



Risk Management Register

Introduction

This Risk Register provides a full breakdown of all identified risks, aligned with parish council governance standards. It includes full control descriptions, responsibilities, and monitoring expectations.

Risk Area	Specific Risk	Risk Level	Controls / Detailed Mitigations
Financial Management	Theft or misappropriation of council finances	Low	Clerk is not permitted to be a bank signatory, ensuring segregation of duties. All payments require two councillor signatures or dual electronic authorisation. Monthly bank reconciliations reviewed by councillors. No petty cash held. Periodic internal checks by non-signatory councillors. Annual independent audit. Fidelity Insurance maintained to full precept value.
Financial Management	Adequacy of precept	Medium	Regular monitoring of budget variances. Multiple review points across the year. Annual precept-setting scheduled as a formal agenda item.
Financial Management	Precept not submitted or not received	Low	Diary-based reminder system ensures statutory deadlines are met. Confirmation of submission and receipt formally reviewed.
Financial Management	Invoice errors / incorrect processing	Low	Clerk cross-checks all invoices. Payments authorised only at council meetings and recorded in minutes. Cheque stubs and

			invoices initialled by signatories.
Financial Management	VAT reclaim not submitted	Low	Annual VAT reclaim prepared with full documentation. Reminder system ensures timely recovery.
Financial Management	Incorrect accounts or bookkeeping	Low	Reconciled financial records maintained. Councillors conduct internal checks. Annual internal audit confirms compliance.
Financial Management	Insurance inadequate	Low	Annual review of policies covering public liability, employer liability, assets, and fidelity. Asset register updated.
Financial Governance	Standing Orders & Financial Regulations not followed	Medium	Annual adoption and review. Councillor training. Clerk monitors compliance and escalates issues.
Budget Management	Inadequate or mismanaged budgets	Medium	Budget reviewed at every council meeting. Annual cost reviews for services. Quotes required for recurring or high-value services.
Banking Arrangements	Unsuitable bank account	Low	Periodic review of account suitability, fees, access controls, and interest rates.
Pensions Compliance	Pension obligations not met	Low	Monitoring auto-enrolment. Re-enrolment completed within deadlines. Records kept.
Governance & Staffing	Loss of Clerk	Low	Temporary cover arranged by councillor. Workload and well-being monitored.
Governance & Staffing	Legal obligations as employer not met	Low	Employer registration maintained. Clerk has formal contract and

			appraisal. Equality policies enforced.
Governance & Staffing	Fraud by staff or councillors	Low	Fidelity insurance. Segregation of financial duties. Transparent reporting.
Physical Assets	Damage to parish property	Low–Medium	6-monthly inspections + ad-hoc checks of street lighting. Prompt repairs. Asset register maintained.
Physical Assets	Risks in play areas / open spaces	Low	Routine inspections. Annual safety inspection. Contractor insurance verified.
Environment & Grounds	Tree safety issues	Low	Professional arboricultural inspections. Immediate response to dangerous trees.
Data & IT	Data loss / cyber risks	Low	Password policies. Security software. Regular backups. GDPR compliance.
Internal Control Systems	Internal controls ineffective	Low	Annual review. AGAR compliance. Evidence retention procedures. Review of controls by finance committee

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