

RISK REGISTER

VERSION 4.2

TATTINGSTONE PARISH COUNCIL

Tattingstone Parish Council

Risk register

Risk	Those at risk	Internal controls	Furture controls	Risk level	Responsibility
<u>Assets</u>					
Protection of assets	TPC	Insurance in place Asset register in place	Review insurance adequacy	High	PC
Maintenance of assets	TPC/Public	Regular inspection of play area Ad hoc inspection of other assets	Inspection report reviewed	Medium Medium	Playing field committee Clerk /PC
Damage to third party property or individual	Public	Insurance including public liability in place	Review insurance adequacy	Medium	PC
<u>Employment</u>					
Breach of employment law	TPC/employees	Employment contract	Annual review	Medium	PC
Resignation/ long term illness/ death of clerk/RFO	TPC/Parishioners	Handover arrangements in place	Files maintained	Medium	Clerk/RFO
Resignation/death of councillor	TPC/Parishoners	Information shared with clerk		Low	
<u>Services</u>					
Failure to provide services	TPC/Parishioners	Review of service provision/contracts /standards		Low	Clerk/PC
<u>Accountability</u>					
Loss of cash/banking arrangements	TPC/ Employee	Financial regulations Bank reconciliations Insurance in place	Income and expenditure Bank reconciliations circulated	Low	PC
Keeping financial records	TPC	Financial Regulations Regular reporting Audit	Regulations reviewed annually Reports submitted	Low	FC/RFO

			Audit preparations undertaken Submitted by deadline Recommendations acted upon		
Breach of powers	TPC	Scheduled in minutes		Low	Clerk
Breach of VAT Regs	TPC	Annual review VAT invoices receipts kept for 6 years Audit		Low	RFO
Adequacy of precept	TPC/Parishioners	Budget setting process minuted	Budget setting preparations undertaken Precept requested	Medium	RFO/PC
Validating section 137 grants	TPC	Written requests presented to Council		High	PC
Accuracy of minutes	TPC	Verified at Council		Medium	PC
Members interests	TPC	Register of members interests	Review register	Medium	PC
<u>Physical equipment or areas</u>					
Loss or damage to assets, risk/damage to 3rd party property	TPC, employees, public	Asset register	Annual review of assets is undertaken for insurance	Low	PC/Clerk
Maintenance of assets or services	TPC, employees, public	Asset register	Annual review Repairs and relevant expenditure is actioned in accordance with agreed procedures	Low	Clerk /PC
Adequacy and safety of meeting location	TPC, employees, public	Insurance in place including public liability	Venue risk assessment	Medium	Village hall Committee
Loss of council records through theft, fire ,damage	TPC	Clerks home insurance Regular electronic backup	Insurance renewed Appropriate locks installed	Low	Clerk/RFO