

Staploe Parish Council Risk Assessment

Created 7/2/2015 Updated Nov 2025

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Staploe Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Risk Assessment Scores

Impact	Likelihood		
	1 Low (< incident in 5 years).	2 Moderate (1 incident in 2-5 years)	3 High (1 incident per year)
1 (low eg. minor injury, loss of < 3% of annual income, confusion in communication)	1	2	3
2 (moderate eg. significant injury, loss of 3-6% of annual income, breach of a recommendation)	2	4	6
3 (high eg. risk of permanent injury or death, financial risk exceeding 6% of annual income, breach of law)	3	6	9

The impact is how bad it could be eg. injury, death, inability to carry out statutory responsibilities due to financial incapacity, reputational damage.

Risk scores of 4-9 will require controls to reduce the risk eg. the two signature rule, clerk and councillor training, and mitigation to reduce the impact if the risk does occur eg. insurance.

Inherent risk is the assessment of the risk before any controls are in place. The residual risk is the risk which remains after controls are in place (since risks cannot and should not always be eliminated).

RFO = Responsible Financial Officer

SPC = Staploe Parish Council

BBC = Bedford Borough Council

Subject	Risk(s) identified	Inherent risk	Management/control of Risk	Actions	Residual risk	Responsibility
Budget	Inadequate funds for the Council to carry out its Statutory duties. Excessive funds leading to unnecessary taxation of parishioners.	9	- Budget and reserves reviewed four times /yr - Detailed budget report including projected position to year end in Oct / Nov before setting budget for coming year - Aim for 50% to 100% of the annual precept in unearmarked reserves at the end of the financial year. - Indicative budget figures for coming year provided in Oct / Nov. - Finance Committee meeting held in October to recommend budget. - Councillors then determine the precept in Nov - The Borough Council send forms to the Clerk automatically in Dec with a reminder and they query any significant increases or decreases. - List of regular payments prepared in March for coming year. Signed by two members every time payment is authorised to control risk of duplicating payments.	Review budget and reserves in Sep (Q1), Nov (Q2 and setting the budget for coming year), Mch (Q3) and May (Q4). Request precept in January. Consider a three year forecast of Revenue and Capital Receipts and Payments (Nov) Earmark election reserves and consider need for legal, locum Clerk and maintenance reserves. (Nov) List of regular payments authorised (Mch)	2	Clerk (RFO) to present budget to Councillors for review. Councillors to submit any budget requests to Clerk before Finance Committee meeting in October. Clerk to confirm with Borough Council Councillors to decide precept, Clerk to request from Borough.

Subject	Risk(s) identified	Inherent risk	Management/control of Risk	Actions	Residual risk	Responsibility
Financial Records	Inadequate records Financial irregularities Loss of money due to incorrect payments or VAT incorrectly calculated Breach of the Accounts and Audit regulations Fraud and prosecution	9	The Council has Financial Regulations which are based on “Governance and Accountability for Local Councils, a practitioners guide. These require for example: • All transactions recorded in cash book, invoices examined by the Clerk with samples examined by Councillors at meetings. • All transactions recorded in minutes. • All budget categories, VAT, Community Infrastructure Levy (CIL) and Section 106 income and expenditure accounted for separately • Bank reconciliations are carried out quarterly September, November, March and May.	Review the Financial regulations annually in March or as regulations change (whichever comes first).	2	Clerk as RFO

Subject	Risk(s) identified	Inherent risk	Management/control of Risk	Actions	Residual risk	Responsibility
Bank and banking.	• Unable to make payments due to lack of signatories • Old signatories remain on the account • Cheques rejected • Fraud • Banks mistakes • Loss of potential interest on savings • Loss of Council funds if bank was to fail. • Ideally the Clerk would not be a signatory but Barclays will not communicate with the Clerk unless she is. All payments require the approval of two councillors either on a cheque or on the list of authorised payments in a meeting. Clerk and one of two Councillors act as online signatory to online payments. Unity Trust Bank allow the Clerk to be a key contact who can view the account and submit payments while two of three other signatories are required to authorise payments. • Bank accounts forgotten or missed off audits	6	The Council has Financial Regulations which set out banking requirements. The mandates, direct debits, standing orders for contracts and other banking arrangements are reviewed in January each year and the Clerk checks the list with the bank. Old signatories are removed when they retire. No petty cash is held FSCS cover Parish Councils up to £85000. Cheque book always to be under supervision of the Clerk / RFO. Staploe Parish Council's accounts are with Barclays and Unity Trust Bank and are listed in the Financial Regulations.	Consider need to rotate bank mandates in January 2026 and every two years thereafter. Quarterly bank reconciliations. In Nov and May a member other than the chairman is to be appointed to check and sign bank reconciliations. Check interest rates on savings accounts and credit reports / FSCS cover for bank in July	6	Clerk

Subject	Risk(s) identified	Inherent risk	Management/control of Risk	Actions	Residual risk	Responsibility
Auditing – internal and external	Procedures may not be followed leading to accounting errors, lack of evidence of good governance leading to reputational damage, breach of Accounting and Audit regulations, and risk of fraud. Annual return may be submitted late or with mistakes leading to additional audit charges or fines for late submission.	9	Internal audit process reviewed in Jan. Internal audit (including actions listed in this risk assessment) is conducted by The Numbers Quarter in Bedford in April / May. Written report submitted to council. External audit is no longer required for councils with a turnover under £25,000. However, the information specified by the Transparency Code must be published on the Council website and parishioners invited to inspect them in June / July each year. Results of external audit (if required) displayed in September.	Internal audit process reviewed in January. Internal audit in April / May. External audit in June – July if turnover exceeds £25K Check that the turnover for the coming year will not exceed £25,000 in November. Annual return submitted on time in May / June. Check all information required by the Transparency Code is published in July.	2	Process - Clerk Review of process – Councillors Clerk to prepare, Councillors to approve

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Clerk's salary, pension and expenses	Risk of paying too much or too little, risk of Clerk dissatisfaction or poor value for money, making incorrect deductions for tax or national insurance, breach of pension or employment regulations.	9	Clerk's salary and pension reviewed annually in May. NALC advise changes in pay. Beds BC manage the Clerk's pension and inform the Council of any changes to requirements. Clerk's salary paid on HMRC RTI system and Clerk receives regular updates from HMRC.	Clerk's annual salary and pension review in May.	2	Clerk and Councillors
Investments	Risk of financial losses due to unsecure investments, loss of records to trace investments	3	Staploe Parish Council has no investments beyond earmarked reserves held in a Barclays savings account in the name of Staploe Parish Council.	Savings rates reviewed annually in July	1	Clerk as RFO
Income	Risk of money for goods or services provided by the Council not being collected or banked in full. Risk of neglecting to order the precept, reclaim VAT, or apply for the Ward Fund. Risk of advertising invoices not being paid.	9	See actions. An order book is kept of all invoices issued (eg. for newsletter advertising or cabin hire).	Apply for precept in January and confirm contracting in or out grass cutting with Borough in January. Check grass cutting money arrived by September if contracting out. Reclaim VAT after large capital expenditure or annually in May. Check received in July. Apply for Ward Fund in July/ September	2	Clerk as RFO

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Orders for Works, Goods and Services	Risk of obtaining poor value for money, exceeding Council powers for obtaining poor quality goods / services. Risk of anti-competitive practices and fraud.	6	Official order / letter issued for all goods / services. Three quotes are obtained for any goods or services to be provided wherever possible as per the financial regulations. Occasionally three suppliers are not available to quote.	Clerk to report the statutory power under which any new or unusual purchase is made	2	Clerk
Contracts	Risk of obtaining poor value for money and / or anti-competitive practices. Fraud. Risk of exceeding budget. Risk of duplication eg. repeating work conducted by Bedford Borough Council Risk of injury to contractors or members of the public if contractors unsafe	6	Except for the contracts for which exclusions apply (listed in Financial Regulations 11.1 a – electricity and professional fees in our case) the Clerk will follow the formal tender processes listed in the financial regulations for contracts of £25,000 or more, obtain three quotes for contracts of £3000-£24,999 and endeavour to obtain three estimates for contracts of £100-£2999. Written arrangements in place with all contractors. Formal technical specifications for contracts of £25,000 or more. Copies held of contractors public health liability insurance. Written agreements in place with electricity supplier for street lighting.	Review written arrangements with grass contractors and obtain competitive quotes for grass cutting in January 2027. Currently in 3 year contract with Bradgate Grounds Maintenance until 2026. Request new public liability certificates in April Review electricity for street lights and cabins in March annually. Currently in contract with SSE finishes end 30th Sep 2026 and a two year contract with EDF for the cabins which ends 8th May 2025.	2	Clerk

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Building and construction work	Risk of exceeding budget, going into debt, being unable to meet statutory obligations due to lack of funds. Risk of injury to contractors or members of the public if building work not safe. Risk of prosecution for breach of planning law or building regs. Risk of obtaining a poor quality build unfit for purpose.	6	Payments shall be made as specified in the Financial Regulations.	Review Financial Regulations annually in March and prior to entering into any construction contracts. Copies of public health liability insurance shall be held by the Council for any contractors. Qualified architect to manage any construction projects. Planning and building regs advice to be sought.	4	Clerk

Subject	Risk(s) identified	Inherent risk	Management/control of Risk	Actions	Residual risk	Responsibility
Assets, properties and estates	Risk of loss of deeds or proof of purchase and being unable to prove ownership. Inability to correctly account for assets owned and therefore risk of losing them or not maintaining them. Risk of fraud, financial loss and inability to meet statutory obligations if assets / properties are disposed of without the authority of the Council. Risk of incorrect electricity bills for street lights	6	Duloe Playing field, the verge of the playing field and the land on which Duloe Village Hall used to stand is registered with the Land Registry. Playing field deeds are held by Woodfines, Sandy and for the village hall by Mills & Reeve, Cambridge. They are registered with the Land Registry. The Clerk makes appropriate arrangements for storage of proofs of purchase of properties owned by the Council. The Clerk keeps an asset register (showing both cost and replacement value) of all properties and investments owned by the Council in accordance with Accounts and Audit regulations. No property is sold, leased or otherwise disposed of without the authority of the Council. The continued existence of tangible assets shown in the Register is verified annually in March. Street light inventory reviewed annually in March	Asset register is reviewed 6 monthly in November and May and assets physically inspected in March. Playground equipment is inspected weekly by Hayley Down Written checklist prepared for inspection of playground equipment. Review in July Review street light inventory in May. Visual inspection of street lights from the ground by the Clerk annually in March. Structural inspection every three to 6 yrs depending on condition. Clean LED lens and carry out an electrical test (BS7671) every 6 yrs. New LED lights installed in Feb 2019. Andy Muskett inspected in 2023.	2	Clerk Clerk Clerk Clerk Clerk

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Community Cabins	Injury to volunteers working at the cabins	9	Separate risk assessment for cabin hire		2	Clerk
	Water leaks	6	Separate risk assessments in place for volunteers painting and decorating, using power washers, lone working and covid 19 and fire safety.	Hirers / Clerk	2	
	Wasted electricity if eg heaters left on	6	Cabin PAT tests, extinguisher servicing and fire risk assessments every year in November.	Hirers	2	
			Water turned off at meter before and after use during cold spells or long periods when not in use			
Insurance			Hirers are liable for extra electricity costs if they leave heaters on.			Clerk
	Risk of financial loss to the Council if assets are lost, stolen or damaged, or there are legal proceedings against the Council or one of its members or the Clerk.	9	Insurance reviewed annually and on disposal or purchase of assets.	Insurance reviewed in May. Currently in 3 year agreement with Norris & Fisher due to expire 31st May 2021 so new quotes will be sought in April / May 2021	2	
	Risk of financial loss leading to inability to meet statutory obligations.		Competitive quotes are sought for insurance annually (or at the end of the contract).			
			Clerk keeps a record of insurance schedule and certificate.	Review level of fidelity guarantee in July (as per financial regulations)		
			Clerk records any loss, liability or damage to any assets owned as it is reported to her and reports this to the Council at the next meeting.			
			Clerk & Councillors have fidelity guarantee insurance.			

Charities	Risk of funds not being clearly accounted for and therefore lost or spent elsewhere. Risk of breach of charity law. Risk of loss of charitable status	3	The Council is the sole trustee of Duloe Playing Field charity. The Clerk prepares separate accounts for the charity and funds are held in a separate charity bank account (also covered by the Council's Financial Regulations). Standing Orders for charity trustee meetings follow those of Parish Council committees.		1	Clerk

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Charities continued	See previous page		Playing Field: the Clerk reports the annual accounts to the Charity Commission annually in May. Charity number 1050387. Village Hall: if it is not possible to form a management committee for the hall the Parish Council is able to act as sole trustee (and the Council is named as the trustee on the Charity Commission website) until a new committee forms. When acting as sole trustee the Clerk reports the annual accounts to the Charity Commission. Charity number 1053858. When a Village Hall Management Committee are in place Staploe Parish Council acts as Custodian Trustee of Duloe and Staploe Village Hall charity. but the charity will be managed by the Managing Trustees (which is the Village Hall Committee). In this event the Village Hall Committee will be the trustees registered with the Charity Commission and they will submit the Village Hall accounts. The Parish Council became the corporate trustee in November 2025. Staploe Parish Council are obliged to have two Councillors on the Village Hall Committee if it exists.	Report accounts for the playing field to the Charity Commission in July (year end is 31st Mch) Village Hall year end is 31st August Appoint two members of Village Hall Committee at Annual Meeting in May. If there is no committee appoint two members to the Working Group (if one exists).	1	Clerk / Pitch hirer Clerk Village Hall Committee Councillors Councillors / Clerk
Planning applications	Risk of Council's responses to applications being invalidated or parishioners not being able to comment.	4	Policy for viewing planning applications reviewed annually in November		2	

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Risk Management	Poor risk control and mitigation. Auditing difficult / ineffective. Poor inspection and maintenance of equipment leading to injury. Dangerous trees causing injury or damage Playing field pitch hirers not maintaining the field and furniture adequately, parking and driving badly and upsetting or injuring parishioners. Risk of needing to pay to maintain the field if no hirers available.	3	Council risk assessment in place reviewed annually. Clerk home working risk assessment in place reviewed every 3 years. Volunteer mowing and strimming risk assessment in place reviewed every 3 years. Playground to be inspected weekly, trees annually. Check for new Tree Preservation Orders annually in July (none in parish at present). Tree survey to check for ash dieback on Duloe Common in April 2020, tree survey of Playing Field July 2020, remedial works Duloe Common and Playing Field December 2020. Risk assessments conducted for new activities as necessary. If Playing Field being used by a club then: cabin hire and pitch useage agreement in place reviewed in July, audit of pitch usage in April, obtain up to date copies of hirers insurance in July & confirmation of correct goal post storage in November.	Review risk assessment in March. Review Clerk's home working and mowing and strimming risk assessments in March 2015, 2018, 2021 or as locations, volunteers change. Weekly playground inspections. Formal tree surveys every 3 years in July 2022 (Duloe Common) and July 2020 (Playing Field). Informal annually in July. Maintain adequate reserves to cover grass cutting for at least one season.	1	Clerk Councillor as requested by Clerk Clerk Tree surveyor for formal surveys Veronica Zwetsloot to conduct audit Clerk to obtain from hirers

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Holding Council meetings	Risk of insufficient meeting time available to manage statutory obligations.	3	At least 6 meetings are held per year.	Meeting dates advertised on website and noticeboards 6 months ahead.	1	Clerk
	Risk of public / councillors not being informed of timing or content of meetings	6	Agendas published and Councillors summoned at least 3 clear days in advance of meetings. No decisions / resolutions to be made on matters on not publicised on the agenda.	Agendas to be published 3 clear days before meetings		Clerk / Chairman
	Ineffective meetings overrunning	6	Chairman presides at meetings to manage timings and prioritise important / urgent agenda items.	Chairman to preside over meetings or Vice Chair in his / her absence		Chairman / Vice Chairman
	If meetings are not quorate parishioners may not be adequately represented.	6	All meetings quorate			
	Risk of parishioners being unable to contribute to meetings / interrupting meetings with unscheduled items.	6	Open forum early in each meeting which is time limited as per Standing Orders.			
	Risk of Village Hall being unavailable or rental cost changing	6	Standing Orders in place and reviewed annually in September. Village Hall booked in advance for the year in December.			

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Holding Council meetings continued	Spread of infectious disease such as Coronavirus	6	Hold meetings online eg. Zoom if not permitted to meet in person. If necessary meet in a larger hall and increase ventilation and social distancing. Provide hand sanitiser as necessary. Follow government guidelines.	Check government guidelines regularly Book large halls if necessary and provide PPE / sanitiser	2	Clerk
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Parish Meeting	Risk of every local government elector not being given an opportunity to exercise their democratic right locally.	3	Parish Meeting held in March before the March Parish Council meeting.	Parish Meeting in March	1	Chairman to call meeting
Standing Orders	Risk of lack of transparency, lack of clarity of procedures or not meeting statutory obligations to parishioners.	3	Standing orders published on website and reviewed annually.	Standing orders reviewed September	1	Clerk
Voting	Risk of poor decision making / certain Councillors have more or less influence than others.	3	Motions are put to the vote as per Standing Orders and in the event of equal votes the Chairman has a casting vote.	Standing orders revised annually in September	1	Clerk

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Minutes	Risk of poor record of decisions made and lack of transparency for parishioners.	3	Minutes to be recorded in accordance with Standing Orders	Minute book to be checked annually in September	1	Clerk and Councillors
Conduct of Councillors	Risk of Councillors acting in their own interest rather than those of the parishioners. Risk of breach of section 81(2) of the Local Government Act 2000 which specifies that Councillors must declare their interests. Risk of Councillors behaving inappropriately at meetings leading to disturbance, inability to debate effectively and reputational damage to the Council	3 3	All Councillors must declare their interests and the declarations are available to the public on request. Councillors declare their interests at the start of each meeting and withdraw from the relevant debate / vote as per Standing Orders. Councillors agree to and sign Bedford Borough Council's Code of Conduct.	Check Bedford Borough Council display declarations on their website in May. Revise declarations of interest annually in May. Declarations of interest are declared at the start of each meeting Code of Conduct to be given to each new Councillor and reviewed at the Annual Meeting in May with the Registers of Interests.	1 1	Clerk Clerk and Councillors Councillors Clerk and Councillors

Subject	Risk(s) identified	Inherent risk	Management/control of Risk	Actions	Residual risk	Responsibility
Councillors continued	Risk of lack of attendance at meetings leading to parishioners being inadequately represented	3	Members of the Council lose their place if they do not attend meetings of the Council for six consecutive months	Record attendance at meetings and reasons given. Ensure meeting dates published annually in January.	1	Councillors
			Councillors entitlement for claiming expenses reviewed annually.	Review Councillors allowances in November		Clerk and Councillors
	Risk of Councillors claiming unauthorised expenses or not claiming legitimate expenses	6	Financial regulations in place.	Review insurance in May		New Councillors and Clerk
	Risk of Councillor fraud.	9		Ensure all new Councillors undertake induction training. Offer training to Councillors regularly and build a training fund into the budget		Clerk
	Risk of Councillor incompetence	6	Public fidelity insurance in place to cover actions of members. Insurance reviewed annually. Financial regulations to reduce risk of fraud	Consider further training for Councillors		
	Risk of bribery		New Councillors to complete new councillor induction training	Remind Councillors to declare any gifts / hospitality from anyone who may be a potential supplier of goods / services to the Council		Clerk / Councillors
			Register of gifts / hospitality kept			

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Committees	Risk of duplication or omission of roles / tasks between Council and its Committees Risk of committees not being advertised, managed or reported effectively and transparently.	3	Committees to be agreed annually at AGM Standing Orders cover committees	Agree membership of Committees in May at Annual Meeting Revise Standing Orders in September	1	Clerk and Councillors Clerk and Councillors
Election and Cooption of Local Councillors	Risk of insufficient representation of the parish on the Council Risk of parishioners being unaware of vacancies arising Risk of parishioners losing opportunity to vote Breach of law Risk of lack of funds to pay for an election Risk of appointing a Councillor unqualified for election	6	Bedford Borough Council are informed when a Councillor resigns or retires. Election posters and procedures advised by the Borough Council are followed. Vacancies advertised on website, noticeboards and e-mail distribution list and in newsletter if one is due for print in time. The Council hold an earmarked reserve of £500 for election costs in case of a contested election. Councillors sign a declaration stating that they are qualified before election or cooption.	Inform Borough Council on resignation of a Councillor New Councillors to sign declaration of acceptance of office	2	Clerk Clerk Councillors

Subject	Risk(s) identified	Inherent risk	Management/control of Risk	Actions	Residual risk	Responsibility
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Clerk's employment	Risk of lack of clarity of Clerk's role / duties, pay and performance.	6	Clerk's duties and role described in job description	Job description to be updated as required and before appointment of next Clerk	2	Clerk and Councillors
	Risk of injury whilst working from home	3	Clerk's contract, pay and pension reviewed annually in May	Review Clerk's contract, pay and pension in May	1	Clerk and Councillors
	Risk of infectious disease eg. Coronavirus		Clerk works from home and a Councillor has inspected and signed the Clerk's home working risk assessment and inspected the home office. Last carried out on 22 nd August 2022. The Clerk has received advice on posture while using a computer and workstation design from a qualified physiotherapist.	Councillor to inspect Clerk's home office and risk assessment every three years in July.		Councillors
	Risk of fraud by Clerk		Clerk works from home so risk of acquiring infectious diseases is low but she should follow government guidelines in the event of an epidemic.	Review insurance in May		
	Risk of lack of transparency regarding Clerk vacancies		Clerk has fidelity insurance under the council policy	Review expenses and allowances in Nov		
	Risk of Clerk incompetence		Clerk's expenses and allowances reviewed in November	Advertise vacancies as they arise Clerk is studying the ILCA course.		
			Clerk vacancies advertised on noticeboards, website, Bedfordshire Bugle and through the Bedfordshire Branch SLCC			
			Clerk has access to the Clerk's Manual, is a member of and attends regular training sessions with SLCC. She has completed the Introduction to Local Council Administration (ILCA) course in autumn 2016.			

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Complaints	Risk of members of the public being unclear how to complain about the administration or procedures of a Council or the conduct of its Councillors	3	Complaints procedure and forms available on parish website.	Complaints procedure to be reviewed every three years in July 2017, 2020, 2023 etc. First created 2014.	2	Clerk to bring to Council
Documents and records	Risk of loss or theft, computer malfunction or theft, and fire	6	Computer records backed up weekly. Most documents available digitally. Minute book containing signed minutes only to be viewed in presence of the Clerk Old minute books to be archived with Bedford Borough Council.	Cabin hire and pitch useage agreement on website.	2	Clerk
CCTV	Risk of crime not being recorded	3	Service the CCTV system every 6 months	Service the CCTV in October and April each year and report in the November and May meetings respectively.	2	Clerk
Data protection and freedom of information	Possible breach of data protection and freedom of information act / GDPR. Theft or disclosure of CCTV data Parishioners uncertain how to obtain information.	3	Pay the annual Information Commissioner notification fee. We are registered for use of CCTV. Data Protection Policy, CCTV policy and Guide to Published Information for the Public available on the parish website and reviewed annually in July. Clerk has received GDPR training in 2017/2018	Review the direct debit payment in July Review Data Protection Policy, CCTV policy and Guide to Published Information in July	1	Clerk

Subject	Risk(s) identified	Inherent risk	Management/control of Risk	Actions	Residual risk	Responsibility
Promoting the Council	Risk of parishioners being poorly informed of the actions of the Council	3	Newsletter published at least twice per year if an editor is available. Noticeboards kept up to date Website kept up to date	Recruit an editor for the newsletter. Clerk may prepare a newsletter in the interim	1	There is currently no editor for the newsletter. Clerk manages the noticeboards and website.
Volunteers	Risk of injury or infection	6	All volunteers are covered for personal injury under our insurance. However, there should be a risk assessment conducted for the task and adequate training and equipment provided. This risk assessment should include the risk of infection from eg. Coronavirus Grounds maintenance: the Parish Council no longer has any powered equipment. The Community Payback Team sometimes do some work for us but they have their own risk assessments and the Clerk just provides COSHH data for any chemicals used eg. paint. The Clerk liaises with the payback team to ensure they have sufficient information to prepare the assessments.	Risk assessment for mowing, strimming and hedge trimming work. Review annually (March), inspect (June).	2	Clerk to prepare assessment A Councillor to inspect in June to ensure compliance

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Village Hall	Risk of Village Hall Management Committee not having enough members / support.	6	Two members of Parish Council to be on the Village Hall Committee. In the event that the Village Hall Management Committee does not have sufficient members or are unable to meet the Parish Council is able to act as sole trustee. Staploe Parish Council became the sole trustee in November 2025. If it becomes possible to form a management committee in future the charity trustees will become the Village Hall Management Committee. The hall has been demolished so in the event that the committee take over again they will be responsible for the risk assessments for the car park and empty site. The deed states that the trustees should hold an AGM in October or as soon as is practical afterwards. It is therefore to be held in November in accordance with the schedule of Parish Council meetings. It also states that there should be two more ordinary meetings per year. The car park and empty hall site are inspected by Hayley Down weekly and she e-mails the Clerk. The car park is not gritted in the winter. The car park surface is well drained and principally used by dog walkers and footballers who are likely to have suitable footwear. Football is not played when the ground is frozen.	If there is a management committee the Parish Council need to appoint Councillors to the Village Hall Committee after elections in May. If there is no committee then the Parish Council need to convene the trustees meetings. In view of the lack of a hall consider whether two other meetings are required.	3	

Playing Field	Risk of residents being unhappy with noise, parking and traffic from users of the pitches.	6 3 6 6	Hirers and Council have a hire agreement with the football club for hire of the community cabins and terms and conditions for use of the pitches. The above agreement specifies parking arrangements and limits to when matches can be played.	Itemised in parish accounts at bottom of bank reconciliations. Review and renew in July Audit to confirm cabin and pitch use agreement is being adhered to in April if pitch being used for matches. Review parking arrangements if residents complain	3 2 3 3	Pitch users and Councillors / Clerk Clerk to obtain from Pitch users.
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Playing Field continued	Risk of players being injured	6	Pitch users coaches are trained according to the relevant sport association guidelines and they have public liability and personal injury insurance.	Obtain a copy of the new personal injury insurance certificates annually in July.	2	
Play Area	Risk of members of the public being injured while using the intact equipment Risk of damage to the equipment	9	All play area equipment was supplied by Wicksteed in 2006 and met all relevant safety requirements at the time. Play area inspected weekly and maintenance / repairs carried out regularly. Inspection records kept by L. Crawford in the form of e-mails from Hayley Down. Schedule of	Weekly inspections Annual inspection by Play Safety in May	3	Clerk Play Safety Clerk to arrange Clerk

	causing injury and financial cost to repair Risk of deterioration of equipment going unnoticed leading to injury Risk of children coming into contact with dog waste.		inspections checked by the Council in March each year. Safety surfacing below all play equipment. Play equipment insured Play area inspected by ROSPA certified inspectors (Play Safety) annually in May. Repairs carried out as identified. Dog bins are provided and signs reminding dog walkers to pick up after their dogs are displayed.	Maintenance as required Insurance reviewed in May		
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Equality	Risk of breaching Equality Act 2010 by discriminating against an individual or a group of people.	1	Equality and Diversity Policy in place and reviewed annually in January.	Annual review in January	1	Chairman & Clerk
Infectious Diseases	Risk of spreading infectious diseases eg. Coronavirus or similar between Councillors / Clerk / members of the public	3	In exceptional circumstances where government advice is to minimise social contact Parish Council meetings will be held using an online platform such as Skype or Zoom	Review business continuity plan annually	1	
Community Infrastructure Levy (CIL) funds	Need to be repaid if not spent within 5 years	3	CIL fund report to be presented at July meeting and reported to Bedford Borough Council. Deadlines: 22/6/2028 £15549.37 and 30/11/2028 £1679.66	CIL report in July	1	Clerk

Subject	Risk(s) identified	Inherent risk	Management/control of Risk	Actions	Residual risk	Responsibility
Defibrillators	Risk of members of the public going to a faulty defibrillator or travelling too far to find one	3	There are four defibrillators in the parish; all are registered on The Circuit. 1. Duloe Community Cabins, Woodhouse Lane, Duloe PE19 5HR. Inspected weekly by Hayley Down. Pads expire 20th August 2028 2. Staploe by the post box at Falling Water House, Staploe PE19 5JA. Inspected weekly by Lucy Crawford. Pads expire 11th August 2027 3. Bassmead Barns, Staploe (owned, inspected and maintained by Bassmead Barns but available to the public). 4. The Old Chapel, Honeydon MK44 2NE. Inspected weekly by Harel Kilby. Adult pads expire on 1st Dec 2027	Replace pads in July 2027 and 2028 and in November 2027	1	Clerk
Grit bins	Risk of motorists skidding on ice on the shady bends in Honeydon Road		Check PC Grit bin in Honeydon Road and refill in September. Check other Borough Council bins at Duloe Butts and Manor Farm Lane and request refills as necessary.	Annually in September	1	Clerk