

Thurlton Parish Council Strategic Risk Register

Date: 11.03.24

Review date: June, September, December, March

		Inherent Risk		Residual Risk		
Risk Reference	Risk	H/M/L	Mitigation	H/M/L	Risk Owner	Notes
Financial Risks						
F1	Poor financial awareness of the Clerk and Councillor's result in the Parish Council not meeting the needs of the Parish and the ruling body.	H	Training to be provided to all new members and the Clerk as appropriate.	M	Chair/Clerk	
F2	The risk that the budget is incorrectly formulated and precept income not sufficient for purpose	H	The budget for future years will be based on known expenditure plus inflation so the precept can be calculated. Budget will be approved by the Parish Council. Reserve level to be agreed by the Parish Council to provide a contingency for future works required.	M	Chair/Clerk	
F3	The risk that Financial Regulations (FR) are not complied with.	M	FR are reviewed annually by the Parish Council and updated in accordance with statutory guidance. Training for Clerk and Parish Councillor's.	L	Chair/Clerk	
F4	The risk that the audit recommendations from the 2022/23 audit have not been implemented	M	The Parish Council now have a qualified accountant as a member and the accounts are being scrutinised monthly. Financial Regulations have been approved and are adhered too.	L	Chair/Clerk	
F5	The risk that sufficient internal controls are not in place to protect the Parish Councils transparent financial control.	M	All procedures will be documented and available for scrutiny.	L	Chair/Clerk	

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F6	The risk that Banking is not recorded correctly to prevent fraudulent activity taking place.	M	All payments approved at Council and bank reconciliations completed monthly. Internet payments are authorised by two people.	L	Chair/Clerk	
F7	The risk that the annual return is not completed correctly and/or not submitted by the due date.	M	This is to be signed off at the May meeting.	M	Chair/Clerk	
Governance						
G1	The risk that Standing Orders (SO) are not complied with.	M	SO are reviewed annually by the Parish Council and training is provided for the Clerk and Councillors.	L	Chair/Clerk	
G2	The risk that meeting patterns are not adhered too and the Public not informed and therefore not able to attend.	M	All meetings are publicised and a calendar produced for the Parish Council and is available to the public via the web site and Parish Notice Board.	L	Chair/Clerk	
G3	The risk that record keeping is not appropriate and/or lost due to an unforeseen event.	M	Electronic records are backed up and kept maintained in a place other than the Clerks home. Paper records are filed and kept in a secure cabinet. The Clerk has a lap top supplied by the Parish Council which is only used for Parish Council business.	L	Chair/Clerk	

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G4	The risk that Insurance cover is not sufficient or invalidated due to poor governance.	M	Insurance cover is discussed and agreed by the Parish Council. Governance is maintained and questioned within the Parish Council.	L	Chair/Clerk	
G5	The risk that the web site is not current and showing the necessary information.	M	Standard finance items are displayed; policies including FR and SO; public information received by the Clerk: contact details for the Clerk and Councillor's.	L	Chair/Clerk	

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Health and Safety						
H&S1	The risk that the play equipment is not inspected for general dilapidation or malicious damage.	H	A councilor has agreed to take responsibility for weekly checks on the play equipment and reports to the Clerk immediately if anything is found to be dangerous. The Coucillor also reports at monthly meetings. An annual inspection is carried out by specialist and the report presented at a meeting of the Parish Council. All remedial action required is carried out.	M	Chair/Clerk	
H&S2	The risk that the parish Council does not react to information supplied by the public.	M	All such information is discussed at Council meetings and the public are able to attend.	M	Chair/Clerk	