

**WAVENDON PARISH COUNCIL - RISK ASSESSMENT**

Aim	Risk	Method used to Minimise Risk	Person(s) Responsible	Actions Required / Taken
<p>1. To ensure compliance with the Acts of Parliament, Council's financial regulations and code of conduct.</p>	<p>1. Lack of knowledge of regulations and codes.</p> <p>2. Absence of standing orders</p> <p>3. Items purchased without proper tendering procedures, resulting in accusations of commercial favouritism.</p> <p>4 Payments made without prior approval and adequate control.</p> <p>5. Lack of control of signatories to cheques.</p>	<p>Ensure that all Councillors have copies of Code of Conduct and Standing Orders. Highlight essential parts and provide training where possible.</p> <p>Ensure that Standing Orders are produced, understood by councillors, and reviewed at least once per year.</p> <p>Ensure that all councillors are aware of financial regulations re estimates and full tender procedures.</p> <p>Introduce practice of estimates for all purchases over an agreed figure.</p> <p>Ensure all payments are approved in Council meetings and recorded in minutes. Keep cash payments to a minimum and avoid if possible.</p>	<p>Chair / Clerk</p> <p>Chair / Clerk</p> <p>Chair / All councillors / Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>All Documentation is available to view on the website via the following link.  <a href="http://www.wavendonparishcouncil.gov.uk">www.wavendonparishcouncil.gov.uk</a></p> <p>S/O's will be reviewed and updated (if required) following a Governance Review for adoption at the Parish Council meeting on the 18/05/26.</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>F/O's will be reviewed and updated (if required) following a Governance Review for adoption at the Parish Council meeting on the 18/07/26.</p> <p>)</p> <p>)</p> <p>)</p>
<p>2. To identify and regularly review the Council's priorities.</p>	<p>1. Lack of knowledge of how to set objectives, set priorities, and identify risks to their achievement.</p> <p>2. Lack of commitment by council members</p> <p>3. No risk analysis carried out.</p> <p>4. No steps taken to combat identified risks</p>	<p>All councillors to be made aware of need for objectives and identification of risk. Attend training sessions if practicable.</p> <p>Add risk assessment to agenda at least quarterly, reviewing particular items, and results against those items.</p> <p>As at 1 above. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission.</p> <p>As at 2 above.</p>	<p>Chair /Clerk</p> <p>Chair / Clerk</p> <p>Chair / Clerk</p> <p>Chair / Clerk</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>A Risk Assessment will be completed at least once a year as part of the Annual Return Submission.</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>

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<p>3. To influence other council departments and Government organisations to fulfil the requirements of the Parish population.</p>	<p>1. Lack of effective lines of communication with other organisations.</p> <p>2. Lack of effective lines of communication with parishioners.</p> <p>3. Lack of preparation on subjects requiring influence.</p> <p>4. Lack of confidence by Parish Councillors.</p>	<p>Note all communication lines which are essential or beneficial and make information available to all councillors Establish contacts by name and where possible face-to-face.</p> <p>Take every opportunity to publicise role of Parish Council. Create Parish newsletter if none exists. Effective use of Notice Boards and “fliers”. Use key issues to raise profile of PC and to test parishioner’s views. Add social event to occasional meeting. Create Annual PC plan and put to parishioners for comment.</p> <p>Ensure that all councillors are aware of need for careful research and are guided as to where to obtain relevant information on issues under discussion.</p> <p>As at 1 above. Experienced councillors to assist newcomers to establish essential contacts. Delegate responsibility for specific contacts to individual councillors</p>	<p>Chair / Clerk</p> <p>Chair</p> <p>Chair / Vice-Chair / Clerk</p> <p>All Councillors</p>	<p>MKCC are contacted as required for guidance and support.</p> <p>A Parish Newsletter is published 4 times per year. <b>Articles are also published in the Hogsty End Handbook. We have now set up a Parish Council Facebook page.</b></p> <p>This is provided by the Chair / Vice-Chair / Clerk.</p> <p>This has been adopted and is currently working.</p> <p><b>Councillors will be encouraged to attending training courses, when required.</b></p>
<p>4. To ensure that all councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.</p>	<p>1. Lack of knowledge of possible culpability of councillors.</p> <p>2. Lack of education of Councillors regarding culpability.</p>	<p>Creation of standing orders and familiarisation with those where greatest risk occurs.</p> <p>As at 1 above. Delegate responsibility to one or two councillors to assist newcomers to understand culpability. Attend any training courses available.</p>	<p>Clerk / All Councillors</p> <p>Chair / Clerk</p>	<p><b>S/O’s will be reviewed and updated (if required) following a Governance Review for adoption at the Parish Council meeting on the 18/05/26.</b></p> <p>This is provided by the Chairman / Vice-Chair / Clerk.</p>

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	<p>3. Inadequate insurance cover taken out – property, personal liability, employer’s liability.</p>	<p>Review risk assessment by including on agenda of PC meetings at least quarterly. Delegate responsibility for keeping up to date with insurance requirements to an individual councillor.</p>	<p>Clerk</p>	<p>Clerk to ensure that this is covered as an agenda item when necessary.</p>
<p>5. To keep appropriate books of account accurately and up to date throughout the financial year.</p>	<p>1. Lack of knowledge of accounting requirements</p> <p>2. Lack of commitment to accounting requirements.</p> <p>3. Bank charges unnecessarily incurred</p> <p>4. Inaccuracies in recording amounts totals in books of account, and bank reconciliations.</p> <p>5. Inaccuracies and interest losses caused by account transfers.</p> <p>6. The most beneficial interest terms not being employed.</p> <p>7. Inadequate control of cash receipts and payments.</p>	<p>Ensure that all councillors are familiar with current financial regulations and include them in standing orders. Regularly review standing orders.</p> <p>Appoint the RFO to take overall responsibility for financial management.</p> <p>As at 1 above. RFO to produce financial reports at all meetings. Internal audit reports to be made available to all councillors and any recommendations to be acted upon promptly.</p> <p>RFO to carry out regular inspection of books of account. Internal audit to be undertaken periodically during the current financial year.</p> <p>RFO to ensure that books of account are formatted in such a way that internal controls are included and activated. Regular internal audits to advise on internal controls required.</p> <p>Keep number of accounts to a minimum but ensure that any large credit balances are deposited in an interest-bearing account.</p> <p>Ensure that favourable interest rate is obtained in deposit accounts and review against alternatives but bearing in mind the risks in changing accounts.</p> <p>Avoid cash payments and receipts if possible.</p>	<p>Chair / Clerk</p> <p>Clerk</p> <p>Clerk / Chair</p> <p>Clerk / Chair</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>S/O’s &amp; FR’s are available to view on the Parish Council Website. <a href="http://www.wavendonparishcouncil.gov.uk">www.wavendonparishcouncil.gov.uk</a></p> <p>Clerk has been appointed as RFO.</p> <p>Financial reports are reviewed at every Parish Council meeting. Internal Audit reports are reviewed annually as part of the Annual Return.</p> <p>These are formally reviewed at least three times per year at selected Parish Council Meetings. <u>See Budget Review documents.</u></p> <p>These are formally reviewed at least three times per year at selected Parish Council Meetings. <u>See Budget Review documents.</u></p> <p>We have two accounts, and these are reviewed monthly.</p> <p>We have two accounts, and these are reviewed monthly.</p> <p>N/A.</p>





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	<p>3. Receipts not banked or not banked promptly.</p> <p>4. Debts not pursued promptly.</p> <p>5. VAT claims not made promptly or made incorrectly.</p>	<p>Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Internal audit checks.</p> <p>As at 3 above.</p> <p>Ensure Clerk has appropriate and up-to-date VAT official publications. Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Internal audit checks.</p>	<p>Clerk / Chair</p> <p>Clerk / Chair</p> <p>Clerk / Chair</p>	<p>Reviewed monthly.</p> <p>N/A</p> <p>VAT claim to be submitted yearly or every six months if necessary.</p>
<p>9. To ensure that salaries paid to employees and amounts paid to contractors are paid in accordance with council regulations, and adequately monitored.</p>	<p>1. Inappropriate rate of pay to employees.</p> <p>2. Tax and NI arrangements not in accordance with regulations.</p> <p>3. Amounts paid to contractors not in accordance with contract and inadequately monitored.</p>	<p>Ensure employee regulations are available and understood by Clerk Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Internal audit checks</p> <p>As at 1 above.</p> <p>Internal audit checks Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Appoint councillor to monitor contract work carried out.</p>	<p>Chair / Vice-Chair / Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Salaries to be paid in accordance with National published Salary Scales.</p> <p>Clerk to ensure that all rules are followed. We have run a PAYE System from 01/04/11.</p> <p>This is reviewed monthly at Parish Council meetings.</p>
<p>10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.</p>	<p>1. Lack of knowledge of Council regulations and procedures.</p> <p>2. Late or non- submission of annual accounts.</p> <p>3. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements.</p> <p>4. Inadequate audit trail from records to final accounts.</p>	<p>Include financial regulations in Standing Orders. Attend training seminars where available.</p> <p>Include a timetable in Standing Orders. RFO to monitor progress against timetable and report to PC meetings.</p> <p>Regular checks by the RFO or, if the Clerk is the RFO, by a Councillor designated for the purpose'. Internal audit checks</p> <p>As at 3 above.</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>Chair / Clerk</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>Year end accounts are prepared by the Clerk and are reviewed at the April or May meetings. These are subject to an annual internal audit and are signed off at the June meeting and submitted as part of the Annual Return.</p> <p>)</p> <p>)</p>

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<p>11. To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained.</p>	<p>1. Lack of knowledge of assets of Parish Council.</p> <p>2. Assets lost or misappropriated</p> <p>3. Inadequate or inaccurate valuation of the council's assets.</p> <p>4. Asset register not established or inadequately maintained.</p>	<p>Ascertain and record all assets for which Parish council is responsible. Create permanent asset register.</p> <p>Establish who is responsible for security and maintenance of each asset. Appoint councillor responsible for regular monitoring of location and use of assets.</p> <p>Arrange for periodic review of valuations and arrange for professional valuation where necessary. Internal audit checks.</p> <p>Create asset register in accordance with Audit Commission requirements.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>Reviewed annually as part of the Internal Audit and Annual Return submission.</p>
<p>12. To comply with appropriate Government legislation regarding disability, racial equality, safeguarding children etc.</p>	<p>1. Lack of knowledge of applicable legislation</p> <p>2. Lack of public awareness of applicable legislation.</p> <p>3. Failure to comply with applicable legislation.</p>	<p>Clerk to have all appropriate legislation available. Review liabilities and responsibilities periodically at PC meetings.</p> <p>Include, as appropriate, in any public consultations.</p> <p>As at 1 above</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>)</p> <p>)</p> <p>Clerk to ensure that he/she are up to date with current legislation and include as agenda items, when required.</p> <p>)</p> <p>)</p> <p>)</p>
<p>13. To carry out adequate safety checks on all buildings, properties, and equipment for which the council is responsible.</p>	<p>1. Lack of information on properties, buildings and equipment.</p> <p>2. Lack of knowledge of safety requirements.</p>	<p>Ensure that all current legislation and advice is held by Clerk. Include in asset register all properties for which PC responsible.</p> <p>Ensure that all current legislation and advice is held by Clerk. Place subject as item on PC meeting agenda at regular intervals.</p>	<p>Clerk</p> <p>Clerk</p>	<p>)</p> <p>The main asset are our Community Centres, and any issues are covered at the regularly held meetings of the Community Centre Executive Committee. Also, an update is provided as an agenda item at each Parish Council meeting.</p>

	<p>3. Lack of commitment to carrying out safety checks.</p>	<p>As at 2 above. Delegate responsibility for particular properties to individual councillors.</p>	<p>Clerk</p>	<p><i>Following the annual asbestos inspection completed in January 2025, the report has highlighted that it should be removed as soon as practical. We have put a padlock on the loft access which has been completed, and site access is being managed. Three quotations have been obtained, and a contractor has been approved for removal in May 2026 at a cost of £6990.</i></p>
	<p>4. Complete a review of all trees that are under the control of the Parish Council</p>	<p>Ensure that a safety check is conducted at least once a year.</p>	<p>Clerk</p>	<p><b>Large ash on Recreation Ground</b> – A recent audit has identified a need to undertake work to heavily reduce to suitable growth points to reduce weight at a cost of £280.00 + VAT. Work was approved and has not been completely by our contractor.</p> <p><b>Ash trees on Dankworth Way</b> - A recent audit has identified that the three Ash trees require dismantling to stump, and some additional tree work requires completing at a cost of £1,030.00 + VAT. Costs were increased by the contactor and three further quotations were obtained. Approval was obtained to proceed at the PC meeting in February 2026, and the order was placed on another contactor at £1.600 + VAT.</p>
	<p>5. Complete a review of Bus Shelters under the ownership of the Parish Council.</p>	<p>Ensure that these are checked at least on a six-monthly basis.</p>	<p>Clerk</p>	<p><b>St Marys Green</b> – It was agreed to remove this bus shelter as soon as possible.</p>

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	<p>6. Ensure that MKC carry out safety checks on the Play Equipment on the Recreation Ground.</p> <p>7. Undertake regular safety checks to the 2 Notice Boards.</p> <p>8. Complete a review of the benches under the ownership of the Parish Council.</p> <p>9. Undertake regular checks to the boundary fences on the Recreation Ground and Community Hub.</p> <p>10. Community Centre Car Parks.</p> <p>11. Community Centre Paths</p> <p>12. Defibrillators</p>	<p>These are inspected every six weeks by MKC, and any problems highlighted by them to the Clerk.</p> <p>Ensure that these are checked at least on a six-monthly basis.</p> <p>Ensure that these are checked on a six-monthly basis.</p> <p>Ensure that these are checked on a six-monthly basis.</p> <p>Ensure that these are checked monthly.</p> <p>Ensure that these are checked monthly.</p> <p>To be checked on a regular basis.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk / Parish Councillor</p>	<p><u><i>No problems identified as of March 2026.</i></u></p> <p><u><i>Faulty lock on the one installed in Eagle Farm. Parts ordered for delivery in March 2026.</i></u></p> <p><u><i>Four benches require replacing. Agree expenditure in 2026/2027.</i></u></p> <p><u><i>Three require staining.</i></u></p> <p><u><i>No problems identified as of March 2026.</i></u></p> <p><u><i>No problems identified as of March 2026.</i></u></p> <p><u><i>No problems identified as of March 2026.</i></u></p> <p>The one installed outside the <b>Walton Road Community Centre</b> is checked every month. The battery requires changing every 4 years – <u><i>next date is December 2029.</i></u></p> <p>The pads require changing every two years – <u><i>Next date is January 2027.</i></u></p> <p><b>New Community Hub.</b> The battery requires changing every 4 years – <u><i>next date is September 2029.</i></u></p> <p>The pads require changing every two years – <u><i>Next date is February 2027.</i></u></p>
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	<p>15. Pavements.</p>	<p>To be checked on a regular basis.</p>	<p>Clerk</p>	<p><b>Walton Road Pavement</b> – Reported many times to MKCC who confirm that it does not meet the requirements for a repair. <u>To be reported again to MKCC.</u></p> <p><b>Stockwell Lane</b> - Clerk has reported this to MKCC on the 25 September 2025 under reference number FS751617632. <u>Waiting for MKCC to complete this repair.</u></p> <p><b>Manhole Cover in the parking spaces in the Parking Bays on Walton Road</b> – Anglian Water have agreed to repair this, date to be agreed.</p> <p><b>School sign on Walton Road</b> requires a repair or removal.</p> <p><u>MKCC have confirmed that they have inspected the post and that there is no imminent danger to the public.</u></p>
	<p>16. Highway Signs</p>	<p>To be checked on a regular basis.</p>	<p>Clerk</p>	<p><b>School sign on Walton Road</b> requires a repair or removal.</p> <p><u>MKCC have confirmed that they have inspected the post and that there is no imminent danger to the public.</u></p>
	<p>17. New development areas – Glebe Farm &amp; Eagle Farm</p>	<p>To be checked on a regular basis.</p>	<p>Clerk</p>	<p>Check if there are any issues that require reporting / investigation.</p>
	<p>18. Picnic Tables</p>	<p>To be checked on a regular basis.</p>	<p>Clerk</p>	<p>Some minor damage under investigation.</p>