

**Audley Rural Parish Council
Business Risk Assessment (adopted March 2012 reviewed April 26)**

Item	Risk Rating L/M/H	Details	Controlled (Yes/No)	Action required
1 Assets				
Insurance Cover for the Council	L	Buildings Contents Fidelity Theft Personal Injury Public Liability Slander/Libel External Assets eg Play Areas/Community Centres Insurance for Clerk's premises (if necessary) Equipment	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Insurance schedule provided by Zurich adequately covers each item with a review triggered when changes occur. Mandatory Assets controlled by managing trustees will be insured by them Clerk's Home insurance notified
Office security	L	Sensitive computer data is password protected. Computers security tagged Deadlocks fitted on external doors Files Backed up on regular basis Back up removed to remote site Stored on site in metal filing cabinet	Yes No Yes Yes Yes Yes	Consider cost of PC at Clerks home being security tagged Online Back up carried out weekly Kept at Clerks home and office storage Some papers at Bowling Club in locked cabinets
Regular Maintenance/ inspections	L	Annual Risk Assessments completed Inspection log maintained Adequate legislative safety checks	Yes	Annual ROSPA risk assessment completed for Play areas only Monthly visual inspection log maintained with a written report for Play areas. Margarets Garden (inc flagpole) and Leddys and Car parks (Miles Green, Church Street Butchers and High Street Halmer End). Qtrly for Blue Bell, Podmore Cottages (small piece of land) – Annual inspection by Cllrs for seats. Contractor to look at bus shelters x 6 on regular visits. Bowling Club has annual building inspection from chartered surveyor
Asset Register	L	Maintained and accurate	Yes	Reviewed annually and sent to insurance co for update of policy if added to

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2	Finance			
Cash Loss	L	Procedures to ensure safety of cash transfer (if applicable)	Yes	Cash to be avoided where possible. In the event of cash, this must be banked as soon as possible
Handling VAT	L	Make accurate and regular reclaims Ensure correct values applied	Yes	
Budgeting (precepts)	L	Maintain accurate accounts to control budgets Annual precept based on adequate budgetary process Reserves/contingencies appropriate?	Yes Yes Yes	Annual Budget to be set in accordance with spend plans agreed at the time to be revised to include for min 3% increase to maintain current service level
Grant funding	L	Establish system of grant applications and monitoring	Yes	
Conforming to legislation	L	Lack of commitment to regulations/procedures Items purchased without proper tendering procedures Payments made without approval/control Ultra Vires actions taken by Council Lack of knowledge of accounting requirements Lack of knowledge of sources of income	Yes Yes Yes Yes Yes Yes	
Banking arrangements	L	Control of signatories and dual access for electronic banking Continual review of interest bearing accounts	Yes Yes	NH, MT, BB, TC have access. Mandate to be updated at the May 2026 meeting
Gifts	L	Maintain register and review regularly	Yes	Generally no gifts received or accepted
Salary payments	L	Paid in accordance with Council regulations PAYE/NI handled appropriately	Yes Yes	
Procedures	L	Accounts programme secure from spyware Account monitoring undertaken by: Internal/External Auditor Internal Auditor (not cheque signatory)	Yes Yes Yes	Anti virus updated regularly and spyware installed to mitigate risk At end of every financial year with Interim now included part way through year Outsourced to experienced independent internal auditor

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				Parish Councillor to oversee financial records and system – Phil Cole appointed and completes regularly
3	Public Liability			
Street Furniture eg Seats	L	Adequate insurance/visual inspection and log	Yes	Maintenance programme to be rolling. Annual inspections to be carried out through Ward visits by Councillors or contractor Consider half yearly inspection by councillors for Seats and 6 x Bus Shelters
Street Lighting	L	Adequate insurance/visual inspection and log		Not applicable
Bus Shelters	L	Adequate insurance/visual inspection and log	Yes	Maintenance programme to be rolling. Annual inspections to be carried out through Ward visits by Councillors or contractor
War Memorials	L	Adequate insurance/visual inspection and log	Yes	Maintenance programme to be rolling. Annual inspections to be carried out through Ward visits by Councillors or contractor
Play Areas	L	Annual inspection by qualified body	Yes	Annual inspection completed by Wicksteed and monthly inspections by appointed contractor
4	Legal			
Meetings	L	Conducted legitimately	Yes	In accordance with Standing Orders
Minutes	L	Signed and retained appropriately	Yes	
Agendas	L	Sent out in time and giving sufficient detail of the business to be transacted	Yes	
Summons to Meetings	L	Councillor's awareness of responsibilities	Yes	
Training	L	Continual Professional Development for both officers and councillors	Yes	
5	Member Liability			
Declarations of Interests	L	Register accurate and lodged with monitoring officer Agenda items declared at each meeting	Yes Yes	DPI declared on agendas
Hospitality	L	Declared on each Agenda		Code of conduct requirements
Resolutions	L	The Chair summarises resolutions before	Yes	

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		Members vote on them Where Members disagree with the advice of the Clerk, such disagreement must be recorded		
6	Council Liability			
Lone person working	L	Comply with employment law	Yes	
Contract of Employment	L	Issue contract within legislative timeframe and include person specification	Yes	
Duty of Care	L	To employees To visitors To Councillors	Yes Yes Yes	Working conditions in line with Health and Safety at Work Act When appointments have been arranged, room in which visitors will be received is clear of obvious hazards (see below) Workload spread across 15 councillors. Monitor amount of public calls received by Chair
Councillors	L	Councillors are adequately advised of their responsibilities Lack of education of Councillors regarding culpability	Yes Yes	Good Councillor guide issued for new councillors and induction pack Training offered through SPCA
Code of Conduct	L	Reporting of interests and Code of Conduct issues administered by Newcastle Borough District Council	Yes	
7	Health and Safety			
Responsibilities	L	Members Employees Public	Yes	Working conditions in line with Health and Safety at Work Act, risk assessment to be carried out on Clerks home.
Fire	L	Covered by H&S assessments	Yes	Council to advise all tenants e.g Bowling Club etc of requirements – ensure Lease covers all aspects
COSHH	L	Covered by H&S assessments	Yes	Council to advise all tenants eg Bowling Club of requirements and facilitate compliance
P A T	L	Regular testing completed	No	Regular replacement every 5 years at least of the PC (2025), Monitor (2025) and Printer (Oct 23)– to ensure it is safe. PAT testing is not a legal requirement – but regular replacement of electricals is advised. PAT testing is not possible, as electricians will not attend for small items –

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				Printer is still in good working order (April 25) – consider replacement at end of life Note both PC/monitor is currently operating well (as at April 2026)
VDU	L	Covered by H&S assessments	Yes	
Pandemics – Infectious diseases	M	Ensure government guidance is followed in relation to the Parish Council's assets, meeting arrangements and also H&S of staff, Councillors, public and contractors	Yes	Regular review guidance and where necessary carry out individual risk assessments to change working procedures and management of Assets in order to comply. Chair to ensure H&S duty of care to employees is also met. Ensure venues are Covid Secure for physical meetings and measures in place to protect all using them Cancel meetings if numbers exceed the covid restrictions for indoor meetings.
9	Town and Country Planning			
Consultation on local plans	L	Planning applications discussed at full council	Yes	
10	Contracts			
Monitoring of contracts	L	Performance Payments	Yes	Work is inspected by Councillors prior to authorisation if required
Letting of Contracts	L	Compliance with legislation, particularly tendering process as defined in Standing Orders/Financial Regs	Yes	Credit check and CCJ as part of tender requirements over £30k – confirm with NBC who tender our works
Site inspections	L	Third party sites where grass is being cut or bins emptied by Council should be inspected by third parties and any defects reported to Council who will contact their contractor eg Management Committees Establish 10% random checking matrix, which is available for use by a third party in the event of prolonged absence of the Clerk	Yes	Work is inspected by Councillors prior to authorisation if required
Conditions of Contract	L	Contracts are reviewed bi-annually and are placed with specialist contractors who will	Yes	

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		hold their own insurance and will have conducted their own risk assessments and provided copies of such documentation		
11	Administration			
	Office cover	L	Meetings schedule arranged with available office cover in mind. Back up available from County Association Holiday Cover as above	Yes Yes
	Public accessibility	L	The Clerk is contactable between 9am and 5pm every day	Yes
	Procedures	L	Defined by the Clerk/Approved by Council	Ongoing
	Archiving	L	Documents are stored in accordance with guidelines from NALC All records (required to be kept) are forwarded to Staffordshire County Council Records Office	Yes Yes
	Website	L	Lack of updates Incorrect data	Yes Reviewed by Clerk on a bi-weekly basis
	Standing Orders	L	Reviewed annually	Yes
	Press comments	L	Adopt guidelines for press comments	Yes
	Data Protection/GD PR	L	Keep up to date to ensure legislative compliance and training	Yes Training has been provided to all and DPO appointed. Regular reminders at each PC meeting – standing item on agenda.
12	Bye Laws			
	Introduction	L	Reference documents readily available Higher Agencies involvement	Yes Yes
13	Charities			
	Trusteeship	L	Understanding of definitions	Currently not considered applicable
14	Bowling Club and Council Stores - Audley			
	Vandalism	L	All economically viable measures to exclude uncontrolled entry to building installed	Yes Monitor locks to ensure that they are kept free from glue (criminal damage)

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Cleanliness	L	Staff advised of the expected standard of cleanliness and inspections recorded	Yes	Responsibility of Bowling Club
Hirers	L	Hirers given terms and conditions at time of hire	Yes	Not applicable
COSHH	L	Undertake separate risk assessment	No	Ensure this is carried out by Tenant and ensure lease covers this aspect Fire Extinguishers are maintained annually (organised by the Bowling Club) paid for by the parish council Legionellas to be considered if building is shut down
Maintenance	L	Contents are the responsibility of the tenant but the externals are the parish council		Regular asset inspection to be carried out of whole site – to be arranged

- There is a charge of £0.10 per A4 copy and £0.25 per A3 copy where papers where requested.
- A notice to this effect has been displayed.
- The Clerk is the Proper Officer for the release of papers under the Freedom on Information legislation.