

## LEIGH & BRANSFORD PARISH COUNCIL

**Risk Assessment – 2025-26 – Reviewed and approved at Parish Meeting 24<sup>th</sup> March 2026**

Description	Control measure in place
Safety of Members whilst carrying out their Council duties.	Full insurance cover. Where possible visits to or by members of the public should be carried out in public places. People unknown should not be admitted to Members homes unless proof of identity is adequate and preferably someone else should be present.
Safety of Clerk whilst carrying out Council duties.	Full insurance cover. Visits by members of the public should only be by prior appointment and preferably in a public place or with a Member present. Clerks room in own house checked by Chairman as being safe as office for Parish Council work. Clerk's contract of employment.
Bransford Playground	Insurance cover for accidents and damage to equipment. Monthly visual inspection of equipment and record book maintained. Annual ROSPA full safety check.
Rectory Wood	The wood is subject to a 3-4 year inspection by a professional Arboriculturist. Monthly visual inspection of trees and footpaths.
Finance	<ul style="list-style-type: none"> <li>i. Insurance cover.</li> <li>ii. Estimates for proposed expenditure for following financial year drawn up in November.</li> <li>iii. Precept made in accordance with ii.</li> <li>iv. Orders for work placed in accordance with ii and when necessary following quotations. All contractors checked to ensure they have the required insurance cover.</li> <li>v. Accounts for payment passed at Parish Council meeting in accordance with ii and iv and minuted.</li> <li>vi. Cheques signed at meeting by two authorised Members and stubs initialled</li> <li>vii. Presented cheques checked with bank statement.</li> <li>viii. VAT returns completed.</li> <li>ix. All accounts publicised on Parish Council website.</li> <li>x. Accounts and attendant documents checked by authorised Member quarterly.</li> <li>xi. Internal audit of Accounts, procedures, and attendant documents by qualified independent internal auditor.</li> <li>xii. External audit as per Audit Regulations.</li> <li>xiii. Annual review of internal audit procedures.</li> <li>xiv. Cash balances lodged with a low-risk depositor</li> <li>xv. All BACS transfers authorised by two authorised member signatories</li> </ul>
Legal Requirements	Financial Regulations. Standing Orders. Asset Register. Minutes. Completed Codes of Conduct. Completed Register of Interests. Completed Declaration of Acceptance of Office
IT	IT security for the parish council website and laptop

Chairman -----

Date -----