

MARLESFORD VILLAGE RISK ASSESSMENT SPRING 2026

DESCRIPTION OF RISK	LIKELIHOOD OF RISK	IMPACT OF RISK	EXISTING CONTROLS	CONTROL STRENGTH 1- Strong 2- of concern 3 - weak	RESIDUAL RISK	PERSON RESPONSIBLE FOR ACTION	ACTION TO BE COMPLETED (inc date if possible)	RESULTING EFFECT 1-eliminated 2-reduced to acceptable level 3- managed but still significant 4-monitored but out of our control
FINANCE								
insufficient funds in precept budget to cover annual expenditure	low - Market related	Very little	precept carefully considered to avoid this, and funds carried forward from previous year	1				2
Inappropriate payments being made	very low	loss of funds	2 signatures required on authorisation for payments 3 signatories available online banking 6 monthly internal audit	1				2
GOVERNANCE								
Change in local government law	Likely	Dependent	clerk is informed by SALC of any changes and will inform the parish councillors of any changes required to policies	1				2
Failure to act within the law	Very unlikely	Unpredictable	clerk is well informed and kept updated by SALC	1				2
Misconduct of councillors	Very unlikely	Unpredictable	councillors are volunteers and have a good relationship with each other elected for 3 years	1				2
Insufficient councillors to form a quorum	Very unlikely	unable to hold meetings until new councillors elected/co-opted	Chairman is on constant look out for future councillors	1				2
Misconduct of clerk	Very unlikely	disciplinary action replacement of clerk		1		JF/Chairman	review employment policies and procedures, and include annual appraisal	2
Clerk leaves the Parish Council	Very unlikely	replacement of clerk	great regular communication with clerk annual appraisal should highlight plans	1				2
Computer failure leading to loss of records	Possible	Low	Records also on paper. Back up of all documents on external hard drive and cloud technology	1				2
Loss of records	Possible	Low, loss of history		1				2
ASSETS								
bus shelter - damage to the structure	low	bus shelter out of use, insurance claim	Inspect every 6 months for structural defect	1		tbc		2
bus shelter - adult or child hurt due to structural collapse	low	injury resulting in insurance claim	Inspect every 6 months for structural defect	1		tbc		2

bus shelter - adult or child hurt whilst waiting at the bus shelter	low	injury or worst case - death	The Council has an ongoing conversation about the speed of traffic on the A12	1				2
village sign - damage	low	repair	Inspect every 6 months for structural defect	1		tbc		2
village sign - adult or child hurt by falling village sign	low	injury resulting in insurance claim	Inspect every 6 months for structural defect	1		tbc		2
signage around the village - damage	low	repair	Inspect every 6 months for structural defect	1		tbc		2
signage around the village - adult or child hurt by damaged signage	low	injury resulting in insurance claim	Inspect every 6 months for structural defect	1		tbc		2
notice board - damage	low	repair	Inspect every 6 months for structural defect	1		tbc		2
notice board - adult or child injured by collapse of notice board	low	injury resulting in insurance claim	Inspect every 6 months for structural defect	1		tbc		2