

Subject	Level	Identified Risk	Management/Control	Action to be considered (as appropriate)
Business Continuity Illness/accident/death/resignation of Clerk.	H	Disruption in administration.	Temporary administration usually by Chairman. Also DALC have a list of Locum Clerks who will provide short term assistance.	Chairman to contact DALC to source replacement.
Election Costs.	L	Cost for unforeseen election.	Make adequate provision in budget.	Clerk to oversee.
Unplanned absence of Councillor.	H	Absence from meetings. Disruption in administration and financial arrangement possible cheque	Insurance cover provided, alternative signatures.	Clerk to contact insurers should need arise.
Accident involving multiple Councillors.	H	Absence from meetings. Disruption in administration and financial arrangement possible cheque	Insurance cover provided. Emergency cover provided by Clerk.	Clerk to contact insurers should need arise.
Accident involving public at Parish Council organised meeting.	H	Possible injury/death.	Insurance cover provided, Hirers' Indemnity of £2 million.	Clerk to contact insurers - Indemnity cover provided.
Damage, theft, use of or life expiry of Deliberator.	M	Replacement required, cost to maintain, not available in an emergency.	Inspected regularly by Councillors, insurance cover in place.	Clerk to contact insurers should need arise.
Damage to bus shelters.	H	Injury to public. Inconvenience of shelter being out of use.	Inspected regularly by Councillors cleaned/inspected bi-monthly by cleaner. Insurance cover in place.	Clerk to contact insurers should need arise.
Playfield damaged, including to children's play equipment or adult gym equipment.	H	Injury to public. Inconvenience of equipment/playing field being out of use.	Inspected monthly by councillors. Insurance cover in place.	Clerk to contact insurers should need arise.
Loss of money through theft or dishonesty.	M	Loss of funds to the Parish Council.	Insurance cover in place including Fidelity to the sum of £100,000.	Clerk to contact insurers should need arise.
Audit/Annual Return compliance.	H	Submit within time limits.	Annual return to be completed by the Clerk and signed by both Clerk and Chairman. Submitted to Internal Auditor for accuracy and signed. On return checked and sent to External Auditors within timescales set.	Clerk to oversee.


Bank.	L	Payments by Bank Transfer.	All expenditure approved by Council, record of payments made recorded in Council minutes.	Clerk to oversee.
Financial Records not adequate.	L	Incorrect record and information provided to Parish Council. Incorrect decisions made.	List of expenditure to every meeting. Audit arrangements.	Clerk to oversee.
Precept.	L	Adequacy of Precept.	Precept amount reviewed annually against present up to date information & estimated figures for next Financial Year.	Clerk to oversee.
Financial records.	M	Banking errors and inadequate checks.	Monthly bank statement received and full reconciliation actioned against bank statement.	Clerk to oversee.
V.A.T.	M	Incorrect or failure to claim - potential loss of revenue.	Regular reclaim VAT payments or at least annually.	Clerk to make claim to HRMC for refund.
Adequacy of budgeting/precept.	H	Potential overspend of Parish income.	Regular review of spend vs budget.	Clerk to oversee.
Improper use of S137 powers.	L	Unlawful use of Parish Council funds.	All grants listed in minutes.	Clerk to oversee.
Inadequate/improper recording of Parish Council in meetings.	M	Inaccurate administration and record keeping.	All minutes are approved at monthly Parish Council meeting.	Clerk to oversee.
Register of members interests, gifts & hospitality incomplete.	L	Parish Council not in line with Localism Act requirements.	Code adopted. Updated regularly. Standing item on the agenda.	Members to keep their declaration form up to date.
Noticeboards.	L	Damage.	Regular checks on all Parish noticeboards.	Clerk/Councillors
Safekeeping of title deeds.	M	Lost documents leading to failure to identify property.	Place of deposit to be identified.	Deposited with Kieran Clarke Green and copies with Council.
Asset Register.	L	Inadequate insurance cover.	Review all assets annually and immediately after new equipment/furniture or updates. Notify insurance company without delay to include on Policy. Loss of cover.	Clerk to oversee.
Street Furniture.	M	Damage-Injury to residents.	Public benches wood/stone construction regular checks for damage.	Clerk, Chair/Councillors.

Insurance Cover.	H	Potential liability if cover is insufficient or lapsed.	Review annually. Update as necessary through out the year to include new equipment or delete any damaged beyond repair.	Clerk to oversee.
Allotments.	M	Accident of allotment user/visitor.	Inspected regularly by Councillors, insurance cover in place.	Clerk to contact insurers should need arise.
Allotments.	M	Fly tipping.	Inspected regularly by Councillors, insurance cover in place.	Clerk/Councillors to contact NEDDC should need arise.
Allotments.	M	Damage, loss or removal of locks, gates or fence.	Inspected regularly by Councillors, insurance cover in place.	Clerk to contact insurers should need arise.

30th December 2024

1st May 2025

Signed Chair 

Sign Clerk 

Key
H - High
M - Medium
L - low