



2026 review

GAMLINGAY PARISH COUNCIL: RISK MANAGEMENT

Area	Risk	Level	Controls
Assets (as per asset register)	Protection of physical assets	M	Buildings - OMC/Cemetery shed/Hub garages/cemeteries x2 /play area/open spaces/allotments x2 /St Marys and Baptist Chapel church/war memorial and all structures within (fences/walls/benches/bins/play equipment) and street furniture/Christmas lights insured. Purchase value recorded as per audit regs. New items added annually to insurance schedule. Regular inspections – quarterly for open spaces by volunteer councillors (as detailed on Risk Assessment general areas responsibilities), daily (weekdays) for playground/recreation field/plaza/garages/ defibrillator in Hub car park by grounds man, daily for office (Clerks), community buildings quarterly at management group meetings. Memorial safety 6 monthly – clerk and groundsman. Completed checks recorded in minutes of meetings.
	Security of buildings, equipment etc	H	Keys to buildings and land access gates kept secure and signed in and out. Office has magnetic lock entry with restricted access. Groundsman store kept locked and key secure. Laptops kept securely and insured off site at staff homes .Fireproof safe for leases/legers. Documents saved remotely and backed up daily (SharePoint).
	Maintenance of buildings etc	M	Building survey on acquisition of OMC identified future maintenance requirements. Recommendations have been implemented/planned for. Long term sinking fund in place. Running repairs identified at management group meetings and arranged as necessary, Planned programme of electrical and safety equipment in place. Pat testing of moveable equipment carried out annually, electrical installations 5 yearly. Fire safety equipment checked annually. Fire alarm installed as per new regulations Jan 2024. Defib installed Jan 26. Weekly checks by clerk/groundsman recorded.

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Finance	Banking	M	Four accounts (Co-op/Nationwide/Unity/CCLA) to spread funds for protection under FSCS (£120k limit per institution). Annual investment strategy in place and reviewed annually. Cash/cheques banked regularly at local Post Office into Unity Trust bank.
	Risk of consequential loss of income	M	Insurance cover
	Loss of cash through theft or dishonesty	H	Receipts issued. Fidelity insurance in place. Cash paid in promptly. Petty cash kept in office safe. Regular check count of cash by councillor scheduled.
	Financial controls and records	M	Monthly reconciliation prepared and approved by Council, with different councillors signing approval each time. Dual authority on accounts. Financial regulations reviewed annually. Internal audit arrangements reviewed annually and undertaken as set out in the Joint Panel on Accountability and Governance Practitioners Guide (2022) Section 4. Scribe accounting system used.
	Comply with HMRC Regulations	H	Use help line when necessary. VAT payments and claims submitted digitally. External specialist VAT consultants engaged for complex/high value projects and to ensure compliance with VAT regulations.
	Sound budgeting to underlie annual precept	M	F and GP Committee and Council consider detailed budgets in the late autumn with 3 year comparison. Separate full council meeting held in Nov dedicated to precept setting – recommendation made to full council. Performance against budget reported to F and GP quarterly.
	Complying with borrowing restrictions	L	PWLB loan repayments on direct debit. All relevant permissions sought for borrowing as per financial and audit regulations.
Liability		M	

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	Risk to third party, property or individuals including volunteers		Insurance in place. Open spaces checked regularly as detailed in "Assets". 2 year tree survey of high risk areas by external contractors since Dec 17. All other significant trees 5 yearly checks by volunteers. Trees labelled for monitoring purposes. Groundman has completed Basic Tree Safety Inspection course (Jan 2013). Clerk KR and KW attended tree safety course 17.8.2017. Policy statement approved at Full Council 12.9.17. Risk assessments of individual events carried out as necessary. Accident book, First aid training course attended by Library manager 2024, first aid kits and sharps box in Hub. Defibrillator accessible. Relevant incidents reported to Incident Contact Centre in compliance with RIDDOR (detailed in hall hiring agreement) Detail of group volunteer activities to be provided to the PC insurers each time. A risk assessment to be completed and appropriate equipment provided. Individual volunteer activities – a risk assessment form to be completed for file If using a chainsaw or professional tools, confirmation to be received in writing from volunteer that they are suitably qualified/experienced in their use and of course any safety requirements will be met (appropriate gear etc)
	Legal liability as consequence of asset ownership (especially burial ground, playground, skate park, BMX track)	H	Insurance and risk assessment check process in place. Daily checks of playgrounds and weekly spreadsheet record kept. Annual checks by ROSPA of playgrounds and skate park/BMX track/Millbridge Brook Meadows and the plaza. Memorial safety inspection record kept from March 2023. Hall hiring agreements detail construction of building and list safety procedures in detail.
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including SLCC and CAPALC . Displayed H and S policy- update since increase to 5 employees.
	Comply with Inland Revenue requirements	M	HMRC RTI online tools used. Monthly submissions made within timescales. Internal and external auditor carry out annual checks.

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	Safety of Staff and visitors	M	Restricted access to office. Regular risk assessment checks of Hub. Training provided to staff on equipment. Use of electrical and mechanical equipment policy in place. Equipment signed in and out. Use of electric vehicle – risk assessment policy in place.
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets twice a month and always receives and approves Minutes of meetings held in interim. Minutes produced promptly and made available to press and public at the office and via the web site. Draft minutes published on website
	Proper document control	M	Land and buildings registered at Land Registry. Deeds/leases etc kept in fireproof safe in office. Confidential documents marked as such and kept in separate file. Computers are password protected. Wireless network is secure. Anti-virus software installed. Cloud based backups (SharePoint). Data protection – Council is registered as a data controller with the ICO and this is renewed annually. GDPR compliance visit satisfactory April 2019. Data Protection Officer Membership scheme option taken (with CAPALC membership). New website launched Aug 2024, WCAG 2.1 compliant–accessibility statement published. Archiving – regulations for storage of records is updated and complied with. Confidential documents are shredded.
Councillors	Registers of Interests in place	H	Register of interests available on website. Agenda item each meeting.

Reviewed Full Council 13.1.2026

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