

DURWESTON PARISH COUNCIL RISK ASSESSMENT April 2026: To be reviewed: March 2027

TOPIC	RISK	LEVEL OF RISK	MANAGEMENT OF RISK	Review/Assess/Revise
COUNCIL	Accident or incident as result of council action	Low	Standing orders, training of clerk, public liability insurance	Diary
	Litigation	Low	Standing orders, training of clerk, legal expenses insurance	Diary
	Injury to employee or volunteer	Low	Employer's liability insurance	Diary
	Claim involving minor	Low	Child Safeguarding Policy, public liability insurance	Diary
MEMBERS	Libel and slander	Low	Code of conduct, Insurance	Diary
	Accident or negligent act	Low	Training, standing orders, officials indemnity insurance	Diary
	Personal accident or injury	Low	Personal accident insurance and compensation	Diary
	Misappropriation of funds	Low	Financial regulations, internal audit, fidelity guarantee, regular internal control review	Diary
	Breach of code of conduct	Low	Training and Adoption of the Code of Conduct Policy.	Diary
CLERK/RFO	Misappropriation of funds	Low	Financial regulations, internal audit, fidelity guarantee	Diary
	Accidental or negligent act	Low	Ongoing training, standing orders, officials indemnity	Diary
	Personal accident	Low	Personal accident insurance, employer's liability insurance, domestic insurance	Diary
	Protection of documents	Low	Retention by archive of historical material, by solicitor of legal documents, computer back up and retention of copies of key documents by Chairman.	RFO/Chairman/Diary
	Prolonged absence	Low	Councillors prepared to take on duties, retention of funds to provide cover. Retain reserves for this purpose	RFO
ASSETS				
	Village Hall	Low	Managed, maintained and insured by The Village Hall Committee	VH Committee
	Play Areas	Low	Regular internal inspections, (annual external play inspection and full report). public liability and property insurance	Diary
	Bus shelters, seats, grit and litter bins, noticeboards	Low	Public liability and property insurance, regular checks by councillors	Diary
	Computer, printer	Low	Maintenance of asset register, annual check and inspection, insurance, ear marked reserves for office equipment	Diary
FINANCES	Precept	Low	RFO to ensure submitted on time and received, check adequacy by monthly checks of expenditure against budget, prepare budget and projected	RFO

			position to the end of the year. Council to map out required monies for spending costs and projects for the following financial year. Ensure procedure in place that an accurate precept is requested.	
	Salary	Low	Azets Blandford: responsible for PAYE & NI; Clerk to check hours and rate, Chairman to verify	RFO/Chairman
	Payments/ Bank Procedure/BACS	Low	Invoices approved by Cllrs by 2 signatures or initials. All payments to be included in the following months minutes. Financial reports balances regularly checked against statement balance and initialled by Cllrs.	RFO/ Cllrs
	VAT	Low	Clerk to check invoices and submit regular claim for refund	RFO
	Reserves	Low	Adequacy to be considered in budgeting and final accounts	RFO
	Reporting Financial Information	Low	Financial reporting is a monthly Agenda item. Members have the opportunity to discuss, question and review financial matters during the monthly meeting.	Clerk/RFO prepares and circulates a Finance Report before the PC meetings.