STISTED PARISH COUNCIL

Risk Register Updated to 31 August 2026



Topic	RISK	Likelihood / IMPACT	MANAGEMENT	Action	Comment – update to 31/08/2026
FINANCIAL	-				
FINANCIAL Precept	- Request must be submitted on time - Delay in Receipt causing funding shortage - Adequate precept must be set to allow council to meet objectives	Low likelihood, medium impact	Agendas, diary management, plus full review of income and expenditure to calculate the annual precept. RFO to check for receipt and chase as required Full council minutes to show precept agreed and amount	Ensure budgetary process on agenda each autumn with diary for submission of precept forms signed by Chair and Clerk to send to BDC on time	Precept discussed and form sent to BDC Certified precept form sent to BDC January 2026
FINANCIAL Reserves	- Inadequate levels of reserves to cover unexpected expenditure	Low likelihood, medium impact	Level of reserves to be in accordance with reserving policy to allow at least 6 months cover To be considered at budget setting, and when reviewing large expenditure	Monitor Reserves	Monitored at each budget review : 30 Jun 31 December 26 31 March 27
FINANCIAL Election costs	- The reserve held is an estimate only and subject to BDC charging	Low likelihood, Low impact	Figures to be updated in election years with experience. Estimate checked with BDC election department	Should reserve be insufficient in an election year, the general reserve will need to be used and earmarked reserve updated for future	No action. Reserve left uhnchanged in the year.
FINANCIAL Salaries	- Incorrect Salary Paid - Incorrect Rate of Pay - Incorrect deductions for HMRC	Low likelihood, medium impact	Salary to be checked each year, payslips to be approved each month as part of Financial Management on Agenda	Any errors that may be found to be corrected in next payroll and updated to HMRC through RTI	To year end none found

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FINANCIAL VAT Processing	- Correct VAT to be reclaimed to a month end period in the year - Items to be recorded as part of income and expense on monthly basis	Low likelihood, medium impact	To be reported as part of each bank rec at monthly meeting Returns to be submitted at least twice per year Only items with VAT numbers claimed VAT checked at annual audit	VAT figures to be entered to spreadsheet monthly Details of VAT claim to be confirmed to council under Financial Update	VAT receipts updated. Claim made to 31 March 26 Further claim made in June 26 due to large amount to be reclaimed. Future claims to be made at least by end of quarter wef 30 Sept 2026
FINANCIAL Adequate financial Records	- Unable to manage funds or to monitor where funds come from or who has been paid - Risk of missed or duplicate payments - Insufficient information to set budgets or manage reserves and ongoing spend	Low likelihood, high impact	Income and Expenses spreadsheet completed monthly Details of all payments made in past month and due next month approved at council meeting	Maintain I&E spreadsheet and oversight by council	Noted in minutes of PC meetings
FINANCIAL General irregularities	- General Financial irregularities, possibly through lack of procedures and knowledge or genuine errors, rather than fraud which is a separate topic	Low likelihood, high impact	Ensure financial regulations and standing orders up to date. Council to receive financial report at each meeting. Independent nominee on council to check financial documents mid financial year. Ensure adequate internal audit process.	Ensure a person not involved on bank account also checks the bank reconciliations Continue monthly checks	Banking updated so that one person sign, RFO input, a councillor approve
FINANCIAL Banking	- Online banking used to be used with correct sign off. Cheques now phased out - Possibility of incorrect amounts entered and approved - Possibility of old standing orders and DDs not managed and paid by mistake	Low	There is currently approval before payments are made and checked after payments and DDs taken. Variable DDs are monitored to invoice DDs signed off at least every two years	Continue to monitor payments and follow any changes in financial regulations for control of bank accounts	DD and regular payment confirmed
PROPERTY					

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PROPERTY Assets	- Loss of, or damage to, Assets	Low likelihood, medium impact	Ensure asset register up-to-date. Undertake regular checks. Ensure insurance cover adequate.	Update insurance cover mid term if required	Full review of PC asset register to be undertaken in Sept 2026 inview of additions to playing filed and pavilion. If required, level of cover for insurance to be increased. Cllr Nurse registered PAT tester
PROPERTY Outdoor Risk - Trees	- Staff/ Public being hurt by fallen branches	Low likelihood, medium impact	Examined regularly. Any problems rectified or garden closed if this is not possible	Annual survey of trees on village green and playing field	Undetaked by Martin Whitehead, contractor, Oct 2025
PROPERTY Street furniture	- Litter bin hygiene - Good Repair of Benches - Street lights maintained	Low	Monitor bins and contact BDC with any concerns Inspect benches to ensure in good repair Annual review of street lights	Monitor bins and contact BDC with any concerns Repair any damage to benches Correct any issues with street lights if found	Benches refrurbished summer 2025. Light photo cell replaced July 2026
PROPERTY	- Mishap at Recreation Ground	Medium	Ensure play equipment inspections are undertaken regularly and recorded. Confirm insurance cover adequate. Ensure contractors properly insured.	Continue RoSPA inspections and monthly inspections. Remedy any concerns	Cllr Nurse fully trained to monitor. Various repairs carried out in the year
GOVERNANCE Minutes	- Failure to be accurate and legal, RESOLUTIONS not recorded correctly	Low likelihood, medium impact	Minutes taken at meeting and draft circulated for review and approval each month	Continue current process	Minutes agreed and signed during the following PC meeting
GOVERNANCE					
GOVERNANCE Inadequate Financial Control	- Failure to keep proper financial records in accordance with statutory requirements				Monitored via annual AGAR submission and external auditors wef June 2025
GOVERNANCE Electors right to inspect records	- Failure to respond to electors' wish to right of inspection				No requests received

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GOVERNANCE Grant Funding	- Failure to use grants for intended purposes. Failure to ensure the proper use of funds granted to local community bodies under specific power or under S137		When grants awarded, minute decision and any power needed		Noted in PC minutes. Earmarked reserve account set up as appropriate
GOVERNANCE Insurance	- Risk or damage to third party property or individuals	Low	Adequacy of Public Liability Insurance reviewed annually. Diary note. Adequacy of general insurance cover reviewed annually. Diary note.		Renews 1 june
GOVERNANCE HMRC	- Failure to pay Employment Liabilities on time	Low	Monitor for payment due dates and pay by debit card quarterly. Due by 22nd of month	Diarise	Direct Debit set up for 1/4ly payments to ensure not missed following one payment being late
GOVERNANCE	- Loss of personal data	High	Register with Information Commissioner if relevant. Follow GDPR regulations. Ensure Clerk adequately trained.		Renewed Feb 2026
GOVERNANCE	- Loss of Council documents	High	Update data back-up quarterly.	Now use one drive for computer back up with Microsoft	
IT	-				
IT Loss of data	- Data may be lost if not backed up - Risk of virus or scam	Low to Medium	Data backed up on OneDrive McAfee Virus protection in place Need to be vigilant for email scams		
REPUTATIONAL					
REPUTATIONAL The RFO / Councillors Commit Fraud	- Impact on Finances and reputation of Council	Low likelihood, high impact	All bank transactions to be checked independently, including salary payment. Bank reconciliation to be checked to statements	Continue current process	
REPUTATION	- Loss of Councillors	High	Ensure Councillor numbers retained at 100% through co-option.		1 co options mid year

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			Appoint Vice-Chair for resilience. Follow-up Councillors not attending meetings.		
REPUTATION	- Loss of Parish Clerk	High	Conduct annual performance rev. Develop annual task calendar. Ensure Councillor signatories up to date. Address issues affecting clerk as they arise.		Clerk resigned June 2026 Replacement clerk appointed wef 1 Sept 2026
REPUTATION	- Reputation loss	Medium	Ensure Standing Orders, Financial Regulations and other policies are up-to date. Ensure internal audit adequate. Ensure tenders & quotes follow procedures. Ensure Chair adequately trained. Ensure Clerk adequately trained. Develop training programme for Councillors. Retain membership of EALC and similar. Ensure members' interests recorded.	Keep training records and ensure new councillors and staff are trained	Needs Updating
ILLEGAL ACTIVITY	- Illegal activity or payments made that are not within council remit		Power to spend stated in minutes. Council informed as to legal powers. Clerk attends relevant training.	Council to work towards General Power of Competence with CILCA trained clerk and elected councillors	