

Broughton in Amounderness Parish Council

RISK ASSESSMENT

Adopted:

Meeting: Meeting of Full Council

Next review date: May 2026

Version: V1

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1. Introduction

This document sets out Broughton Parish Council's annual assessment of risks to ensure proper governance, financial management, and the safety of its operations. The council has a duty to identify and manage risks to its assets, finances, members of the public, and staff.

2. Governance and Management Risks

Risk	Level	Mitigation	Review Frequency
Failure to comply with legal powers	Medium	Training for councillors; regular advice from NALC/SLCC; agenda and minutes checked for legal compliance	Annually
Lack of quorum or non-attendance	Low	Ensure minimum attendance; promote councillor engagement	Ongoing
Inadequate document control	Medium	Use of cloud and secure backups; hard copies stored securely	Annually
Data breach (GDPR)	Medium	Data protection policies in place; limited access to personal data; password protection	Annually
Councillor/staff conduct issues	Medium	Code of Conduct adopted; grievance procedures in place	Annually

3. Financial Risk

Risk	Level	Mitigation	Review Frequency
Loss of money through theft/fraud	Low	Two-signatory system; monthly reconciliations; internal audits	Monthly/Annually
Incorrect budgeting	Medium	Budget monitored quarterly; reserves policy maintained	Quarterly
Failure to submit returns (AGAR, VAT)	Low	Clerk responsible; deadlines recorded and monitored	Annually
Inadequate insurance cover	Medium	Annual insurance review; asset register maintained (Addendum 1)	Annually

4. Asset and Property Risks

Risk	Level	Mitigation	Review Frequency
Damage to council property (e.g. noticeboards, benches)	Medium	Regular inspections; maintenance budget	Quarterly
Vandalism of assets	Medium	Community watch; prompt reporting; insurance cover	As needed

5. Public Safety and Events

Risk	Level	Mitigation	Review Frequency
Injury to public at council-owned sites	High	Public liability insurance; site inspections; signage where needed	Monthly
Risk during events (e.g. fetes, bonfires)	High	Event risk assessments; stewarding; first aid; insurance	Before each event

6. Staffing Risks

Risk	Level	Mitigation	Review Frequency
Clerk absence or turnover	Medium	Procedures manual; access to locum clerk options	Annually
Lack of training or CPD	Medium	Clerk and councillor training budget; SLCC/LALC and NALC memberships	Annually
Lone working risk	Medium	Procedures in place; clerk not to attend remote sites alone	Annually

This risk assessment has been reviewed and approved by Broughton Parish Council at the council meeting held on:

Date 20th May 2025

Chairman's Signature: _____ *Cllr P Hastings* _____

Clerk's Signature: _____ *Jessica Dibble* _____

Broughton in Amounderness Parish Council: Fixed Asset Register

As at 31/03/2025

Ref	Description	Date Purchased	Purchase Price (£)	Adjusted Value (10% Deduction if 2023 or earlier)
A	Laptop & software	August 2021	£584.00	£525.60
B	Office Furniture	September 2021	£596.00	£536.40
C	Printer/Laser	August 2021	£284.00	£255.60
D	Office Chair NEW	July 2024	£80.00	£80.00
1	Noticeboard: Garstang Rd	October 2022	£1896.00	£1706.40
2	Litterbins	February 2022	£8350.00	£7515.00
3	War Memorials: Garstang Road W & E side	1921 & 1947	Replacement value	Replacement value
4	War Memorial Statues NEW	February 2025	£414.90	£414.90
5	Bench W/L	March 2023	£500.00	£450.00
6	Benches	September 2010	£7280.00	£6552.00
7	SPIDS	January 2023	£8046.00	£7241.40
8	Noticeboard: Eastway	September 2018	£1690.00	£1521.00
9	War memorial: Lectern & plaque	October 2018	£2468.00	£2221.20
10	Village info boards x3 (KGV & Church Ln)	October 2019	£6020.00	£5418.00
11	Defibrillator	September 2019	£1698.00	£1528.20
12	Defibrillator NEW	October 2024	£1750.00	£1750.00
13	Bollards outside co-op	August 2022	£2356.00	£2120.40
14	Planters outside co-op	March 2023	£8350.00	£7515.00
15	Planters Garstang Rd NEW	May 2024	£280.00	£280.00

16	Blue Plaque on Watermills	November 2022	£563.00	£506.70
17	Toll Bar Cottage	Valuation 2022	£411,200.00	£411,200.00 2.8% increase added

Total Asset Value: £459,337.80

Cllr. P Hastings

Chair of Broughton Parish Council