

BARLEY PARISH COUNCIL RISK ASSESSMENT SCHEDULE

March 2026

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is one of the key elements of the framework of governance together with community focus standards of conduct and service delivery arrangements.

Reference: Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

MANAGEMENT

Subject	Risk(s) Identified	Level H/M/L	Management / Control of Risk	Review/Assess/Revise and Actions.
Business Continuity and Council Records Storage	Council unable to continue business due to an unusual event. Loss of records through theft, fire or damage.	L	Papers, both current and archived, are held in a lockable cabinet in the Village Hall and recent records are kept at the Clerk's home. The chairman retains a copy file of key documents at home. In the event of the Clerk being indisposed the RFO will take on the Clerks duties and vice versa. Electronic records are held on the Clerk's computer and stored to a separate hard disk each April. Cloud storage is used for key documents to prevent data loss.	Damage (apart from fire) and theft is unlikely Provision is adequate. Look at Google Drive in 2026
Meeting Location	Suitability Health and Safety Loss of Village Hall.	L	Meetings are held in the Village Hall. The Chairman and the Clerk have access codes to the building. The premises and facilities are considered to be adequate for all those who attend from a health and safety and comfort aspect. Alternative premises could be arranged with neighbour PC's or businesses. .	Existing procedure considered adequate
Web Site	Out of Date. Updating of Site Hacked by third party	M L	Clerk and members ensure content is updated following each meeting. A Lead Councillor appointed to update and monitor content. Maintained by reputable local web service company – CMS Live.	Existing procedure considered adequate
Freedom of Information Act	Policy Provision	L	The Council has adopted the model publication scheme for Local Councils and produced an information guide setting out what information is available and by what means, including costs, should a member of the public make a request.	Monitor and report any impacts made under Freedom of Information Act
CCTV System	Failure of System Compliance with CoP	M	Compliance with "CCTV Management & Compliance with Data Protection Act Policy" of the Council and the Council's own CCTV Policy	Regular inspection. Report on activity to council

FINANCE Refer to Council Financial Regulations				
Subject	Risk(s) Identified	H/M/L	Management / Control of Risk	Review/Assess/Revise and Actions.
Precept	Adequacy of Precept	M	Sound budgeting to determine the annual precept. The Parish Council to receive monthly budget updates with detailed budget statements each quarter. The precept is determined at the January meeting and the request forwarded to Pendle BC by the Clerk.	Existing procedure adequate
Insurance	Adequacy and Cost Liability in relation to: - • Assets • Employees • Theft of Monies	L L L L	An annual review is undertaken of all insurance arrangements in place. Public Liability Insurance supported by asset register, inspection & repair Employee Liability Insurance supported by health and safety considerations Fidelity Guarantee supported by financial monitoring All above insurances are a statutory requirement.	Existing procedure adequate RFO to review provision and compliance annually and report to Council prior to paying premium.
Bank & Banking	Inadequate checks	L	The key elements of the Council Financial Regulations to control risk are: - • Two nominated Councillors are required to sign all cheques, • Bank transfer payments made by the RFO when instructed by the Council • RFO to undertake monthly bank reconciliation to ensure good order and this is checked by the Chairman and reported at each Council meeting. • Clerk (or Councillor if Clerk & RFO are same person) to receive a copy of the bank statement each month to allow an independent reconciliation of income and expenditure to be undertaken and reported at each meeting.	Existing procedures adequate Review Financial Regulations as necessary. Clerk (or nominated Councillor) to check Reconciliation.
Cash	Loss through theft or dishonesty	L	The Council limits petty cash to £30 per annum for stationery and stamps. Petty cash transactions are only made by the Clerk and are fully receipted and reported to the RFO each quarter. All other transactions are electronic.	Existing procedures adequate
Other financial controls and records	Inadequate checks	L	RFO to produce a monitoring statement for each meeting. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly recorded. Any Section 137 payments must be approved & recorded at time of approval Annual Internal Audit – Auditor appointed by the Parish Council. Annual External Audit – Auditor appointed by the Audit Commission.	Existing procedures adequate Comply with Council policy. Nominee agreed by Council Arranged by RFO.
Car Park Charges and Park with Ease	Theft whilst emptying cash vault Theft whilst transporting cash to Bank.	M M	Gatekeeper to collect takings each day to limit value of cash in vault. Cash takings to be counted by Gatekeeper, reported to RFO and banked RFO to check cash takings report from Gatekeeper against PwE Vault Report and bank deposits against the monthly bank statement Takings to be banked at least twice monthly to minimise value of cash carried. Responsible person to take monies to bank taking all necessary security precautions.	Daily record maintained Actioned by RFO RFO to check banking statement
Grants Received & Awarded	Receipt of Grants	L	Where a grant is awarded the terms and conditions (T & C) need to be considered and adhered to and receipt of grant monitored and confirmed. If awarding grants the Council complies with the Grants & Donations Policy.	Clerk to report on T & C. RFO to monitor payment & include in financial reports.

Clerk & RFO	Loss of Clerk / RFO	M	Where practical the Council will seek to employ a Clerk and a RFO with flexible arrangements permitting them to cover should one of them be unavailable or leave the Council at short notice.	
	Fraud	L	The requirements of Fidelity Guarantee insurance must be adhered to.	Insurance cover to be reviewed annually.
	Actions undertaken	L	Clerk & RFO to be provided with relevant training, reference books, access to assistance and legal advice	Membership of NALC maintained
	Salary paid incorrectly Unpaid tax to HMRC	L	The Clerk and RFO have Job Descriptions and Employment Contracts detailing salary payments. Council to authorise established payments by bank transfer each quarter period. Income tax deducted at source.	Chairman to progress quarterly payments at Council meetings.
Cllr and Staff Allowances	Overpayment	L	Travel expenses paid at agreed rates. Other expenses paid upon submission of a suitable receipt and paid by BACS. Records maintained.	Existing procedures adequate. Action by RFO.
Direct Costs & Overheads	Goods not supplied but invoice paid. Invoice incorrect. Unpaid invoices.	M	Following approval of expenditure by PC the RFO raises orders with suppliers. Following satisfactory receipt of services/goods the invoice values are verified by the RFO, with Councillor support if required, and payment made. A summary of payments to be issued is presented at each PC meeting and checked against the outstanding list. Cheques are signed or a bank transfer payment is made by the RFO and records are maintained of each transaction in the PC transaction accounts.	Existing procedures adequate. Action RFO.
VAT	Maintain records and VAT receipts. Re-claim in time limits.	L	Record VAT charges on purchases on HM Customs & Excise proforma to enable tax recovery. Claim re-payments annually using BACS transfer. All VAT receipts retained for 5 years. Check income against VAT threshold.	Existing procedures adequate. Action RFO.
Reserves	Adequacy	M	Reviewed annually at budget setting – nominally £16k.	Action RFO.
Cheque Books	Loss or Theft	L	Stored securely.	Action RFO.
Annual return	Not submitted within time limits	L	Annual return is completed and signed by the Council in May, submitted to the Internal Auditor for completion and signing in June, then checked and sent on to the External Auditor in July to comply with current time limits.	Procedures adequate Action by RFO, progress monitored by Chairperson.
ASSETS				
Subject	Risk(s) Identified	H/M/L	Management / Control of Risk	Review/Assess/Revise and Actions
Street furniture and playground equipment	Damage to play equipment and benches etc.	L	An asset register is kept up to date and insurance is held at the appropriate level for all items.	Existing procedures adequate
	Failure to Maintain	L	Regular checks are made on all equipment by members of the Parish Council with repairs carried out promptly. Annual Inspection of all assets with report presented to council. Council has a roadside noticeboard, and Councillors/Staffs are mindful of roadside safety when carrying out duties at the noticeboard.	Nominated Councillors
Loss of car Park	Pendle BC reclaim.	M	Ensure car park is well maintained and available to all - maintain satisfaction.	Regular inspection by Chair
	Travellers set up Camp	M	Ensure steel gate barrier is locked every evening.	Action Gatekeeper

LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management / Control of Risk	Review/Assess/Revise and Actions
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved at meetings and clearly minuted. Councillors informed of their legal powers and financial regulations etc; training is recommended to Councillors as provided by NALC.	Existing procedures adequate Training as required.
	Working Parties taking decisions	L	Clerk attends formal training and advises Council when making decisions. Ensure established with clear terms of reference and authority.	Monitor monthly.
Minutes/ Agendas/ Statutory documents	Accuracy and legality	L	Minutes are produced by the Clerk and issued in draft to Councillors. Thereafter minutes are approved at the next council meeting and signed off by the Chairman as an accurate record. Approved minutes stored in Parish Council records book by the Clerk and on the PC website by the nominated person.	Existing procedures adequate
	Noncompliance with statutory requirements	L		
		L	Summons and agendas of PC meetings are produced in the prescribed format and timescale (adhering to legal requirements) and issued to Councillors by e-mail. Notices and agendas of PC meetings are produced in the prescribed format and timescale (adhering to legal requirements) and displayed on notice boards.	Action Clerk - Chairman to monitor progress Undertake adequate training
		L	Business conducted at Council meetings are managed by the Chairman	Members to adhere to Code of Conduct.
Employer and Public Liability	Risk to third party, property, staffs or individuals	M	Insurance is in place and reviewed annually. Inspection of property and assets undertaken at agreed frequency. Risk assessment of any individual actions or events to be undertaken.	Action Clerk - Existing procedures adequate
Health & Safety	Risk to third party, property, staffs or individuals	M	Safety implications of any actions required of Councillors and Staff's to be considered when authorising actions including manual handling, traffic management and lone working etc. Only experienced contractors to be employed who provide any necessary risk assessments.	Existing procedures adequate
Contracts	Poor contract procurement and management	M	All Works Contracts Orders to specify requirements, price, quality of materials and time periods in writing before works commence. Any site-specific issues must be brought to the attention of the contractor before works commence. Only two Councillors are authorised to direct a contractor. Only one lead Councillor is nominated to authorise contract variations.	Action by Nominated Councillor & Clerk. Two councillors to be involved in decisions as works progress.
Legal Liability	Legality of activities	M	Clerk to clarify legal position on proposals and to seek advice if necessary Council always receives and approves minutes at monthly meetings Clerk to be trained to be able to advise the Council in legal duties.	Existing procedures adequate
COUNCILLORS PROPRIETY				
Subject	Risk(s) Identified	H/M/L	Management / Control of Risk	Review/Assess/Revise
Members Interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting	Existing procedures adequate
	Register of Members Interests	L	Register of Members Interests form to be reviewed at least on an annual basis	Members are responsible to update their register

CAR PARK & TOILET BUILDING				
Subject	Risk(s) Identified	H/M/L	Management / Control of Risk	Review/Assess/Revise and Actions.
Toilet donations	Cash emptying / Transport to Bank	M L	Empty donation boxes weekly to minimise cash within donation boxes. Takings to be banked frequently to minimise value carried by BPC member	Review if theft problem develops.
Fly tipping	General public disposing of waste in the car park	M	Daily monitoring of the car park. Large Enviro 1100L bin to be locked when not in use. Ensure car park gates are secured and locked each night to restrict access. Warning signs to be erected to discourage fly tipping if problem develops. CCTV system to act as deterrent with signs warning of system in operation.	Action Gate Keeper. Purchase and installation of signs if required. Responsible Councillor to monitor weekly.
Fly tipping around the village	Contractors disposing of commercial waste	M	BPC & village community to be vigilant of any suspicious activities taking place in the village and surrounding areas – tipping to be reported to PBC asap. CCTV system to act as deterrent and any evidence to be reported to Police.	Monitor and report any unauthorised tipping. Action-Responsible Councillor
Vandalism	Damage / defacing of the toilet block and car park / village green furniture.	M	BPC members & village community to be vigilant of any suspicious activities and report to the appropriate authorities. Ensure car park gates are secured and locked each night. Review the installation of security lighting if vandalism persists. Review the introduction of neighbourhood watch scheme if problems develop. CCTV system to act as deterrent with signs warning of system in operation.	Action: Gatekeeper Existing procedure adequate Review security lighting and other measures if problems develop.
Vandalism	Damage to the Village and surrounding area	M	BPC members & village community to be vigilant of any suspicious activities and report to the appropriate authorities Review the installation of security lighting if vandalism persists Review the introduction of neighbourhood watch scheme CCTV system to act as deterrent with signs warning of system in operation.	Existing procedure adequate Any actions to be raised at the BPC monthly meetings if required Action: Gatekeeper
Gypsy incursions	Travellers setting up camp on the car park	L	Ensure the gate is secured & locked each night. BPC members to be vigilant of any suspicious movements Regular checks during Travellers annual festivities to ensure no unauthorised camping. No Overnight camping signs to be displayed.	Action: Gatekeeper Existing procedures adequate
Trips. Slips & Falls	Uneven car park surface	M	Ensure car park surface is regular checked and report any damage to the BPC Maintenance schedule in place	Action: repairs to car park to be planned annually and spot repairs required as potholes deeper than 75mm develop. Quarterly Inspection BPC

Trips. Slips & Falls	Uneven paving stones. Broken or uneven manhole and grate covers	M	Monthly inspections carried out on pavements / covers and report any damage. Repairs carried out in a timely manner according to risk Annual inspection to be carried out by nominated Councillors.	Existing procedures adequate. Annual inspection report
Trips. Slips & Falls	Slippery surfaces due adverse weather conditions around toilet building	M	Ensure pavements around toilet entrances and pay kiosk are clear of ice when reasonably practicable in accordance with Winter Policy. Water used to clean floors should not escape the building during freezing conditions Floors and gutter covering of leaves cleared as required during Autumn.	Action: Lengthsman Car Park Winter Policy. Action: Cleaning Contractor Action: Lengthsman.
Water Supply Failure of Services & Safety	Loss of water supply and Flooding	L	Daily Check of water supply – toilets flushing & Hand Wash Driers working Report any leaks / damage during daily cleaning of the toilet block. Report any blockages to the toilets or drainage system. Ensure water supply pipes are well insulated to prevent burst pipes during the winter periods - Cleaning Contractor to check Annual maintenance checks. Legionella Testing – In accordance with Legionella Risk Assessment Only cold water (20C) to be provided All water cistern tanks to be covered to prevent access to vermin Water Tanks to be cleaned out to remove sludge, scale etc Notice given to the public / cabin of any planned isolations of the water supply	Action: Cleaning Contractor Action: Cleaning Contractor Action: Cleaning Contractor Existing procedures adequate BPC annual inspection report. Notification of isolations.
Electrical Supply Failure of Services & Safety	Loss of electrical supply	L	Toilets to be checked daily for vandalism and after adverse weather conditions. Any damages to be repaired and electrical trips/ fuses to be reset /replaced by a nominated competent person. Electrical Meter Reading provided to supplier every two months Notice given to the public / cabin of any planned isolations of the water supply Electrical Installation Condition Report commissioned every 5 Years by qualified electrician and records kept up to date. Report any damage during daily cleaning of the toilet block.	Action Cleaning Contractor. Nominated BPC Councillor Notification of isolations Existing procedures adequate BPC annual inspection report Action Cleaning Contractor
Building Safety & Security	Roofs, Walls, Drains, Floors, Doors	L	Fixtures and fittings to be inspected daily during cleaning operations. Minimise risk of vandalism & misuse. Toilet building is to be locked overnight Annual Building Condition Inspection with Report by nominated Councillors	Action: Cleaning Contractor Action: Gatekeeper Action: BPC
Toilet Cleaning	Public Health	L	Toilets to be cleaned daily in accordance with approved cleaning schedule. Toilets are closed during cleaning operations to minimise risks. Deep Cleaning of Toilets every 6 months. Sanitary Bins provided and emptied by Specialist Contractor. Cleaning materials are provided by BPC with minimum stock levels maintained	Action: Cleaning Contractor Action: Cleaning Contractor Action: Cleaning Contractor Monitored Cleaning Contractor

TURNING AREA & PLAYGROUND				
Subject	Risk(s) Identified	H/M/L	Management / Control of Risk	Review/Assess/Revise and Actions.
Vandalism	Defacing of village property and infrastructure	L	Councillors & village community to be vigilant of any suspicious activities and report to the appropriate authorities. Review the installation of security lighting if vandalism persists. Review the introduction of neighbourhood watch scheme if vandalism persists.	Existing procedure adequate Monthly BPC meeting Monthly BPC meeting
Failure of services to the Bus shelter	Loss of electrical supply	L	Maintenance checks carried out. Ensure sufficient notice is given to the general public of any planned isolations of the electrical supply by external contractual work by utility companies.	Existing procedures adequate BPC annual inspection report. Notification of isolations sent to BPC chairman
Trips. Slips & Falls	Uneven surface	M	Regular checks by Councillors. Any hazards to be reported and repairs carried out promptly according to risk.	Action: Councillors. Action: Lengthsman
Trips. Slips & Falls	Slippery surfaces	M	Ensure cobble stones are clean and slips are reduced where reasonably practicable. Any covering of leaves cleared when required during Autumn season. Area cleaned by Pendle Council road sweeper.	Action: Lengthsman Action: Lengthsman.
Turning Area (TA) used as a car park & Issuing Parking Charge Notices	Parked cars of public or businesses using the TA as a car park or preventing turning movements	M M M	Restricted parking time signs in place. Councillors to raise PCN on offending vehicles when practical in accordance with the Turning Area Parking Policy. Councillors to be vigilant of any suspicious parked cars. Barley Mow & Garage management to be informed of any unauthorised parking by their staffs.	Daily inspection. Monitoring by all BPC Councillors.
Issuing Parking Charge Notices on Turning area	Abuse & Aggression	M	Councillors issuing PCN's do not have to approach vehicles to fix tickets and are not dressed as enforcement officers and should therefore be inconspicuous. Guidance on dealing with abuse is in the TA "Parking Policy"	Existing procedures adequate.
Defibrillator	Failure of equipment	L	Equipment regularly checked by nominated BPC Councillor.	Action-Responsible Councillor
Fly tipping	General public disposing of waste in the turning area	L	Regular monitoring of the turning area; many Councillors pass by daily. Warning signs to be erected to discourage fly tipping if problems arise.	Action: Councillors to carry out regular checks.
Playground	Risk of damage Risk of Personal Injury.	M M	The Parish Council conducts monthly checks of the area for general maintenance or vandalism. This is done by two nominated Councillors. Any issues will be emailed to the Clerk for action. Annual playground inspections are conducted by PBC.	Procedures Adequate. Action-Responsible Councillor Arranged by Clerk

BARLEY PARISH COUNCIL

RISK ASSESSMENT SCHEDULE Review 2026

ITEM	FREQUENCY	COMMENTS / ACTIONS
Parish Council Insurance Limits Including Public and Employers Liability Money and Fidelity Guarantee Personal Accident	Annually Annually Annually	All processes adequate. Action RFO Action RFO Action RFO
Asset's inspection Street Furniture Toilet Building Inspection – General Toilet Building Inspection – Detailed Electrical inspection Surface of Car Park & Turning Area	Annually Daily Annually 5 Years Monthly	Action by Designated Councillors Cleaning Contractor Action by Designated Councillors Approved Contractor Action by Designated Councillors
Financial Matters Banking Arrangements Insurance Providers VAT return completed Budget agreed, monitored and reported Precept requested: Payment's approval procedure Bank reconciliation overseen by Councillor Clerk's/ RFO salary reviewed and documented Internal audit External audit Internal check of financial procedures	Annually Annually Annually Quarterly Annually / January Monthly Ongoing Annually Annually Annually Annually	All processes adequate Action RFO Action RFO Action RFO / Council Clerk Action Clerk & RFO RFO & Chairman Chairman Action RFO / Clerk / Chairman Action RFO Action Clerk
Administration Minutes properly numbered Asset Register available/updated Financial Regulations reviewed Standing Orders reviewed Backups taken of computer records Other Policies reviewed	Ongoing Ongoing 2Yrs 2Yrs 6 months 3 Years	All processes adequate Action Clerk Action Clerk & Chairman Action Clerk & RFO Action Clerk & Chairman Action Clerk & RFO Action Clerk & Chairman
Employers Responsibilities Contract of employment in place Contractors Indemnity Insurance Written arrangements with contractors	Annually Ongoing Ongoing	All processes adequate Action Chairman Action Chairman / Councillors Action RFO / Chair / Councillors
Members' responsibilities Code of Conduct adopted Register of Interests completed and updated Register of Gifts/Hospitality Declarations of Interests minuted	Ongoing Ongoing Ongoing Ongoing	All processes adequate Action Councillors Councillors advise Clerk

The information given above was agreed at the March'26 meeting and will be agreed annually as being a correct record.

Signed
Chairman

Dated

Clerk

Dated