

**Cavendish Parish Council
Financial Risk Assessment**



Area	Risk	Level	Control and agreed improvements
Assets	Protection of physical assets	L	<p>War Memorial — To be cleaned Village Hall — Insured Playground equipment — Insured and inspected.</p> <p>Contents of village hall - Insured Seats - Insured Grit Bins — Insured Ground Surfaces - Insured Dog Bins-Insured</p> <p>Action: assess sum insured values are correct annually</p>
	Security of Buildings, equipment etc	M	All in order. Keysafe changed in January 2025 to meet enhanced safety.
	Maintenance of buildings	L	Village Hall and playground currently maintained on an ad hoc basis. Various repairs being carried out to Hall. Parish Council maintain fabric of building , Jubilee Room now leased out.
Finance	Banking	L	Accounts all held with Santander. All cheques written require two authorised signatories (Councillors) and invoices to be initialled. Authorised at PC Meetings
	Petty Cash Arrangements	L	No petty cash held
	Financial controls and records	L	Bank reconciliation prepared by RFO and reported at each PC Meeting and at Finance Sub Committee meetings and to entire Parish Council at year end.
	Comply with Customs and Excise Regulations	L	VAT reclaimed by RFO on at least an annual basis.
	Sound budgeting to underlie annual precept	L	Finance subcommittee to review budget. Precept request agreed by full Council.

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Liability	Risk to third party, Property or individuals or councillors Public Liability	L/M	Insurance cover by Zurich Insurance. Coverage in accordance with their policy.
	Legal liability as consequence of asset ownership (burial ground, playing field	L/M	Insurance Cover. Play area inspected regularly and annually . Burial ground inspected on ad hoc basis by the Parish Clerk and responsible Councillors
Employer Liability	Comply with Employment Law	L	Membership of Society of Local Council SALC. who deals with a etc
Legal Liability	Proper and timely reporting via the Minutes	L	Full Council meets bi-monthly and receives and approves minutes of meetings held. Minutes available to public on Notice Board and website
	Proper document control	M	Legal documents at Clerk's home. Computer back up of documents to cloud etc. Member of ICO to ensure compliance with Data Protection laws
Councillor propriety	Register of interests and gifts of hospitality in place	M	Register of interests held

L = Low Risk

M = Medium Risk

H = High Risk

Overall assessment: Low

This risk management paper was considered by the Finance Sub Committee and reported to the full Council on 12th March 2025 and will be reviewed again by March 2026 or sooner if the risk changes.

Signed:

Clir M Halliday
Councillor of Cavendish
Parish Council

K Garner
Clerk/RFO
Cavendish Parish Council