



Risk Register (adopted 22/6/22)

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	Budget set annually, Reporting of expenditure at monthly meetings, including against budget. Council advised via monthly finance report when precept monies are received.	As per adopted standing orders.
Financial Records	Inadequate records Financial irregularities	L L	The Council has recently reviewed and adopted updated standing orders which include financial procedures.	Review the standing orders when necessary/ advised by KALC

Bank and banking (including online)	Inadequate checks	L	Only authorised payments made, two to authorise. (both cheques & online).	As per adopted standing orders
	Bank mistakes	L	Monthly bank reconciliation presented to Council	
Reporting and auditing	Information communication	L	Audit undertaken by external auditor to ensure all checks in place	As per adopted standing orders
Grants and support payable	Ineligible grants made	L	Expenditure goes through the required Council process of approval, is minuted and recorded accordingly.	As per adopted standing orders
	Authorisation of Council to pay			
Best value accountability	Work awarded incorrectly.	L	As per standing orders, three quotes for expenditure over £1000 and minuted decision at Parish Council meeting.	As per adopted standing orders
	Overspend on services.	M	Expenditure monitored and reported to Cllrs.	
Salaries and assoc. costs	Salary paid incorrectly.	L	External payroll company engaged to calculate.	As per adopted standing orders

Employees	Incorrect payments made by staff	L	Covered by Insurance & checking/reporting procedures in place.	As per adopted standing orders.
	Health and safety/wellbeing	L	Annual appraisal and regular meetings with Chair.	
Councillors	Unauthorised financial (or other) activity	L	All financial activity or contracts decided at full council. One person to set up, two further (different) to authorise.	As per adopted standing orders
Annual Return	Submit within time limits	L	Annual Return is completed and submitted online with the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	As per adopted standing orders

Legal Powers	Unauthorised activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings. Advice taken from KALC where there is any doubt regarding ability to support the activity.	As per adopted standing orders
Minutes/agendas/ Notices	Accuracy and legality	L	Minutes are produced by the Clerk. Minutes are approved and signed at the next Council meeting.	As per adopted standing orders
Statutory Documents			Agenda displayed & posted online according to legal requirements.	

			Business conducted at Council meetings is managed by the Chair or Vice Chair (in case of absence).	
Members' interests	Conflict of interests	L	Declarations of interest by members at Council meetings.	As per adopted standing orders
	Register of members interests	M	Register of member's interests forms reviewed regularly.	Members to take responsibility to notify changes.
Insurance	Adequacy	L	An annual review is undertaken of all insurance arrangements by clerk and reported to the Parish Council including quotes and level of cover.	As per adopted standing orders
	Cost	L		Insurance reviewed annually. Range of quotes obtained from broker.
	Compliance	L		
Data protection	Policy provision	M	Satswana Ltd. appointed to role of Data Protection Officer, provide updates and can act as advisor as required,	To commission GDPR audit,
Freedom of Information	Policy	L	The Council has a FOI policy & guidelines(2017)	Monitor any requests made under FOI
	Provision	M	The Parish Council is aware that if a substantial request came in it could additional hours of work.	

Inability to meet (national emergency legislation/ COVID)	Inability to function	M	Delegated responsibility scheme. Virtual meeting subscription as legislation allows.	Annually
<b>PHYSICAL EQUIPMENT OR AREAS</b>				
Assets	Loss or damage Risk/damage to third party (i.e.) property	L  L	An annual review of assets is undertaken for insurance provision.	As per adopted standing orders Storage unit checked, including asset check,
Maintenance	Poor performance of assets or amenities	L	All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured. Maintenance contracts being secured as appropriate for assets.	As per adopted standing orders
Meeting locations	Adequacy Health & Safety COVID risk	L M M	The Parish Council meeting is held in venues considered to have appropriate facilities for the Clerk, members and the general public, including access.  Adherence to national government policy. Risk assess activities & venues. NALC & SLCC specific advice.  Subscription to Zoom where legal & Standing Orders reviewed & amended.	As per adopted standing orders

Council records - electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council principal electronic records are stored on the Council laptop. Back-ups of electronic data is made at regular intervals	Existing procedures considered sufficient.
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<b>Risk</b>	<b>Level</b>	<b>Control</b>	
Risks to third party, property or individuals (village green).	M	Refer to lease document to Cricket Club if during use. PC also insured independently.	New lease agreement to be signed.
New Cricket Pavilion (construction phase) liabilities arising from physical or financial failure.	M	Close liason with Cricket Club as they oversee construction. Professional advisors to be consulted should need arise. Legal & specialist advice provision in budget.	
Compliance with employment law	L	Use of payroll agency. Advice & updates made available through membership of SLCC and KALC .	Clerk member of ALC (Union arm of SLCC)