COVENEY PARISH COUNCIL

MAY 2026

RISK REGISTER

Score	Level	Action Required
1,2,3,4	Low	No specific action required, continue to monitor
6,8,9	Medium	Investigation required, management of the risk to be reviewed
12,16	High	Detailed investigation, remedial action required to reduce risk

Risk	Impact 1 Minor 2 Significant 3 Serious 4 Major	Likelihood 1 Remote 2 Unlikely 3 Likely 4 Very Likely	Score	Level	Controls	Responsibility
FINANCE						
Precept inadequate	2	2	4	LOW	Preparation of detailed budget Monthly reports to council	Clerk
Loss of Funds – FSCS	3	1	3	LOW	Funds currently below £85,000	Clerk Council
Financial irregularity	3	1	3	LOW	All expenditure presented to council for approval Payment schedule presented monthly accompanied by invoices All cheques signed by two signatories, in accordance with Financial Regulations All internet payments to be authorised by two councillors, in accordance with Financial Regulations Clerk is not a cheque or internet signatory Balances reported monthly to council	Clerk Council
Loss of funds through theft or dishonesty	2	2	4	LOW	No petty cash held No third party bank details to be changed without verifying that organisation	Clerk Council

REVIEW MAY 2027

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					Employee and Member Dishonesty (previously Fidelity Guarantee) Insurance in place £250,000	
Proper financial records not kept	3	2	6	MEDIUM	Scribe accounts used to record all transactions Monthly bank reconciliations VAT recorded Internal audit and External audit completed annually	Clerk
Council business not properly recorded	3	1	3	LOW	Decisions recorded in minutes Draft minutes circulated before meeting Minutes numbered Master copy agreed and signed	Clerk
Members unaware of level of funds held	1	1	1	LOW	Financial information is a regular agenda item	Clerk
HMRC requirements not met	2	2	4	LOW	Red Shoes Accounting operate payroll	Clerk Council
VAT not reclaimed or reclaimed incorrectly	2	2	4	LOW	Trained Clerk VAT reclaimed at least annually	Clerk Council
Election costs	2	2	4	LOW	Included in the annual budget, risk increased in election year	Clerk
ASSETS						
Assets damaged	2	2	4	LOW	Asset register updated annually (31 March) Annual Review of insurance cover (renewal date 1 June) Play areas – inspected annually by ROSPA (April), reports retained for 21 years Other assets – annual inspection of condition and faults remedied	Clerk Councillors Council

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MANAGEMENT						
Business Continuity – absence of Clerk	2	2	4	LOW	In the absence of the Clerk for more than 2 weeks (other than arranged holiday), the Chairman shall obtain a locum Clerk from neighbouring parishes or by consultation with CAPALC and SLCC.	Council
Loss of council records	3	2	6	MEDIUM	Records backed up to the cloud Suitable virus protection kept up to date on computer	Clerk Council
Inadequate risk assessments	2	2	4	LOW	Reviewed annually (June)	Clerk Council
Unable to hold meetings	4	1	4	LOW	If Village Hall unavailable, seek alternative venue, in the Parish if possible If the problem is due to national circumstances, every effort will be made to continue with the business of the parish council in line with national advice and legislation	Clerk Chairman Council
LIABILITY						
Ensuring activities are within legal powers	3	1	3	LOW	Trained Clerk and taking legal advice sought when necessary	Clerk
Proper and timely reporting	1	1	1	LOW	Council meets monthly. Minutes are distributed and approved at the next meeting. Minutes made available to the public and press	Clerk
Risk to third party, property and individuals	2	2	4	LOW	Insurance in place and cover reviewed annually Public liability insurance is statutory, cover is currently £10m Play areas and allotments checked regularly as above.	Clerk

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Risk	**Impact** 1 Minor 2 Significant 3 Serious 4 Major	**Likelihood** 1 Remote 2 Unlikely 3 Likely 4 Very Likely	**Score**	**Level**	**Controls**	**Responsibility**
Non-compliance with employment law	2	2	4	LOW	The council ensures that the Clerk has adequate training and seeks advice from appropriate bodies. The Clerk is a member of the SLCC and the Council is a member of CAPALC. Employment liability insurance in place.	Clerk Council
Uncontrolled Data	2	1	2	LOW	The Council has a Data Protection Policy and is registered with the ICO. CAPALC are the DPO.	Clerk
COUNCILLORS PROPRIETY						
Councillors involved in a decision who have an interest	2	2	4	LOW	Councillors have a duty to declare an interest at the start of the meeting. Disclosure of interests is an agenda item at the start of every meeting and declarations recorded in the minutes	Clerk Council
Register of Interests and gifts and hospitality	2	2	4	LOW	Register of Interests completed within 28 days of taking office and amended as necessary	Clerk Council