

FARMBOROUGH PARISH COUNCIL

RISK ASSESSMENT 2024/25

This assessment is carried out under the requirements of the Accounting and Audit Regulations.

FINANCE:

This risk is that the Council will not have adequate finance to meet its statutory obligations.

The assessment should also consider the adequacy or otherwise of the Parish insurance cover. It would seem prudent to consider the provision and level of Section 137 grants, which are not mandatory or statutory – but village organisations may have come to rely on their receipt for the delivery of services in the parish.

Funds are budgeted for to cover any future legal interventions.

The statutory obligations include:

- A. Employee remuneration and expenses.
- B. Maintenance of Allotments.
- C. Leasing and maintenance costs of the Children's play area, in accordance with Health & Safety Legislation.
- D. Maintenance of Recreation Field and Pavilion in accordance with all Health & Safety and allied legislation.
- E. Management of Multi Use Games Area in accordance with all Health & Safety and allied legislation.
- F. Insurance cover.
- G. Audit Services.
- H. Election costs.
- I. Compliance with Data Protection Act.
- J. Compliance with Freedom of Information Act.

(A) Employee remuneration and expenses.

The Clerks contractual hours are set at 8 hours per week for 2024/25; expenses are anticipated to remain similar.

The Clerks role is currently split with Cllr Martin Carter acting as Responsible Financial Officer until sufficient competence attained to hand-over the role.

The Sweeper payments are met by the Parish Council. The level of payment to the Sweeper will match or be slightly higher than the Governments living wage.

(B) Maintenance of Allotments

The available Allotments are mostly let and there is a short waiting list.

Annual rents were held at £25 per plot from April 2024, giving a small surplus for any repairs needed. The amount is shown as ring fenced within the monthly Financial Report as presented to the council.

A one-off deposit of £25 is held for current allotment holders, only new holders will pay from now on.

(C) Leasing and Maintenance costs of Children's Playground

Established in August 2009 the lease was set at £200 per year and expired in August 2024. The lease is to be resigned for 15 years at a cost of £250 per year.

Maintenance costs will need to cover expected wear and tear as well as deliberate damage and vandalism. The play surface also needs regular maintenance due to its age.

Annual inspections are carried out by Playsafety Ltd at a cost around £200 yearly.

The future of the Play Area is under discussion by the Parish Council with various proposals being considered, including relocating / re-establishing a play area at the Recreation Ground. The age of the play equipment is something to keep in mind.

(D) Maintenance of Recreation Field and Pavilion

The Parish Council are sole custodian trustees, the management has been delegated to the Farmborough Sports & Social Committee.

The Pavilion is now over 40 years old. A budgeted programme of improvement works is currently underway.

The costs for heating, lighting, cleaning, maintenance and improvements continue to rise and are currently covered by the Sports & Social Committee with some help from the Parish Council.

Rental income usually helps to offset the day to day running costs, the use of the ground and facilities is currently under discussion.

The hope is that the improvements to the facilities will see them used more in the future and hence bring in more income for the Sports & Social Committee to cover the running costs.

(E) Management of the Multi Use Games Area (MUGA)

The management of this facility has been delegated to the Farmborough Sports & Social Committee. A new online booking system is in place, this system is administered by Clubspark.

Annual inspections are carried out by Playsafety Ltd at a cost around £200 yearly.

(F) Insurance

The current insurance package for the Parish is with Clear Group Insurance (Clear Councils scheme is a NALC approved scheme) with the 2024/25 premium of £2,437.36

Policy Schedule – Part A – Property Damage and Business Interruption

Section 1 – Property Damage

We are insured to the total value of:

| | | |
|-------|---------------------------|----------|
| i. | Recreation Field Pavilion | £379,060 |
| ii. | Contents of Pavilion | £33,000 |
| iii. | Street Furniture | £72,000 |
| iv. | Gates and Fences | £36,000 |
| v. | Playground Equipment | £90,000 |
| vi. | Ground Surfaces | £36,500 |
| vii. | Mowers and Machinery | £6,000 |
| viii. | Sports Equipment | £18,000 |

Consideration needs to be given to the additional new energy equipment within the Memorial Hall and Pavilion.

The level of cover is considered adequate.

The Memorial Hall is separately insured by the Memorial Hall Committee.

The Community Shop is separately insured by the Community Shop Committee.

Policy Schedule – Part B – Liabilities

Section 3 - Employer's Liability

Covered to a limit of £10 million for any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original case. (£5 million for claims arising from acts of terrorism).

A relevant risk and cover deemed adequate.

Section 4 - Public and Products Liability

Covered to a limit of £10 million for any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original case. A relevant risk and cover deemed adequate.

A relevant risk and cover deemed adequate.

Policy Schedule – Part C – Additional Covers

Section 5 – Fidelity Guarantee (covered to a limit of £150,000)

A relevant risk and cover deemed adequate.

Section 7 – Libel and Slander (covered to a limit of £250,000)

A relevant risk and cover deemed adequate.

Section 8 – Official's Indemnity (covered to a limit of £500,000)

The relevant risk and cover deemed adequate.

Section 9 – Personal Accident (Ages 16-75 covered to a limit of £100,000) (Ages 76-85 years covered to a limit of £10,000)

A relevant risk and cover deemed adequate.

Section 10 – Legal Expenses (covered to a limit of £250,000)

A relevant risk and cover deemed adequate,

(G) Audit Services

The External Auditor is BDO LLP; their annual fees were £378 in 2024.

There are heavy penalties, should the External Auditor consider there to be problems with the audit and require extra work by them. Any member of the electorate may make complaints of alleged misconduct by the Council to the Audit Commission – this will also attract heavy fees. The risks should be recognised.

(H) Election Costs

There are no election costs anticipated for 2024-25.

(I) Data Protection Act

The Council is required to register annually at a cost of £40.00 (£35 when paid by direct debit).

(J) Compliance with Freedom of Information Act

The Council is required to keep and maintain detailed records.

OTHER:

There is a risk of data loss due to computer failure or records not being accessible – this impacts on Items (I) and (J) above.

Data is held on the Parish laptop. The Council has an MS Office 365 account and data is backed up on Microsoft OneDrive to which the Clerk and some Councillors have access. Data is automatically backed up when documents are created and updated. The Dropbox account is still available with some older data stored there.

I submit this for the consideration and acceptance by Councillors, as the risk assessment for 2024/25.

Acting Responsible Financial Officer

November 2024