

SHAPWICK PARISH COUNCIL RISK MANAGEMENT REPORT

2025/26

Assets

1. Protection of Physical Assets Level Medium
 - a. Buildings, bus shelter and main play equipment insured. Insured value checked annually at renewal date.
2. Maintenance of Assets Level Low
 - a. Play equipment inspected annually professionally.
 - b. The Play area the Village Green & its environs are subject to regular visual checks, by Parish Councillors with written reports reviewed at each Parish Council meeting.
 - c. Repairs carried out promptly when identified.
 - d. Maintenance work such as grass cutting is either contracted out or performed by an approved volunteer.

Finance

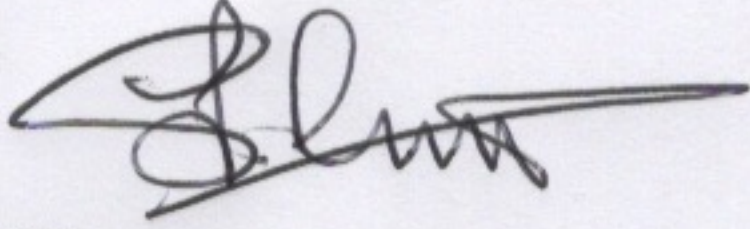
1. Banking Level Medium
 - a. All sums banked at High Street bank. Precept and grants from Somerset Council paid by BACS direct to bank account. Quarterly bank reconciliations provided by RFO. No petty cash float maintained. Payments requested by cheque or BACS and any cash received is immediately banked.
2. Financial Controls Level High
 - a. Budget continuously monitored and reported to Council at each Parish Council meeting.
 - b. Bank reconciliations are presented to the Parish Council meetings for inspection.
 - c. All payments minuted in full and details entered into Scribe Accounts.
 - d. The full process is detailed in the Council's Purchase & Payment Policy a copy of which is available on the Shapwick Parish Council website.
 - e. RFO provides advice on legality of payments and when in doubt seeks advice of SALC.
3. Comply with Customs and Excise Regulations Level Low
 - a. VAT payments and claims calculated on a quarterly basis by RFO. Internal Auditor provides check.
4. Sound Budgeting Process leading to Annual Precept Level Medium
 - a. Council considers potential projects and a draft budget for ensuing year in November
 - b. A detailed budget is presented by the RFO & Chairman for consideration in January.
 - c. The annual precept is derived directly from this process, ensuring adequate levels of reserves are maintained in case of unexpected expenditure.
 - d. Actual income and expenditure monitored against the budget throughout the year.
5. Compliance with Borrowing Restrictions Level Low
 - a. No new borrowing is anticipated.
6. Liability – risk to third party, property or individuals Level Medium
 - a. Insurance in place. Reviewed annually.

Legal Liability

1. Ensuring activities are within legal powers Level Low
 - a. Clerk to clarify legal position on any new proposal and to seek advice, when necessary, from SALC.
2. Unlawful Meeting Level Low

- a. Clerk/Chairman to ensure that summons and agenda are properly issued and notices are displayed.
- 3. Document Control Level Low
 - a. Legal documents are digitalised. Important records are kept in a secure cabinet.
- 4. Members Propriety Level Medium
 - a. Register of interests updated comprehensively every four years. Members requested to register any changes to details listed in the register as soon as they occur.
- 5. Data Protection Level Medium
 - a. Data protection rules followed. Privacy statement in place.

Chairman



Clerk of the Council

PP Lause Chilcott.

19th May 2026