

Wonston Parish Council
Risk Assessment 2025/26

	L Low	M Medium	H High				
Risk identification	Ins. Cover	Level	Likelihood	Impact	Mitigating actions	Action	Done
<ul style="list-style-type: none"> The protection of physical assets owned by the council – buildings, furniture, equipment, etc (loss or damage) 	Loss or damage	£359,926	L	L	Level of insurance increased in line with purchases and checked annually to fixed asset register. From May 2021 insured by Clear (formally BHIB) who use a 'package' figure based on population size.	Clerk	
<ul style="list-style-type: none"> The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public 	Public Liability	£10m	L	H	Sufficient cover.	None	
<ul style="list-style-type: none"> The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party 	Consequential loss	-	L	L	No action required.	None	
<ul style="list-style-type: none"> Loss of cash through theft or dishonesty 	Fidelity Guarantee	£250,000	L	H	Sufficient cover.	None	
<ul style="list-style-type: none"> Legal Liability as a consequence of asset ownership 	Public Liability	£10m	L	H	Sufficient cover	None	
Internal Controls							
<ul style="list-style-type: none"> An up to date register of assets and investments 	-	£117,291	-	-	New Asset Register completed and updated March 2026.	Done	
<ul style="list-style-type: none"> Regular maintenance arrangements for physical assets 	-	-	-	-	All Play areas inspected monthly and findings reported to Council meeting. Agreed with insurance company Feb 2013 that weekly inspections are not required. Additional inspections will be made following adverse weather conditions.	None	

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<ul style="list-style-type: none"> Annual Review of risk and the adequacy of cover. 	-	-	-	-	Risks reviewed and assets values checked annually to ensure sufficient insurance cover.	Done	
<ul style="list-style-type: none"> Ensuring the robustness of insurance providers. 	-	-	-	-	Chartered insurance broker, specialising in councils insurance. Authorised and regulated by FSA.	None	
Risk identification							
<ul style="list-style-type: none"> Security for vulnerable buildings, amenities or equipment 	-	-	L	M	<ol style="list-style-type: none"> Allotments- Low Risk. Area Fenced and locked. Code combination only issued to Allotment holders and Council. Play Areas – Low Risk. Areas fenced and gated entry. Burial Ground – Low Risk. Area part of overall Burial ground at Church. WPC boundary – fenced. Access by travellers via car park to Gratton during 2024 has led to review of security and new (shrouded) height barrier at access plus access gate and concrete bollards installed by Gratton Trust. 	None	
<ul style="list-style-type: none"> Maintenance for vulnerable buildings, amenities or equipment. 	-	-	L	M	Regular Inspections. Low Risk.	None	
<ul style="list-style-type: none"> The provision of services being carried out under agency/partnership agreements with principle authorities 	-	-	L	L	No Action.	None	

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<ul style="list-style-type: none"> Banking arrangements, including borrowing or lending. 	-	-	L	M	PWLB – Very Low Risk. Fixed interest agreed. Funds covered to £120,000 in current account. Investment options to be considered if funds exceed this.	None	
<ul style="list-style-type: none"> Trading units (leisure centres, playing fields, burial grounds, etc) 	-	-	L	L	Burial Ground only – Very Low Risk. Erected gravestones photographed for health and safety purposes. Review due this year.	Clerk	Due
<ul style="list-style-type: none"> Professional services (planning, architects, accountancy, design, etc) 	-	-	L	L	Ensure accredited by local/national bodies	None	
Internal Controls							
<ul style="list-style-type: none"> Standing Orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment. 	-	-	-	-	Follow NALC Model Standing Orders 2020. (2025 amendments to be formally adopted at May 2026 Annual Meeting).	Clerk	
<ul style="list-style-type: none"> Regular reporting on performance by suppliers providers/contractors. 	-	-	-	-	Follow NALC Model Standing Orders 2020. (2025 amendments to be formally adopted at May 2026 Annual Meeting).	Clerk	
<ul style="list-style-type: none"> Annual review of contracts 	-	-	-	-	Reviewed annually in meetings.	None	
<ul style="list-style-type: none"> Arrangements to detect and deter fraud and /or corruption. 	-	-	-	-	All invoices checked at meeting when BACs reports signed by at least two councillors.	None	
<ul style="list-style-type: none"> Regular bank reconciliation, independently reviewed. 	-	-	-	-	Reviewed and checked monthly at meeting by Councillor against figures produced by Clerk.	None	
<ul style="list-style-type: none"> Regular returns to HMRC ; contracts of employment for staff reviewed annually by the 	-	-	-	-	HMRC – Regular returns set up to be made at least quarterly.	Clerk	

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Council, systems of updating records for any changes in relevant legislation					Contracts – Reviewed annually on anniversary of employment. Updates –Automatic update set on computer for updates from HMRC.		
<ul style="list-style-type: none"> Regular returns of VAT; training in VAT and other taxation issues as necessary. 	-	-	-	-	Claims completed on a quarterly basis where refund of more than £100 due.	Clerk	
<ul style="list-style-type: none"> Regular budget monitoring statements. 	-	-	-	-	Budget monitored against actual spend at monthly meeting.	None	
<ul style="list-style-type: none"> Procedures for dealing with and monitoring grants or loans made or received. 	-	-	-	-	Monitored at monthly meetings, grants requested and funding agreed.	None	
<ul style="list-style-type: none"> Minutes properly numbered and paginated with a master copy kept in safekeeping. 	-	-	-	-	All minutes paginated.	None	
<ul style="list-style-type: none"> Documented procedures to deal with enquiries from the public. 	-	-	-	-	Enquiries from public brought to the attention of the Council at monthly meeting. If urgent, correspondence emailed to Councillors prior to meeting.	None	
<ul style="list-style-type: none"> Documented procedures to deal with responses to consultation requests. 	-	-	-	-	All requests included in 'Correspondence' and added to agenda for discussion at monthly meeting where necessary.	None	
<ul style="list-style-type: none"> Monitoring arrangements by the Council regarding Quality Council status. 	-	-	-	-	No action at present.	None	
<ul style="list-style-type: none"> Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received. 	-	-	-	-	Councillors are requested at each meeting to declare any interests. 'Register of Interest' forms and Gifts & Hospitality forms completed and uploaded to WWC website annually.	All Cllrs	

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<ul style="list-style-type: none"> Adoption of codes of conduct for members and employees. 	-	-	-	-	The Council has adopted the Winchester City Council revised Code of Conduct and use their Declaration of Interest form.	Done	
Internal audit assurance	-	-					
<ul style="list-style-type: none"> Review of internal controls in place and their documentation. 	-	-	-	-	Reviewed annually during internal audit.	None	
<ul style="list-style-type: none"> Review of minutes to ensure legal powers in place, recorded and correctly applied. 	-	-	-	-	Minutes checked by Councillors prior to meeting. Minutes signed by Chairman as true and accurate at following meeting. Minutes to record legal powers as necessary. Minutes reviewed during internal audit.	All cllrs	
<ul style="list-style-type: none"> Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. 	-	-	-	-	Bank statement covering the whole month examined with bank reconciliation at monthly meeting. Reviewed annually during internal audit.	None	
<ul style="list-style-type: none"> Review and testing of arrangements to prevent and detect fraud and corruption. 	-	-	-	-	As above	None	
<ul style="list-style-type: none"> Testing of disclosures. 	-	-	-	-	All Councillors asked to declare any interests etc at start of each meeting.	None	
Other Risks							
<ul style="list-style-type: none"> Litter Pickers 	Reviewed annually				Insurance company advised of litter pickers, locations etc All volunteers issued letter with insurance requirements as detailed below:		
<ul style="list-style-type: none"> Involvement in Traffic Accident 	Review Annually		L		To wear Hi-Viz Parish waistcoats and not to criss-cross roads (clean one side at a time).	Done	

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• Personal Injury	Review Annually		L		Asked to exercise care and not to retrieve heavy objects or objects in awkward places. To use grabber where possible.	Done	
• Local Infection from litter	Review Annually		M		To wear latex/rubber gloves. Use the Litter Picker grabber whenever possible. Wash hands on completion.	Done	
Signed Clerk				Date 11th March 2026			
Signed Chairman				Date 11 th March 2026			