Norton Canes Parish Council Risk Assessment

Risk No	Description (The risk is)	Likelihood	Impact	Risk Rating	Internal Controls in place	Additional Controls Required
A	**Area's Where there may be scope for insurance**					
A.1	Protection of physical assets e.g. buildings	2	2	4	Ensure Asset Register is up to date, ensure insurances cover all items listed.	Annually Assess Register, manual maintenance, and inspection of assets.
A.2	Damage to third party property or individuals	1	3	3	Insurance in place for £100k	
A.3	Loss of cash through dishonesty or theft	2	2	4	Double bank signatories, Clerk/RFO to produce regular banking and finance reports, two members of the Audit and Governance committee meet monthly to check invoices against the bank payments and the excel sheet produced to be signed off at the full council meeting.	Annually review internal controls.
A.4	Legal Liability	2	2	4	Legal holds insurance against legal costs	Review Annually
A.5	Events	1	3	3	All events covered on insurance, Risk assessments in place for each event, any contractors to complete their own risk assessments and have relevant insurances	Create a more in-depth document for events in general, and volunteer training.
B	**Area's where there may be scope to work with others to manage Risk**					
B.1	Banking Services reviewed periodically	2	2	4	Standing Orders and financial regulations in place, invoices and payments reviewed by Clerk/RFO and copies sent to signatories for payments, 2 signatories to authorise any payments, monthly bank reconciliation completed, budget monitored with spend.	Regularly review internal controls to prevent fraud.

Norton Canes Parish Council Risk Assessment

B.2	Professional Services and contractors	1	3	3	Clerk to obtain 3 or more quotations for any works required, Clerk to consider expenditure in line with budget. Clerk to ensure the council does not act beyond legal powers	Clerk to keep regular reviews
C	**Areas where there may be need to self-manage risk**					
C.1	Keep Proper financial records.	2	3	6	Regular scrutiny of financial records and proper arrangements for approval of expenditure	Clerk to review internal controls
C.2	Ensuring all business activities are with legal powers applicable to Parish Councils	1	2	3	Recording in the minutes the precise powers under which expenditure is being approved	Review minutes to ensure legal powers are available
C.3	Complying with restrictions on borrowing	1	1	1	One loan for the Cemetery, processed within regulations	
C.4	Ensuring that all requirements are met under employment law and Inland Revenue regulations	2	3	6	Employment contract in place, annual reviews, payee and Ni payments made monthly	Clerk to review annually
C.5	Ensuring all requirements are met under Customs and Excise regulations (VAT	2	3	6	Clerk/RFO to complete quarterly returns	Move to online VAT returns in 2023
C.6	Ensuring the adequacy of the annual precept within sound budgeting process	1	3	3	Clerk/RFO to create regular budget reports from accounts system	Clerk to review reporting systems

Norton Canes Parish Council Risk Assessment

C.7	Ensuring the proper use of funds granted to Local Community bodies under specific powers or Section 137	1	1	1	Procedure for dealing with and monitoring grants, or loans, made or received	Clerk to review
C.8	Proper, timely and accurate reporting of the Council business in the minutes	1	1	1	Minutes properly numbered with a signed master copy kept in the Council office for safekeeping	Clerk to review
C.9	Responding to electors wishing to exercise their rights of inspection	1	1	1	Procedures to deal with enquiries from the public Calls, letters and emails are dealt with asap.	Clerk to review
C.10	Proper document control Paperwork is retained in accordance with national guidelines	1	1	1	Adoption of Code of Conduct for members and employees The Parish Council adopted the district Code of Conduct is in accordance with their individual contracts of employment	Clerk to oversee internal controls, paper filing and computerised.

Risk Register evaluation

Norton Canes Parish Council Risk Assessment

Simple risk assessment matrix followed:-

LIKELIHOOD				
	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Sever (3)

Name ...DYLAN PICKIN.....

Signed ...dnpicken.....

Dated/Ratified ...18TH MARCH 2026.

Minute Ref 2026-23