

MILTON PARISH COUNCIL
RISK MANAGEMENT POLICY

The Parish Council has a duty to review the risks that may affect its ability to ensure that property in its ownership is properly maintained, that public money is safeguarded, and that staff and users of Parish Council facilities and services are looked after.

This Policy lists the specific identified risks to property, money, or people, and has a calibration on how likely they are to occur, and if they do occur, the level of impact any failure might have. The risks are controlled by staff and appointed consultants with procedures, policies and regulations adopted. Compliance with these documents is checked regularly by two or more Councillors from specific Committees. Financial consequences of any breach is mitigated by insurance and financial contingency reserves.

	Document History		
Status	Date	Minute	Version
Reviewed	20 October 2025	10	3
Council approved	3 November 2025	8	3
Next Review	Nov 2026 or Changes in legislation/Risk		

Previous: 11 April 2022

Version 2 – July 2024

Version3 – October 2025

AREA	RISK	LEVEL and IMPACT	CONTROLS and CHECKS
Parish Councillors	Insufficient numbers to ensure meetings quorate	L / H	Council reviews memberships annually and regularly advertises for new applicants.
	Risk to Councillors health and safety	L / M	Meetings held in Council offices. Health & Safety Policy in place
	Accuracy of agendas and minutes	L / M	Agendas and minutes are written in a prescribed form by the Clerk. Minutes are checked by the Chairman and Vice-chairman and approved by members at the following meeting
	Avoiding ultra vires decisions	L / M	Councillors training needs are reviewed and Code of Conduct in place. Financial Regulations reviewed regularly
	Conflict of interest	L / M	Declarations of interest included on all agenda paper. Copies held at SCDC
	Loss of records through fire, theft	L / M	Records are kept in the Minute book in a fire proof safe in a locked and secure room and on-line in the Parish Council office and periodically archived at Cambridgeshire County Archives
	Use of Emails/Correspondence	M / L	All email correspondence to be sent via the Clerk's office. Councillors should not send emails from their private email address in relation to MPC business on behalf of MPC. If in case of urgency an email is sent from a private address, it should be copied to the Clerk's email address. All Councillors have a .gov email
	Social media and PR	M / L	Separate policies in place
	Loss of correspondence held electronically	L / M	Backups are made regularly, and NAS system operates
	Committees	L / L	Terms of reference reviewed regularly. Committee chairman elected annually Committee meetings held regularly
	Responsibilities	L / M	Code of Conduct issued to new members
	Complaints against Councillors	M / M	Policy in place
Assets	Assets Recorded	L / M	Up to date Asset Register maintained Parish On Line software used
	Damage to any asset	M / M	All assets insured. Buildings insurance costs assessed by specialist.
	Damage to MPC property and equipment	M / M	Recreation Grounds and Play equipment inspected regularly

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	MPC Office Premises and Equipment	M / H	Fire Equipment: Testing carried out by Contractor Shutters and Doors regularly used and inspected PAT Testing: carried out by Contractor Electrical installation testing: carried out by contractor (Done 2023 – due 2028 via MCC) Defibrillator checks by Clerk/MPC Rep No gas boilers installed in MPC office premises
	IT equipment, hardware and software	H / H	Back Ups and PC anti virus installed Passwords: Computer passwords changed regularly by Clerk. PC backup done regularly onto NAS drive and Cloud storage
	Deeds	L / M	Register maintained of Land Registry Records
	Recreation fields and play equipment	M / M	Inspected weekly and 6 monthly by approved contractor
	Allotments	L / L	Allotment land inspected regularly
	Cemetery	L / L	Cemetery land, headstones and graves inspected regularly Cemetery checked by Clerk and Committee Chairman at least annually – weekly by Village Maintenance Person Memorial fitters: Ask for NAMM/BRAMM membership number and liability cover Check liability insurance with each grave digger
Finance	Banking	M / M	Investments overseen by Finance Committee following the Investment Policy. Monitored by internal, external audit and Finance Committee MPC has accounts with more than one Bank Monies received banked by the Clerk with no large sums left in the office. Very little cash handled.
	Financial controls & records	M / M	Proper financial records kept in accordance with statutory requirements Monthly reconciliations are made to bank statements Two signatories on cheques and two to authorise BACS payments against invoice and initialled Monthly reconciliation including expenditure and income against budgets are prepared by the RFO. Checks: Internal (by Internal Auditor and Finance Committee) and external audit

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			Mandates reviewed annually and when a signatory leaves office Proper financial records and regulations are kept in accordance with the Fidelity Guarantee Insurance Standing Orders and Financial Regulations are in place Scribe accounting software used and reports reviewed by Finance Committee
	<i>Compliance with Finance Regulations</i>	M / M	Councillors and Clerk review Regulations frequently
	Comply with HM Revenue & Customs	H / M	VAT payments and claims calculated by RFO – VAT reclaims made quarterly Two Councillors approving the payments check VAT on invoices is correctly entered External audit to provide double check
	Sound budgeting to underly annual precept	M / M	Finance Committee and Council receive detailed budgets quarterly Precept derived from the approved budget Expenditure against budget reported monthly to Council and in detail quarterly to Finance Committee
	Complying with borrowing restrictions	L / L	No borrowings at present
	Payroll, pension, PAYE/NIC payments	H / M	Calculated by RFO via timesheets checked by Chairman and paid by two Councillors
	<i>Insurance and Compliance with Insurance requirements</i>	H / H	Brokers appointed
	<i>Contracts and Contractors</i>	L / L	All contract expenditure approved by Committees
Liability	Risk to third party, property or Injury to persons	M / H	Public Liability insurance held. Open spaces checked weekly Trees investigated immediately when damage reported and an annual inspection of trees around the village Play areas and equipment inspected weekly and every 6 months by a specialist contractor and reported to Council – Inspection records kept Volunteer litter picks and other works (e.g. ditch clearance) organised by MPC – insurance and risk assessment in place MVAS volunteers – insurance and risk assessment in place DBS checks carried out on relevant employees & Councillors All contractors working for the Parish Council are required to show the Clerk up to date Public and Employers Liability insurance certificates

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	Provision of services being carried out under Agency agreement with CC	M / L	Covered by contractor's insurance, identified by Clerk on commencement of the contract and on renewal of the insurance or contract
Employer Liability	Comply with Employment Law	M / L	Advice from CAPALC/SLCC and employment solicitor DBS checks carried out on relevant employees
	Comply with HMRC requirements	M / L	Advice from HMRC as required Regular returns to HMRC made by the RFO Internal and external auditor carry out external checks
	Office safety/security	M / H	Office CCTV internal and external installed Fire safe installed Clerk and Chairman's safe, alarm system checks in place Contractors' risk Public Liability and insurance documents, proper document control Lone working policy in place
Legal Liability	Ensuring activities are within legal powers including spending under specific powers	H / M	Clerk clarifies legal position on any new proposal Training is in place for Clerks and Councillors as required Legal advice is sought where necessary
	Responding to electors' rights of inspection including rights under FOI	L / L	Arrangements are made by the Clerk to allow inspection of accounts/documents following the FOI policy
	Code of Conduct and Register of Members' Interests	L / M	Register (including gifts and hospitality) kept up to date by the Clerk Clerk ensures adoption of Code of Conduct
	Proper and timely reporting via the Minutes	M / L	Council meets once a month and receives minutes of committee meetings held in the interim. Minutes are made available to press, radio and public on the noticeboards and via website
	Proper document control Retention of documents approved by Council 2022	M / L	Key documents, deeds etc copied and kept in the Parish Council office Other data storage to comply with Data Protection Act Computers are password protected Policies have regular review dates
	Responses to consultation	L / L	Ad hoc committees to deal with consultation – when agreed

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	Legal liability as consequence of asset ownership	H / M	Public Liability insurance in place Written records kept (6-monthly check that written reports being received)
GDPR	Data Protection	H / L	Clerk trained as Controller to monitor compliance to GDPR. CAPALC Data Officer Regular review of Data protection arrangements