

CHARLTON-ON-OTMOOR PARISH COUNCIL

RISK ASSESSMENT AT:- December 2025

A. INSURABLE

<i>Risk identification</i>	<i>: How likely</i>	<i>Consequence</i>
Protection of physical assets:		
- Playing field & gate	L	L
- Play equipment	L	H
- Pavilion	H	H
- Benches	M	L
- Old cemetery	M	M
- New burial ground	L	L
- Allotments (including well)	L	L
- Office equipment	L	L
Third-party property or individuals.	M	H
Legal liability	M	H
Defibrillator	L	M

Action

- 1) Regular review of maintenance and the state of all physical assets.
- 2) Annual review of risk and adequacy of insurance cover in May.
- 3) All above to be reviewed as part of the annual internal audit exercise.

B. WORK WITH OTHERS

<i>Risk identification</i>	<i>: How likely</i>	<i>Consequence</i>
1) Play equipment	L	H
2) Old cemetery	L	L
3) New burial ground	L	L
4) Grass-cutting	M	M
5) Banking arrangements	L	H
6) Road safety	H	H
7) Bus service	H	H
8) School	L	H
9) Pub	M	M
10) Church	L	L

Action

- 1) Annual inspection by ROSPA and follow-up of all recommended items. Renew and add equipment via our appeal for funds as and when possible.
- 2) The Council will report on any possible dangerous gravestones, trees, and the condition of the boundary wall after its yearly inspection.
- 3) Check all maintenance contract work completed as required, and Fencott & Murcott PC are kept advised of progress.



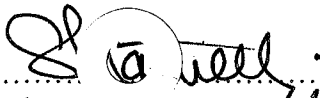
- 4) Grass-cutting contractor to be advised of the ideal schedule of cuts and work to be checked for compliance with the contract.
- 5) Reconciliation of all bank statements by the Parish Clerk on receipt, and annually at the time of the internal audit.
- 6) Continue to work with the OCC Highways Dept and the School to reduce the likelihood of serious road accidents.
- 7) Should the bus garage close, which seems likely in the future, ensure that the new franchisee continues to provide the same bus service to the village.
- 8) Currently, the school numbers are in good health. Regularly liaise with School governors to ensure this service is maintained as an important part of the community.
- 9) Should the Crown pub be forced to close, its closure would be a loss to the community and where possible, we should work with those concerned to try to keep it open.
- 10) Work in connection with the church as an important part of the community.

C. SELF-MANAGE

<i>Risk identification</i>	<i>: How likely</i>	<i>Consequence</i>
Asset register to be updated	L	H
Keep proper financial records	L	H
Comply with employment law & IR regs.	L	H
Comply with VAT regs.	L	H
Ensure adequacy of precept	L	H
Ensure proper use of funds under S137	L	M
Proper recording of PC business	L	M
Proper document control	L	M
Update register of members' interests	L	L
Respond to the elector's wish to inspect	L	L
Compliance with the Freedom of Information Act	L	L

Action

- 1) Make up full record of all assets, including land titles.
- 2) Filing and retention of all important documents.
- 3) Put historical records in archives.
- 4) Annual budget exercise to set the precept every January.
- 5) Annual return each May of VAT reclaim to Customs and Excise.
- 6) Internal audit to review the above annually.
- 7) Ensure annual external audit is completed satisfactorily in due time.



 Clerk



 Chairman

Date: 4th December 2025