



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Administration Inaccurate Accounting	M	L	Two councillors check invoices and authorise payments	Online banking is used so action is recorded and visible. Monthly bank reconciliation checked by councillors when approving payments.
Loss of data/records	M	L	Back ups are taken regularly data can be retrieved from any device using the one Drive. Accounting information is stored in Scribe and can be accessed from any device.	Files are stored in cloud storage and back-ups are taken. Financial records are loaded on parish council website. Drive is password protected. Laptop is password protected.
PAYE Fraud Inaccuracies for PAYE, pension, HMRC payments	L	L	Payroll bureau processes payments to RFO Cllrs authorise payments monthly. Submissions are to HMRC are sent within deadlines and payments collected by Direct debit	Payroll is processed by qualified personnel and carried out if clerk absent. Removes the responsibility from clerk to process own pay.

Approved by Council 16.2.2026
 Minute ref 02/26 15.0
 Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Overspending and insufficient reserve	M	L	<p>Payments are made by RFO if there is sufficient budget available.</p> <p>Budget is set by full council</p> <p>RFO issues purchase orders.</p> <p>General reserve is set at a minimum of Six months expenditure.</p>	Budget reporting is provided to full council quarterly
Setting sufficient Precept	M	L	<p>Budget forecast for relevant financial year is produced in November prior to precept setting in December.</p> <p>Adequate general reserve is maintained.</p>	<p>Budget forecast and precept level is considered by full council prior to deadlines set.</p> <p>Precept requests are submitted before the deadlines by RFO</p>

Approved by Council 16.2.2026
 Minute ref 02/26 15.0
 Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Insufficient reserves	M	L	A general reserve of at 50% of precept is maintained and reserves are monitored quarterly when budget is reviewed. Earmarked reserves are set in line with the budget.	Accounting software records general reserve and earmarked reserve balances and reports are provided to full council quarterly. The internal auditor monitors reserves
Inaccurate reclaim and unclaimed revenue	M	L	Scribe software is used to record VAT. VAT is clearly indicated in accounts package. VAT is reclaimed annually by RFO	Cilca qualified clerk and support is available through internal auditor , SLCC/ SPCA for any additional advice
Incorrect or insufficient or unauthorised Online payments	M	L	Bank mandate is updated when Cllrs leave or join the council to ensure there are sufficient members to authorise payment. Bank statements are available online and are reconciled monthly. Standing orders are agreed at full council meetings and reviewed Annually	Authorisation requirements are set on the bank account. Only Cllrs added to the bank mandate have access. No payments can be processed without the RFO and two Cllrs.

Approved by Council 16.2.2026
 Minute ref 02/26 15.0
 Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Inaccurate Accounting	M	L	Accounts are handled by qualified clerk. Training is available through memberships society of Clerks and Staffordshire Parish Council Association	Recognised accounting software (Scribe) is used for reports and Annual Governance Reviews. Accounts are internally and externally assessed within legal deadlines. <u>External Audit services</u> are carried out by Mazars LLP

Approved by Council 16.2.2026
Minute ref 02/26 15.0
Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

Insufficient insurance	M	L	<p>Cover includes.</p> <p>Employers Liability £10,000,000</p> <p>Data Protection Act cover £10,000,000</p> <p>Public Liability £10,000,000</p> <p>Property insured Changing Room, Cornmill Lane, Tutbury, Burton-On-Trent, Staffordshire, DE13 9HA United Kingdom</p> <p>£332,070</p> <p>All risks including theft Buildings including subsidence (unless otherwise specified)</p> <p>General Contents</p> <p>Office contents £2,667, general contents £9,127, outside equipment £2,500, street furniture £73,309, gates and fences £13,208, war memorial £0, playground equipment £25,000, mowers and machinery £1,648, sports equipment £19,993, other surfaces £32,431, natural surfaces £6,177, specified all risks £0, and civic regalia £3,019. Defibrillators £10000</p>	Assessed annually in March
------------------------	---	---	--	----------------------------

Approved by Council 16.2.2026
 Minute ref 02/26 15.0
 Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

<p>Vandalism/ Damage to changing rooms and playing field at Cornmill Lane</p>	<p>H</p>	<p>L</p>	<p>Insurance cover for buildings , content and land. Maintenance reviews carried out by Open Space committee. Fire Alarms are serviced Annually. Boiler is checked annually Legionella control carried out monthly Annual cleaning of water systems for legionella control. Annual inspections of Multi use games area and football pitches are carried out/ Mowing and hedge cutting is carried out by a contractor. Paths and driveway will be monitored periodically. Vehicle gates have two padlocks</p>	<p>Monthly review at committee meetings Sufficient budget is set to maintain the asset. Regular communication maintained with football teams and users. A user agreement is in place with the Tutbury Tigers and reviewed annually. Public indemnity insurance cover is provided by the contractor together with a risk assessment. Certified weed spraying is included. Football teams are informed to keep the gates locked at all times when not in use. Regular meetings and user</p>
---	----------	----------	---	--

Approved by Council 16.2.2026
Minute ref 02/26 15.0
Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
				agreements ensure the area is kept secure and clean.
Vandalism/ Damage to Ferrers Avenue playing field	M	L	Boundary fence installed and maintained to secure the boundary. Goal posts are covered by insurance	Regular checks by Cllrs of the area. Tamper proof products used where possible. Goal posts are inspected periodically.
Vandalism/ Damage to Gym Equipment Mill Play area and Park pale Play area	M	L	Insurance cover for £25000	ESBC include in their equipment inspections

Approved by Council 16.2.2026
 Minute ref 02/26 15.0
 Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
<p>Inadequate maintenance of the closed area of St Mary's churchyard</p>	<p>L</p>	<p>L</p>	<p>The area is mown by a contractor. Mowing near the grass bank edges will not be carried out.</p> <p>Repairs to retaining walls are carried out periodically.</p> <p>Tree survey has been carried out on the closed churchyard trees Dec 025</p> <p>Paths, steps and drain gullies are inspected and maintenance carried out.</p> <p>Trees and vegetation on the East path are maintained. Trees will be inspected again in 2027/8.</p>	<p>Public indemnity insurance cover is provided by the contractor together with a risk assessment.</p> <p>Financial Provision for a retaining wall behind the closed church boundary wall has been made and will be monitored.</p> <p>Trees will be monitored by Parochial Church Council periodically and the contractor and will require planning permission. Trees will be surveyed again 2027/8.</p> <p>Regular meetings with the Church council ensure that the council is made aware of any potential maintenance requirements.</p>

Approved by Council 16.2.2026
 Minute ref 02/26 15.0
 Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Vandalism/ Damage to bus Shelter	M	L	Annual checks are carried out.	Roofs have been replaced and repaired in 2023. <u>Financial provision is earmarked for future refurbishments.</u>
Inadequate maintenance of Park Pale footpath	M	L	The land off Chatsworth drive is mowed regularly by a contractor who has been informed not to disturb the ground to protect the ancient monument status. 2 Sycamore trees are inspected every three years. A boundary fence has been erected.	Certified work , risk assessments and public liability is covered by the contractor. 2 Sycamore trees were surveyed on Dec 25 and will be surveyed again in 2027/8 The property owners of 38a Ironwalls Lane are responsible for the maintenance of the fence.

Approved by Council 16.2.2026
 Minute ref 02/26 15.0
 Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Vandalism/ Damage to High Street Planters	M	L	Planters are covered by insurance. A contractor maintains the planting	Regular inspections and watering done by Cllrs and shop owners.
Insufficient maintenance of the land known as the Triangle	M	L	Trees are inspected every three years. Steps and bench inspected and maintained as required. Mowing is carried out regularly by a contractor. Christmas tree is erected by contractor. Electrical supply to the Christmas lights is checked by an electrician periodically	Trees have been inspected in Dec 2025 and will be reviewed in 2027/8 Certified work , risk assessments and public liability is carried out by the contractor. Risk assessment carried out when erecting the Christmas tree,

Approved by Council 16.2.2026
Minute ref 02/26 15.0
Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Insufficient goods and services are used	L	L	All contracts are reviewed annually, bi-annually or three yearly. Contracts are awarded each year where appropriate. Risk assessments for operations are provided by contractors. Contractors are required for <ul style="list-style-type: none"> • Cornmill Lane and Ferrers Avenue Playing field. • Closed churchyard and Park Pale footpath. • Street cleaning. 	<u>Public liability and work certificates are checked annually.</u>
Insufficient maintenance of footpath known as Elm Lane	M	L	Friends of Elm lane volunteers use a strimmer to maintain the footpath. <u>Strimmer is covered by insurance and regular maintenance is carried out.</u> Annual Risk assessments are carried out by the group periodically.	Financial provision is made to support the costs of the group. The strimmer is kept at a local resident address.

Approved by Council 16.2.2026
 Minute ref 02/26 15.0
 Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Breach of Standing orders	L	L	Standing orders are reviewed annually. New members are encouraged to attend standing orders training. Standing orders are available on the website.	The Clerk has obtained the CiLCA qualification to ensure that the council is operating within current legislation in a professional manner. <u>The model clerk employment contract is reviewed periodically.</u>

Approved by Council 16.2.2026
Minute ref 02/26 15.0
Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

Breach of Financial Regulations	L	L	<ul style="list-style-type: none"> • The clerk arranges for the provision of goods and services of value up to £500. • The clerk in consultation with the chairman arrange for the provision of goods and services of value up to £2000 and in the case of an emergency involving a danger to life, health or property £2000 • Tenders are invited for contracts in excess of £30,000 and contracts are awarded at parish council meetings. The council is not obliged to accept the lowest tender. If no tenders are received the council can make arrangements to carry out the work as it thinks fit. <p>Financial Regulations are reviewed annually. All financial processes are carried out by the Responsible Financial Officer who is a qualified clerk. Grants are awarded in line the general power of Competence The asset Register is updated and reviewed annually.</p>	<p><u>An emergency contingency for parks and open spaces has been allocated in 2026 27 budget. This will be reviewed annually.</u></p> <p>Payments are made on completion of the work/service carried out to the council's satisfaction. All payments are recorded in the minutes. Direct debit payments are in place for gas, electricity and water payments for the changing rooms at Cornmill Lane. Standing orders will be set up in accordance with the Model financial Regulations. contractual government guidelines will be followed.</p> <p>The RFO will issue all purchase orders.</p>
---------------------------------	---	---	--	---

Approved by Council 16.2.2026
 Minute ref 02/26 15.0
 Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
			The council appoints an internal auditor, to review year-end accounts, financial procedures and internal financial controls and to complete an intermediate audit	<u>The council reviews the internal auditor annually.</u>
Breach of Councillor Code of Conduct.	M	L	The code of conduct is reviewed annually. Councillors are encouraged to attend Code of Conduct training. Cllrs maintain their Register of interests governed by East Staffs Borough Council.	

Approved by Council 16.2.2026
 Minute ref 02/26 15.0
 Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Loss of clerk	H	M	An exit policy has been written in case of loss of the clerk due to illness or termination of the clerk contract	<p>Policies and procedures are reviewed annually.</p> <p>The parish council has insurance to mitigate some risks arising from loss of clerk.</p> <p>The council is a member of the Staffordshire Parish Council association who can provide advice and support in the absence of the clerk.</p> <p>An Annual appraisal is in place to review the performance and address any issues raised by the clerk with the staffing committee.</p>

Approved by Council 16.2.2026
Minute ref 02/26 15.0
Review date Feb 2027



Tutbury PARISH COUNCIL RISK ASSESSMENT

RISK	RISK LEVEL L/M/H	IMPACT L/M/H	MANAGEMENT	MITIGATION/NOTES
Planning breaches	H	L	All works in a conservation area requires planning permission.	Planning permission is sought by contractors for any tree works or other services carried out.
Risks arising from Special Events	H	M	The Council helps facilitate special one-off community activities such as the Tutbury Christmas Festival by assisting with grant funding.	This can involve funding local groups, arranging a street closure, obtaining entertainment and other licences; appropriate insurance cover is sought when required. All statutory requirements are complied with. The insurance broker would be informed of any council led events.

Approved by Council 16.2.2026
Minute ref 02/26 15.0
Review date Feb 2027