Ashburton Town Council

Risk Assessment Management

Date Adopted	12 May 2026
Review date	2027 - 2028

Signed by Town Mayor:

Date:

Ashburton Town Council – Risk Assessment & Management 2026

Area	Risk(s) Identified	Risk Level	Potential Impact	Management/Control of Risk	Review/Action Required
Assets					
Town Hall Information Centre and Offices.	Protection of physical assets.	Medium	High	Buildings and property insured. Fire alarm & fire equipment annual test. Weekly fire alarm test. Personal Appliances electrical testing 3 yearly.	Insurance policy to be reviewed annually. Weekly checks conducted of both premises.
Security of above assets	Inadequate security of buildings, equipment etc.	High	Medium	Buildings secured outside working hours. Staff vigilance and regular patrols. Adequate lighting. CCTV.	Maintain existing procedures. Regular liaison with Police.
Maintenance of above assets	Inadequate maintenance of buildings etc.	Low	Low	Planned maintenance programme. Property budget.	Finance & Town Hall Buildings Committee to review budget annually. Introduce annual inspection of all assets to minimise risk of failings.
Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	High	Annual review of insurance with brokers. Annual review of asset values.	Maintain existing procedures. Asset Register to be revised regularly.

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Finance					
Precept	Overspend of operational budget and/or inaccurate setting of Precept level realising demand on Reserves.	Low	High	Budget and Precept considered by Finance & Town Hall Buildings Committee & Full Council each year. Sound budgetary control. Expenditure against budget considered quarterly by Finance & Town Hall Buildings Committee.	Maintain existing procedures
Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	Medium	Bank reconciliation received at Finance & Town Hall Buildings Committee each month	Maintain existing procedures
Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Internal & external audit presented to Finance & Town Hall Buildings Committee. Regular Finance& Town Hall Buildings Committee meetings.	Maintain existing procedures
Computer records	Loss of data through system error or theft.	Low	High	Back-up on completion of all entries.	Back-up undertaken and held by JMV Ltd.
Cash	Loss of income or unforeseen major expenditure leading to cash flow problems.	Low	Low	Ensure adequate reserves. Ensure adequate insurance cover.	Maintain existing procedures
Cash	Loss through theft or dishonesty.	Medium	High	Receipts issued matched to invoices. Unbanked cash locked in safe. Cash banked regularly. No petty cash float for expenditure. Postage stamps reconciled weekly.	Maintain existing procedures

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Budget	Inadequate budget preparation leading to inability to fulfil obligations.	Low	High	Budget considered by Finance & Town Hall Buildings Committee and Full Council. Income and expenditure considered monthly. Virements made where necessary.	Review of budget during course of financial year
Tenders	Best value not achieved.	Low	Medium	Financial regulations detail procedures to be followed	Maintain existing procedures
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	Low	Medium	All invoices recorded and filed on receipt. Invoices checked for accuracy and for receipt of goods and services. Two signatories on all payments and initialling of cheque stubs. List of all payments presented to full Council monthly. Those invoices above approved threshold to be presented to Finance for approval prior to payment.	Maintain existing procedures
Cheque Books	Loss of cheques. Fraudulent use.	Low	High	Cheque books kept in safe. No blank cheques signed.	Maintain existing procedures
Receipts	Services provided by Council but not paid for.	Low	Medium	Bookings diary checked weekly, and invoices issued monthly. List maintained of regular invoices. Early hastening action taken if required.	Maintain existing procedures
Grants	Mismanagement of Grant Aid powers.	Low	Low	Formal applications only considered for Grant Aid by Finance Committee. Conditions in place. Budgets adhered to.	Maintain existing procedures

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Salaries	Incorrect payments to staff (rates, NI, tax)	Low	High	Contract with Dawes Ltd payroll facility. All correspondence filed. Internal audit.	Maintain existing procedures
Salaries	Payments not made to HMRC	Low	High	Invoices checked. Internal audit.	Maintain existing procedures
Salaries	Pension contributions not made to DCC	Low	High	Payments made from sheets produced by Dawes Ltd. Invoices checked. Internal audit.	Maintain existing procedures
Councillor Allowances	Non-payment of tax	Low	Low	Mayor can put forward expenses within the Mayor's allowance. Councillors do not receive allowances at present.	No action required
Election Costs	Inability to meet costs	Low	Low	Provision made in budget annually	Maintain existing procedures
VAT	Errors in calculation. Payments not made to HMRC.	Low	High	Comply with HMRC regulations. Quarterly returns to be made. Internal audit.	Maintain existing procedures
Annual Return	Inability to conduct year end close or not submitted on time	Medium	Medium	Book internal audit early	Maintain existing procedures

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Liability					
Third parties	Risks to third party, property or individuals	Medium	Medium	Public & Products liability insurance in place (limit of indemnity £10m). Risk assessments for individual events.	Insurance cover reviewed annually.
Staff	Compliance with Employment Law	Medium	Medium	Employer Liability insurance in place (limit of indemnity £10m)	Insurance cover reviewed annually
All personnel	Health & Safety matters	Medium	Medium	Health & Safety policy in place	Maintain existing procedures
Legal	Conduct of Council business is ultra vires	Medium	Low	Clerk to verify legal position for any new proposal	Legal advice to be sought where required
Administration					
Councillor propriety	Incomplete register of interests.	Medium	Low	Regular reminder to members	Maintain existing procedures
Councillor propriety	Failure to declare interests	Medium	Low	Regular reminder to members	Maintain existing procedures
Councillor/staff propriety	Breach of confidentiality	Medium	Low	Regular reminder to members/staff	Maintain existing procedures
Reports and records	Improper and untimely reporting of meetings via the minutes	Medium	Medium	Council to meet monthly to receive and approve minutes of meetings held in the interim. Draft minutes to be made available to press and public at the Town Hall and via the Council website within 5 working days of a meeting.	Maintain existing procedures