actions undertaken by staff	L		
	Health & Safety	L		
	Job description is not fit for purpose	L	Is reviewed in line with requirements	Membership of the SLCC. Monitor working conditions, safety requirements and Insurance regularly. Appraisal system

Councillors allowances	Councillors over-paid Income tax deduction	L	No allowances are allocated to parish councillors	No procedure required
Election costs	Risk of an election cost	M/H	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the County Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. Money to be earmarked for elections annually.	Review Annually
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess /</b>
Annual return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked. No external audit now undertaken.	Existing procedures adequate. Review 2025
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality  Business conduct	L  L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements.  Minutes are approved and signed at the next Council meeting.  Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate.  Guidance/training for Chair is undertaken.  Members to adhere to Code of Conduct.
Members interests	Conflict of interest  Register of Members Interests	L  M	The declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda.  Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate.  Members take responsibility to update their Register.
Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy	Review

	Cost	L L L	renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for.	insurance provision annually.
Data protection	Policy Provision	L	Registration with the ICO GDPR implemented	Annually
Freedom of Information	Policy Provision	L	The Council has a model publication scheme for Local Councils in place.	Annually
<b>PHYSICAL EQUIPMENT OR AREAS</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess /</b>
Assets	Loss or Damage Risk/damage to third party(ies)/property	L	Phone box inspected, assessed and maintained regularly	Annual review
Maintenance	Poor performance of assets or amenities Loss of income or performance Risk to third parties	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned and authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.	Reviewed annually
Notice boards	Risk/damage/injury to third parties Roadside safety	L	Parish Council has 1 notice board sited on Mount Rd, by the phonebox. Noticeboard has approval by relevant parties, insurance cover, inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council.	Existing procedures adequate
Street furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for 1 litter bin. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with	<del>Seeking to replace old with new</del>  Existing procedures adequate
Meeting	Adequacy	L	The Parish Council Meetings are held at either a Councillors	Existing locations

location	Health & Safety		house or the Gate House, Theydon Garnon Church. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.	adequate
Council records - paper	Loss through: theft fire damage	L	Computer files backed up regularly. Hard copies kept of important financial documents	Annually