

CHILTON POLDEN PARISH COUNCIL

RISK MANAGEMENT REPORT 2025/26

Assets

1) Protection of Physical Assets – *Level Medium*

Buildings, bus shelters and main play equipment are insured. Insured values are checked annually at the renewal date.

2) Security of Buildings in Playing Field – *Level Medium*

Main doors and windows are protected where appropriate. Key holders are restricted to an approved list, which is recorded and maintained by the Parish Council.

3) Maintenance of Assets – *Level Low*

Buildings and Parish Council assets are maintained by responding promptly to issues as they arise. Play equipment is professionally inspected annually and subject to regular visual inspections. Repairs are carried out promptly when identified. Maintenance work, including grass cutting, is contracted out where appropriate.

Finance

1) Banking – *Level Medium*

All sums are banked with a recognised High Street bank. Precept and grants from Somerset Council are paid directly into the Parish Council bank account by BACS. Quarterly bank reconciliations are provided by the Responsible Financial Officer (RFO). No petty cash float is maintained. Payments are made by cheque or BACS and any cash received is banked immediately.

2) Financial Controls – *Level High*

The budget is continuously monitored and reported to the Council quarterly, together with reconciliations. Original bank statements are available for inspection by Members. Two authorised Member signatories are required where applicable. All payments are fully minuted and recorded against invoices. The RFO provides advice on the legality of payments and seeks advice from the Somerset Association of Local Councils (SALC) where necessary.

3) Compliance with Customs and Excise Regulations – *Level Low*

VAT payments and claims are calculated by the RFO and checked by the Internal Auditor.

4) Sound Budgeting Process Leading to Annual Precept – *Level Medium*

Actual income and expenditure are monitored against budget headings throughout the year. The Council considers a draft budget for the ensuing year during November, with the detailed budget approved in December or January. The precept is derived directly from the approved budget, ensuring adequate reserves are maintained for unforeseen expenditure.

5) Compliance with Borrowing Restrictions – *Level Low*

No borrowing is currently anticipated.

6) Liability – Risk to Third Party, Property or Individuals – *Level Medium*

Appropriate insurance cover is maintained and reviewed annually.

Legal Liability

1) Ensuring Activities are within Legal Powers – *Level Low*

The Clerk will clarify the legal position on any new proposal and seek advice from SALC where necessary.

2) Unlawful Meeting – *Level Low*

The Clerk and Chair will ensure that summonses and agendas are properly issued and that statutory notices are displayed in accordance with legal requirements.

3) Document Control – *Level Low*

Legal documents and important records are securely stored electronically and/or in secure physical storage.

4) Members' Propriety – *Level Medium*

The Register of Interests is reviewed and updated as required. Members are requested to notify any changes to their registered interests as soon as they occur.

5) Data Protection – *Level Medium*

The Parish Council complies with Data Protection legislation. Appropriate privacy notices and data handling procedures are in place.