Frampton Parish Council - Risk Assessment September 2026

This document has been produced to enable Frampton Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

No.	Subject	Risk Identified	Control of Risk	Review/Assess/Revis
			ASSETS	
1	WAR MEMORIAL	Statue could risk injury if not well looked after. Risk of damage	The asset is regularly checked by the clerk and councillors for safety concerns or damage. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Great condition - Existing procedures adequate
2	NOTICE BOARD 1	Risk of damage	The asset is regularly checked by the clerk and councillors for safety concerns or damage. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Great condition - Existing procedures adequate
3	NOTICE BOARD 2	Risk of damage	The asset is regularly checked by the clerk and councillors for safety concerns or damage. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Great condition - Existing procedures adequate
4	BEACON BRAZIER	Risk of damage	The asset is regularly checked by the clerk and councillors for safety concerns or damage. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Great condition - Existing procedures adequate
5	MEMORIAL SEAT	Risk of damage/theft and risk of injury if in bad condition.	The asset is regularly checked by the clerk and councillors for safety concerns or damage. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Great condition - Existing procedures adequate
6	CIVIC REGALIA	Risk of damage/theft	Kept in a safe place at Chairmans home.	Existing procedures adequate
7	GIBET NOOK PLAQUE	Risk of damage/theft	The asset is regularly checked by the clerk and councillors for safety concerns or damage. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Great condition - Existing procedures adequate
8	SPEED MONITOR UNIT	Risk of damage/theft	The asset is regularly checked by the clerk and councillors for safety concerns or damage. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Great condition - Existing procedures adequate
9	MILESTONE	Risk of damage/theft	The asset is regularly checked by the clerk and councillors for safety concerns or damage. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Great condition - Existing procedures adequate
10	LAPTOP LENOVO	Risk of damage/theft	Kept in a safe place at Clerks Home.	Existing procedures adequate
11	LAPTOP DELL	Risk of damage/theft	Kept in a safe place at Clerks Home.	Existing procedures adequate
12	PRINTER	Risk of damage/theft	Kept in a safe place at Clerks Home.	Existing procedures adequate

13	DEFIBRILLATORS	Risk of damage/theft and risk of injury if not managed properly	The defibrillators are on the circuit database and pads and batteries checked regularly by the caretakers. Whilst Frampton Parish own the defibrillators, the properties they are on manage the maintenance.	Existing procedures adequate
14	MILLSTONE	Risk of damage/theft	The asset is regularly checked by the clerk and councillors for safety concerns or damage. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Great condition - Existing procedures adequate
15	MEMORIAL RAILINGS	Risk of damage and risk of injury if not maintained	The asset is regularly checked by the clerk and councillors for safety concerns or damage. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Great condition - Existing procedures adequate
16	Flagpole	Risk of damage/theft	The asset is regularly checked by the clerk and councillors for safety concerns or damage. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Great condition - Existing procedures adequate
17	Bus Stop	Risk of damage or injury	The asset is regularly checked by the clerk and councillors for safety concerns or damage. Any damage or faults found would be dealt with in accordance of the correct procedures of the Parish Council	Great condition - Existing procedures adequate
			FINANCIAL	
18	PRECEPT	Adequacy of precept in order for the Council to carry out its statutory duties Amount not received from Borough Council	At the Precept meeting (January) the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Boston Borough Council. The Clerk informs Council when the monies are received (approx. April and October) Regular budget update (each meeting)	Existing procedures adequate
19	CHEQUE BOOKS	Un-authorised signatures	Two councillors always sign a cheque as per Financial Regulations, however Frampton Parish Council no longer use cheques.	Existing procedures adequate
20	ONLINE BANKING	Financial irregularities	Regular reconciliation (each meeting) The Parish Council Bank Statements/ Accounts are stored at the home of the Clerk Clerk and Chairman and any other signatories have authorisation, passwords etc	Existing procedures adequate

21	SALARIES	Irregularities in pay and income tax	The Clerk is the only paid employee, payroll is done via HMRC basic tools and all paperwork is held at the clerks home.	Existing procedures adequate
22	INSURANCE	Adeequacy	Annual review is undertaken (before the time of policy renewal. Employers and Employee liability insurance is a necessity.	Existing procedures adequate
23	ELECTION COSTS	Risk of an unexpected contested election cost	Risk is higher in an election year, a reasonable amount is held in reserves.	Reserve provided for yearly
		TRANSPARENCY AND ACCOUNTABILITY		
24	TRANSPARENCY AND ACCOUNTABILITY	Policy provision	Frampton Parish Council adopted the Transparency Code in accordance with the Local Audit and Accountability Act.	Existing procedures adequate, information produced on the Parish Council website and the noticeboards
25	PAPER	Loss through, theft, fire or damage	The Parish Council records are stored at the home of the Clerk. Records include historical correspondence, minutes, audit reports and are stored in a metal filing cabinet. Retention of these records is in line with GDPR regulation 2018.	Existing procedures adequate
26	ELECTRONIC	Loss through, theft, fire, damage or corruption of computer	The Parish Council electronic records are stored on the Computer at the home of the Clerk. Files are regularly uploaded to the parish website and a backup of electronic data is made on a monthly basis. Retention of these records is in line with GDPR regulations 2018.	Existing procedures adequate
27	BUSINESS CONTINUITY	Parish Council not being able to continue business due to tragic or unexpected circumstance		Review accordingly
28	MEMBERS INTERESTS	Conflict of interest Register of members interests	Declarations of interest by Parish Councillors at meetings. Register of councillor's interests forms reviewed regularly.	Parish Councillors take responsibility to update register.